

WORKS

Standard Bidding Document under Japanese ODA Grants

PROCUREMENT OF WORKS



*Japan International Cooperation Agency
(JICA)*

October 2024

With Pre-Qualification

Invitation for Bids

Date: *[insert date of issuance of Invitation for Bid]*

Client: *[insert name of Client]*

Country: *[insert country of Client]*

Project Name: *[insert name of Project]*

Contract Name: *[insert name of Contract]*

1. The Government of *[insert name of Country]* has received a grant from the Japan International Cooperation Agency (JICA) towards the cost of the Project above and intends to apply part of the grant towards payments under the Contract above.
2. The Client above now invites sealed Bids from prequalified eligible Bidders for the *[insert name of Contract]*.
3. Bidding will be conducted through procedures in accordance with the applicable Procurement Guidelines for the Japanese Grants, and is open to all prequalified Bidders.
4. The Bidding Document may be purchased by interested Bidders at the address below, upon payment of JPY *[insert amount]*.
[insert name of the Consultant]
Address: *[insert mailing address of the Consultant]*
Office hours: *[insert office hours]*
Contact person: *[insert name of person in charge]*
Telephone: *[insert telephone number]*
E-mail address: *[insert email address]*
6. Bids must be delivered to the address above on or before *[insert time]* on *[insert date]*.
7. Bids will be opened in the presence of Bidders' representatives who choose to attend at the offices as specified in the Bidding Document.

Without Pre-Qualification

入札公告

(国名) 国 (実施機関名) は、日本の無償資金協力による「(案件名)」の入札を公示します。(事業内容を一言で表す。●●施設の建設等)を実施するもので、詳細は以下のとおりです。

Invitation for Bids

Date: [insert date of issuance of Invitation for Bid]

Client: [insert name of Client]

Country: [insert country of Client]

Project Name: [insert name of Project]

Contract Name: [insert name of Contract]

1. The Government of [insert name of Country] has received a grant from the Japan International Cooperation Agency (JICA) towards the cost of the Project above and intends to apply part of the grant towards payments under the Contract above.
2. The Client above now invites sealed Bids from eligible Bidders for the construction and completion of [insert brief description of the works].
3. Bidding will be conducted through procedures in accordance with the applicable Procurement Guidelines for the Japanese Grants, and is open to Bidders who meet qualifications defined in the Bidding Document.
4. Interested Bidders may obtain further information from and inspect the Bidding Documents during office hours at:
[insert name of the Consultant]
Address: [insert mailing address of the Consultant]
Office hours: [insert office hours]
Contact person: [insert name of person in charge]
Telephone: [insert telephone number]
E-mail address: [insert email address]
5. The Bidding Document may be purchased by interested Bidders on the submission of a written application to the address above, and upon payment of JPY [insert amount].
6. Bids must be delivered to the address above on or before [insert time] on [insert date].
7. Bids will be opened in the presence of Bidders' representatives who choose to attend at the offices as specified in the Bidding Document.

BIDDING DOCUMENT

for

Procurement of *[insert name of the Works]*

Client : *[insert name of Client]*

Country : *[insert name of country of Client]*

Project : *[insert name of Project]*

Contract : *[insert name of Contract]*

Consultant : *[insert name of Consultant]*

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PART 1 - BIDDING PROCEDURES

Section I. Instructions to Bidders

Section I. Instructions to Bidders (ITB) shall be used without modification. Any necessary changes, acceptable to JICA, to address specific country and project issues, shall be introduced only through the **Bid Data Sheet**.

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A. General

1. Scope of Bid

- 1.1 The Client **as specified in Section II, Bid Data Sheet (BDS)** issues this Bidding Document for the procurement of Works **as specified in Section V, Works Requirements**, and the Consultant **specified in the BDS**, duly authorized by the Client, distributes this Bidding Document on behalf of the Client.

The name of the Project and the name of the Contract are **specified in the BDS**.

- 1.2 Throughout this Bidding Document:

- (a) the term “in writing” means communicated in written form and delivered by mail or facsimile (including PDF file by e-mail) against receipt;
- (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and
- (c) “day” means calendar day.

2. Source of Funds

- 2.1 The Recipient **specified in the BDS** has received a Japanese ODA Grant from the Japan International Cooperation Agency (hereinafter referred to as “JICA”), in the amount and on the signed date of the Grant Agreement **specified in the BDS**, towards the cost of the Project. The Recipient intends to apply the Grant to payments under the Contract for which this Bidding Document is issued.

- 2.2 Disbursement of a Japanese ODA Grant by JICA will be subject, in all respects, to the terms and conditions of the Grant Agreement, including the disbursement procedures and the applicable Guidelines for Procurement under Japanese ODA Grants **specified in the BDS**. No party other than the Recipient shall derive any rights from the Grant Agreement.

- 2.3 The above Grant Agreement will cover only a part of the project cost. The other expenses not covered by the Japanese ODA Grant will be borne by the Recipient.

3. Corrupt and Fraudulent Practices

- 3.1 It is JICA’s policy to require that the bidders and the contractors, as well as the recipients, and the employers, under contracts funded with Japanese ODA Grants and other Japanese ODA, observe the highest standard of ethics during the procurement and execution of such contracts.

- 3.2 In pursuance of this policy, JICA:

- (a) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (b) will recognize a contractor as ineligible, for a period determined by JICA, to be awarded a contract funded with Japanese ODA Grants if it at any time determines that the bidder or the contractor has engaged in any corrupt or fraudulent practice in competing for, or in executing, another contract funded with Japanese ODA Grants or other expenditure by the Japanese governments.

- 3.3 If the Client determines, based on reasonable evidence, that any Bidder has engaged in any corrupt or fraudulent practice, the Client may disqualify such

Bidder after notifying the grounds of such disqualification.

4. Eligible Bidders

4.1 The Bidder may be a single firm or a Joint Venture (JV). In the case of a JV:

- (a) All members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- (b) The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.
- (c) A Bid submitted by a JV shall include a copy of the JV Agreement entered into by all members. Alternatively, a formal letter of intent to enter into a JV in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement. The JV Agreement or the proposed JV Agreement, as the case may be, shall indicate at least the part(s) of the Works to be executed by each member.

4.2 The Bidder shall not have a conflict of interest. The Bidder shall be disqualified under any of the circumstances set forth below, where it is determined to have a conflict of interest throughout the bidding/selection process and/or the execution of the Contract unless the conflict has been resolved in a manner acceptable to JICA.

- (a) A firm shall be disqualified from providing goods or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of a project that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm. This provision does not apply to the various firms (consultants, contractors, or suppliers) only due to the reason that those firms together are performing the contractor's obligations under a turnkey or design and build contract.
- (b) A firm that has a close business relationship with any professional personnel of the Recipient, who are directly or indirectly involved in any part of: (i) the preparation of the Prequalification Document (if any prepared) and/or this Bidding Document, (ii) the prequalification evaluation (if any conducted) and/or the Bid evaluation, or (iii) the supervision of such contract, shall be disqualified.
- (c) Based on the "One Bid Per Bidder" principle, which is to ensure fair competition, a firm and any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm shall not be allowed to submit more than one Bid, either individually as a single firm, or as a member of a JV.
- (d) A firm may not involve any individual (whether as employee, contractor or otherwise) in the provision of products or non-consulting services for the project who is, has been or is intended to be assigned (whether by the consultant, or any other party) to provide consulting services for the preparation or implementation of the project.
- (e) A firm or an individual having any other form of conflict of interest other than (a) through (d) above shall also be disqualified or excluded.

4.3 The Bidder, and all members constituting the Bidder in the case of JV, shall be Japanese juridical persons controlled by Japanese physical persons. Any firms, who fall under any of the items of Article 26, paragraph 1 of the Foreign Exchange

and Foreign Trade Act (Law No.228 of 1949, Japan), shall not be regarded as being controlled by Japanese physical persons.

4.4 The Bidder that has been determined to be ineligible by JICA in accordance with ITB 3.1 shall not be eligible to be awarded a Contract.

4.5 The Bidder shall provide such evidence of its eligibility satisfactory to the Consultant, as the Consultant shall reasonably request.

5. Eligible Equipment and Materials

5.1 The equipment and materials **specified in the BDS** comprising the Works to be supplied under the Contract shall have the origin of Japan or the country **specified in the BDS**. **Unless otherwise specified in the BDS**, the origin of the equipment and materials comprising the Works shall not be limited to a specific country.

5.2 The term “origin” means the country where the equipment and materials have been produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

B. Contents of Bidding Document

6. Sections of Bidding Document

6.1 The Bidding Document consists of Parts 1, 2, and 3, which include all the Sections specified below, and which should be read in conjunction with any addenda issued in accordance with ITB 8.

PART 1 Bidding Procedures

- Section I. Instructions to Bidders (ITB)
- Section II. Bid Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria (EQC)
- Section IV. Bidding Forms

PART 2 Works Requirements

- Section V. Works Requirements

PART 3 Conditions of Contract and Contract Forms

- Section VI. General Conditions of Contract (GCC)
- Section VII. Particular Conditions of Contract (PCC)
- Section VIII. Contract Forms

6.2 Unless obtained directly from the Consultant, neither the Client nor the Consultant is responsible for the completeness of the Bidding Document, responses to requests for clarification, or addenda to the Bidding Document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Consultant shall prevail.

6.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document and to furnish with its Bid all information and documentation as is required by the Bidding Document. The information or documentation shall be complete, accurate, current, and verifiable.

- 6.4 Photocopies of the Exchange of Notes and the Grant Agreement for the Project, and the Note Verbale confirming the exemption and reimbursement of customs duties, internal taxes and other fiscal levies in the country of the Recipient are attached to the Bidding Document for reference only. The Bidders shall hold these in confidence.

7. Clarification of Bidding Document and Site Visit

- 7.1 The Bidder requiring any clarification of the Bidding Document shall contact the Consultant in writing at the Consultant's address **specified in the BDS**. The Consultant will respond in writing to any request for clarification, provided that such request is received before the deadline(s) **specified in the BDS**. The Consultant shall forward copies of its response to all Bidders who have acquired the Bidding Document from the Consultant, including a description of the inquiry but without identifying its source, on or before the date **specified in the BDS**. Should the clarification result in changes to the essential elements of the Bidding Document, the Client shall amend the Bidding Document following the procedure under ITB 8.
- 7.2 The Bidder is advised to visit and examine the Site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense.
- 7.3 The Bidder and any of its personnel or agents will be granted permission by the Client to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder, its personnel, and agents will release and indemnify the Client and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

8. Amendment of Bidding Document

- 8.1 At any time prior to the deadline for submission of Bids, the Client may amend the Bidding Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document from the Consultant.
- 8.3 To give the Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Client may extend the deadline for the submission of Bids, pursuant to ITB 22.2.

C. Preparation of Bids

9. Cost of Bidding

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Client and/or the Consultant shall not be responsible or liable for

those costs, regardless of the conduct or outcome of the bidding process.

10. Language of Bid

10.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Client and/or the Consultant, shall be written in the language **specified in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language of Bid, in which case, for purposes of interpretation of the Bid, such translation shall govern.

11. Documents Comprising the Bid

11.1 The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Bid containing the documents listed in ITB 11.2 and the other the Price Bid containing the documents listed in ITB 11.3, both envelopes enclosed together in an outer single envelope.

11.2 The Technical Bid shall comprise the following:

- (a) Letter of Technical Bid, in accordance with ITB 12.1;
- (b) Power of Attorney, authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.2 and ITB 20.3;
- (c) copy of the JV Agreement, or Letter of Intent to enter into a JV including a draft agreement in the case of a Bid submitted by a JV in accordance with ITB 4.1;
- (d) documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility and qualifications to perform the Contract if its Bid is accepted;
- (e) Technical Proposal in accordance with ITB 16;
- (f) Acknowledgement of Compliance with the Guidelines for Procurement under Japanese ODA Grants (Form ACK), which shall be signed and dated by the Bidder's authorized representative; and
- (g) any other document **required in the BDS**.

11.3 The Price Bid shall comprise the following:

- (a) Letter of Price Bid, in accordance with ITB 12;
- (b) Bid Price Schedules in accordance with ITB 14,; and
- (c) any other document **required in the BDS**.

12. Bidding Forms

12.1 The Bidder shall complete the Technical Bid and Price Bid, using the relevant forms furnished in **Section IV, Bidding Forms**. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13. Alternative Bids

13.1 Alternative bids shall not be considered.

14. Bid Price

14.1 The Contract shall be lump-sum basis, and the contract price shall not be subject to adjustment, unless otherwise specified in the Contract, or modified by the

amendment of the Contract.

14.2 The Bidder shall fill in rates and prices for all items of the Works described in the Bid Price Schedule. Items against which no rate or price is entered by the Bidder shall be deemed covered by the rates and/or prices for other items in the Bid Price Schedule and will not be paid for separately by the Client.

14.3 The price to be quoted in the Letter of Price Bid shall be the total price of the Bid. Absence of the total bid price in the Letter of Price Bid may result in the rejection of the Bid.

14.4 Customs duties, internal taxes and other fiscal levies in the country of the Recipient payable by the contractor under the Contract are confirmed to be exempt and/or borne by the Recipient, based on the Note Verbale exchanged between the Government of Japan and the Government of the Recipient. Any other duties, taxes, and levies payable by the contractor under the Contract shall be included in the total Bid Price submitted by the Bidder.

15. Currency of Bid

15.1 The currency of the Bid shall be Japanese Yen.

16. Technical Proposal

16.1 The Bidder shall furnish as part of the Technical Bid, a Technical Proposal comprising, for example, a statement of work methods, equipment, personnel, schedule, safety plan and any other information as stipulated in **Section IV, Bidding Forms**, in sufficient detail to demonstrate substantial responsiveness of the Bidder's proposal to meet the Work Requirements and the completion time.

17. Documents Establishing the Qualifications of the Bidder

17.1 In accordance with **Section III, Evaluation and Qualification Criteria**,

(a) if the prequalification process was conducted prior to the bidding process, the Bidder whose offer was considered to be the lowest evaluated Bid in accordance with ITB 34, may be requested to provide updated information on any assessed aspect to establish that the Bidder continues to meet the criteria used at the time of prequalification, and

(b) if the prequalification process was not conducted prior to the bidding process, the Bidder shall provide the information requested in the corresponding information sheets included in **Section IV, Bidding Forms**.

17.2 Any change in the structure or formation of the Bidder, in case of a JV, shall be subject to the written approval of the Client prior to the deadline for submission of Bids.

Any such change should be submitted to the Consultant not later than twenty-eight (28) days before the Bid submission deadline.

18. Period of Validity of Bids

18.1 Bids shall remain valid for a period of sixty (60) days after the Bid submission deadline date in accordance with ITB 22.1.

18.2 In exceptional circumstances, prior to the expiration of the Bid validity period, the

Client may request the Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Bid.

19. Bid Security

19.1 Bid Security shall not be required.

20. Format and Signing of Bid

20.1 The Bidder shall prepare one (1) original of the Technical Bid and one (1) original of the Price Bid comprising the documents as described in ITB 11 and clearly mark them "TECHNICAL BID - ORIGINAL" and "PRICE BID - ORIGINAL", as appropriate.

In addition, the Bidder shall submit one (1) copy each of the Technical and Price Bids and clearly mark them "TECHNICAL BID - COPY" and "PRICE BID - COPY", as appropriate.

In the event of any discrepancy between the original and the copy, the original shall prevail.

20.2 The original of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall be in the form of a Power of Attorney included in the Technical Bid. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid.

20.3 A bid submitted by a JV shall be signed by an authorized representative of the JV accompanied by a Power of Attorney from each member of the JV giving that authorized representative the power to sign on their behalf and legally bind them all. Such power shall also be given by a person duly authorized to do so on behalf of each member evidenced by a Power of Attorney.

20.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

20.5 The Bidders shall clearly mark "CONFIDENTIAL" any information which they regard as confidential to their business. Such information may include proprietary information, trade secrets, or commercial or financially sensitive information.

D. Submission and Opening of Bids

21. Sealing and Marking of Bids

21.1 The Bidder shall enclose:

- (a) in a sealed envelope, duly marked as "TECHNICAL BID - ORIGINAL", all documents comprising the Technical Bid, as described in ITB 11.2;
- (b) in a sealed envelope, duly marked as "PRICE BID - ORIGINAL", all documents comprising the Price Bid, as described in ITB 11.3;
- (c) in sealed envelopes, duly marked as "TECHNICAL BID - COPY", all required

copies of the Technical Bid; and
(d) in sealed envelopes, duly marked as "PRICE BID - COPY", all required copies of the Price Bid.

These envelopes (inner envelopes) containing the original and the copies shall then be enclosed in one single envelope (outer envelope).

21.2 The inner and outer envelopes shall be:

- (a) clearly marked with the name and address of the Bidder;
- (b) addressed to the Consultant; and
- (c) clearly marked with the name of the Project and the name of the Contract **specified in BDS 1.1.**

21.3 The outer envelopes and the inner envelopes containing the Technical Bid shall be clearly marked with a warning "NOT TO BE OPENED BEFORE THE TIME AND DATE FOR THE OPENING OF TECHNICAL BID".

21.4 The inner envelopes containing the Price Bid shall be clearly marked with a warning "NOT TO BE OPENED UNTIL ADVISED BY THE CONSULTANT".

21.5 If all envelopes are not sealed and marked as required, the Client and/or the Consultant will assume no responsibility for the misplacement or premature opening of the Bid.

22. Deadline for Submission of Bids

22.1 Bids must be submitted by hand and received by the Consultant at the address and no later than the date and time **specified in the BDS.**

22.2 The Client may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB 8, in which case all rights and obligations of the Client and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.

23. Late Bids

23.1 Any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 22, shall not be considered. Any Bid received by the Consultant after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

24. Withdrawal of Bids

24.1 No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Letters of Technical Bid and Price Bid or any extension thereof.

25. Bid Opening

25.1 Except in the cases **specified in ITB 23**, the Consultant duly authorized by the Client, shall open and read out all Technical Bids received by the deadline, at the date, time and place **specified in the BDS**, in the presence of the Bidders' representatives who choose to attend. The Price Bids will remain unopened and will be held in custody of the Consultant until the time of their opening to be **specified in accordance with ITB 25.4.**

If the Technical Bid and the Price Bid are submitted together in one envelope, the Client may reject the entire Bid.

25.2 All envelopes holding the Technical Bids shall be opened one at a time, reading out:

- (a) the name of the Bidder;
- (b) the presence or absence of required documents as the Technical Bids;
- (c) whether the envelope of the Price Bid has been sealed; and
- (d) any other details as the Consultant may consider appropriate.

Only Technical Bids read out at the opening of Technical Bid shall be considered for evaluation. The Client and/or the Consultant shall neither discuss the merits of any Bid nor reject any Bid.

25.3 The Consultant shall prepare a record of the opening of Technical Bids that shall include, as a minimum:

- (a) the name of the Bidder;
- (b) the presence or absence of required documents constituting the Technical Bid;
- (c) whether the envelope of the Price Bid has been sealed; and
- (d) a list of attendance.

The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders who submitted Bids in time, and to JICA.

25.4 At the end of the evaluation of the Technical Bids, the Consultant will invite the Bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified for award to attend the opening of the Price Bids. The date, time, and location of the opening of Price Bids will be advised in writing by the Consultant. The opening date should allow the Bidders sufficient time to make arrangements for attending the opening of Price Bids.

25.5 The Client will notify, in writing, the Bidders who have been rejected on the grounds of their Technical Bids being substantially non-responsive to the requirements of the Bidding Document and/or who have been determined as being disqualified for award, and the Consultant will return their Price Bids unopened.

25.6 The Consultant, duly authorized by the Client, shall conduct the opening of Price Bids of all Bidders who submitted substantially responsive Technical Bids and who were determined as being qualified for award, in the presence of the Bidders' representatives who choose to attend at the address, date and time specified by the Consultant. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.

25.7 All envelopes containing Price Bids shall be opened one at a time, reading out:

- (a) the name of the Bidder;
- (b) the Bid Price; and
- (c) any other details as the Consultant may consider appropriate.

Only Price Bids read out and recorded at the opening of Price Bids shall be considered for evaluation. The Client and/or the Consultant shall neither discuss the merit of any Price Bid nor reject any Price Bid at the Price Bids opening.

25.8 **If so specified in the BDS**, the Consultant shall request the Bidders to submit

another Letter of Price Bid immediately after the Price Bid opening, only in case where the lowest Bid Price exceeds the cost estimates by the Consultant, for the purpose of obtaining a lower price on the same specifications and conditions.

The new Letter of Price Bid shall be typed or handwritten in indelible ink and signed by a person duly authorized by the Power of Attorney. Bidders who do not submit another valid Letter of Price Bid shall be evaluated based on the Bid Price in the original Letter of Price Bid.

25.9 The Consultant shall prepare a record of the opening of Price Bids that shall include, as a minimum:

- (a) the name of the Bidder;
- (b) the Bid Price; and
- (c) a list of attendance.

The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders who submitted Bids in time, and to JICA.

E. Evaluation and Comparison of Bids

26. Confidentiality

26.1 Information relating to the evaluation of Bids and recommendation of Contract award shall not be disclosed to the Bidders or any other persons not officially concerned with the bidding process until information on Contract award is communicated to all Bidders in accordance with ITB 38 and 40.

The use by any Bidder of confidential information related to this bidding process may result in the rejection of its Bid.

26.2 Any attempt by a Bidder to influence the Client and/or the Consultant in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

26.3 Notwithstanding ITB 26.2, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Client and/or the Consultant on any matter related to the bidding process, it shall do so in writing.

27. Clarification of Bids

27.1 To assist in the examination, evaluation, and comparison of the Technical and Price Bids, and qualification of the Bidders, the Consultant duly authorized by the Client may, at its discretion, ask any Bidder for a clarification of its Bid, giving a reasonable time for a response. Any clarification submitted by a Bidder that is not in response to a request by the Consultant shall not be considered. The Consultant's request for clarification and the response shall be in writing. No change in the substance of the Technical Bid or prices in the Price Bid, including any voluntary increase or decrease in the prices, shall be sought, offered, or permitted in the evaluation of the Price Bids, in accordance with ITB 33.

27.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the

Consultant's request for clarification, its Bid may be rejected.

28. Deviations, Reservations, and Omissions

28.1 During the evaluation of Bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the Bidding Document;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.

29. Preliminary Examination of Technical Bids

29.1 The Consultant shall examine the Bid to confirm that all documents and information requested in ITB 11.2 have been provided, and to determine the completeness of each document submitted.

29.2 The Consultant shall confirm that the following documents and information have been provided in the Technical Bid. If any of these documents or information is missing, the Bid shall be rejected.

- (a) Letter of Technical Bid;
- (b) Power of Attorney to commit the Bidder; and
- (c) Technical Proposal in accordance with ITB 16.

30. Qualification of the Bidders

30.1 The Bidder shall substantially meet or exceed the specified qualification requirements. The Client shall determine to its satisfaction whether the Bidders meet the qualifying criteria **specified in Section III, Evaluation and Qualification Criteria**, during the evaluation of Technical Bids. However, if the prequalification process was carried out prior to the bidding process, the Client may omit this process.

30.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 17.

30.3 The Client reserves the right to waive minor (nonmaterial) deviations in the qualification criteria if they do not materially affect the technical capability and financial resources of the Bidder to perform the contract.

30.4 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid.

31. Determination of Responsiveness of Technical Bids

31.1 The Client's determination of a Technical Bid's responsiveness is to be based on the contents of the Technical Bid itself.

31.2 For the purposes of this determination, a substantially responsive Technical Bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,

- (a) if accepted, would
 - (i) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
 - (ii) limit in any substantial way, inconsistent with the Bidding Document, the Client's rights or the Bidder's obligations under the proposed Contract; or
- (b) if rectified, would unfairly affect the competitive position of the other Bidders presenting substantially responsive Bids.

31.3 The Client shall examine the Technical Bid submitted in accordance with **Section III, Evaluation and Qualification Criteria**, to confirm that all requirements of **Section VI, Works Requirements** have been met without any material deviation, reservation or omission.

31.4 If a Technical Bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Client and shall not subsequently be made responsive by correction of the material deviation, reservation, or omission.

32. Nonmaterial Nonconformities

32.1 Provided that a Technical Bid is substantially responsive, the Client may waive any nonconformities (deviation, reservation, or omission) in the Bid.

32.2 Provided that a Technical Bid is substantially responsive, the Client may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the Price Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

33. Evaluation of Price Bids

33.1 Where there is a discrepancy between words and figures, the amount in words shall prevail. Where there is a discrepancy between the Price Bid and Bid Price Schedule, the Price Bid shall prevail.

33.2 To evaluate a Price Bid, the Client shall consider the following:

- (a) the Bid Price; and
- (b) the additional evaluation factors **specified in Section III, Evaluation and Qualification Criteria** (if any).

34. Comparison of Bids

34.1 The Client shall compare the evaluated prices of all substantially responsive Bids established in accordance with ITB 33.2 to determine the lowest evaluated Bid.

34.2 If there are two or more lowest evaluated Bids, the determination shall be the Client's discretion, considering the qualification of Bidders and/or responsiveness of their Technical Proposals.

34.3 If the Bid, which results in the lowest evaluated Bid Price, is seriously unbalanced or front loaded in the opinion of the Consultant, the Consultant may require the Bidder to produce detailed price analyses for any or all items of the Bid Price Schedule, to demonstrate the internal consistency of those prices with the

construction methods and schedule proposed.

- 34.4 In the event of identification of a potentially abnormally low Bid, the Consultant shall seek written clarifications from the Bidder, including detailed price analyses of its Bid Price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Bidding Document.

After evaluation of the price analyses, in the event that the Client determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Bid Price, the Client shall reject the Bid.

35. Price Negotiation with the Revision of the Works

- 35.1 In the case that the lowest Bid Price exceeds the cost estimate by the Consultant, and prior consultation with JICA, the Client may request the lowest evaluated Bidder to enter into price negotiation with the revision of the Works **as specified in Section V, Works Requirements**, such as reduction in the scope and/or revision of the specifications, within the range, which may not violate the result of the Bidding process.

- 35.2 When the Client fails to obtain a satisfactory result in the price negotiation with the lowest evaluated Bidder, the Client may request the next lowest evaluated Bidder to enter into price negotiation in the same way, after notification to terminate the price negotiation to the lowest evaluated Bidder in a written form. This procedure may be followed until the Client obtains a satisfactory result.

- 35.3 If the lowest evaluated Bid Price, and the following lowest evaluated Bid Prices in case of the Sub-Clause 35.2 above, exceeds the cost estimate by the Consultant in considerable degree, the Client shall not enter into the price negotiation of this Clause.

36. Client's Right to Accept Any Bid, and to Reject Any or All Bids

- 36.1 The Client reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

F. Award of Contract

37. Award Criteria

- 37.1 Subject to ITB 36.1, the Client shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

38. Notification of Award

- 38.1 Prior to the expiration of the period of Bid validity, and after JICA's concurrence of the bid evaluation by the Client, the Client shall notify the successful Bidder, in writing, that its Bid has been accepted.

38.2 After a contract has been determined to be eligible for financing under Japanese ODA Grants, the following information may be made public by JICA:

- (a) name of each Bidder who submitted a Bid;
- (b) Bid Prices as read out at Bid opening;
- (c) name and address of the successful Bidder; and
- (d) signing date, verification date and amount of the contract.

39. Signing of Contract

39.1 Promptly upon notification, the Client shall send the successful Bidder the Contract Agreement.

39.2 Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Client.

40. Notification to Unsuccessful Bidders

40.1 As promptly as possible upon the notification of award to the successful Bidder, the Consultant duly authorized by the Client shall notify all unsuccessful Bidders of the results of the bidding.

Section II. Bid Data Sheet (BDS)

The following specific data for the Works to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. General																						
ITB 1.1	The Client is: [insert name of Client] . The name of the Consultant is: [insert name of Consultant] . The name of the Project is: [insert name of Project] . The name of the Contract is: [insert name of Contract] .																					
ITB 2.1	The Recipient is: [insert name of the Recipient] . The Grant Agreement for the Project was signed by JICA and the Recipient on the date of [insert date] for the amount of [insert amount] Japanese Yen.																					
ITB 2.2	The applicable Guidelines for Procurement under Japanese ODA Grant is: [insert name of guideline] .																					
ITB 4.6 (additional)	[If prequalification process was conducted] This bidding is open only to the prequalified Bidders.																					
ITB 5.1	The list of the equipment and materials comprising the Works for which their “eligible source countries” are restricted shall be as follows; <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">Name of equipment /materials</th> <th style="width: 50%;">Eligible source countries</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td></tr> </tbody> </table>		Name of equipment /materials	Eligible source countries	1.			2.			3.			4.			5.			6.		
	Name of equipment /materials	Eligible source countries																				
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
B. Contents of Bidding Document																						
ITB 7.1	For clarification purposes only, the Consultant’s address is: Address: [insert address] Attention: [insert full name of person in charge] Telephone: [insert telephone number] Email: [insert email address(es)]																					

	<p><i>[example]</i></p> <p>The deadlines for submission of the clarification are set by two steps.</p> <p>1st deadline shall be: Date and time: <i>[insert time, day, month, and year]</i></p> <p>1st response shall be: Date and time: <i>[insert time, day, month, and year]</i></p> <p>2nd deadline shall be: Date and time: <i>[insert time, day, month, and year]</i></p> <p>2nd response shall be: Date and time: <i>[insert time, day, month, and year]</i></p>
ITB 7.4 (additional)	<p><i>[In case Site Meeting shall be held, the following Sub-Clause shall be added.]</i></p> <p>7.4 The Bidder's designated representative shall be invited to attend the following Site Meeting, at the Bidder's own expense. Date and time: <i>[insert day and time]</i> Place: <i>[insert place and address]</i></p> <p>For detailed information and arrangement, contact; Name of person in charge: <i>[insert name of person]</i> E-mail address: <i>[insert e-mail address of the person]</i></p> <p>Minutes of the Site Meeting, including questions by the Bidders and responses of the Consultant, will be transmitted promptly to all Bidders who have acquired the Bidding Document. Nonattendance at the Site Meeting will not be a cause for disqualification of a Bidder.</p>
C. Preparation of Bids	
ITB 10.1	<p>The language of the Bid is: <i>[insert one of the following: English, Spanish or French]</i>.</p>
ITB 11.2 (h)	<p><i>[List any additional document not already listed in ITB 11.2 that must be submitted with the Technical Bid. If there is no additional document, state "none".]</i></p> <p>The Bidder shall submit the following additional documents in its Technical Bid: <i>[example]</i> - <i>Certificate of Signature of the issuer (all issuers in the case of JV) of the Power of Attorney (authenticated by the Chamber of Commerce and Industry in Japan)</i></p>
ITB 11.3 (c)	<p><i>[List any additional document not already listed in ITB 11.2 that must be submitted with the Price Bid. If there is no additional document, state "none".]</i></p> <p>The Bidder shall submit the following additional documents in its Price Bid:</p>

	<i>[List any additional document.]</i>
D. Submission and Opening of Bids	
ITB 22.1	<p>For Bid submission purposes only, the Consultant's address is: Address: <i>[insert address]</i> Office hours: <i>[insert office hours]</i> Attention: <i>[insert full name of person in charge]</i> Telephone: <i>[insert telephone number]</i> E-mail address: <i>[insert email address]</i></p> <p>The deadline for Bid submission is: Date: <i>[insert day, month, and year, e.g., 15 June 2018]</i> Time: <i>[insert time, and identify if a.m. or p.m., e.g., 10:30 a.m.]</i></p>
ITB 25.1	<p>The Technical Bid opening shall take place at: Place: <i>[insert place and address]</i> Date: <i>[insert day, month, and year, e.g., 15 June 2018]</i> Time: <i>[insert time, and identify if a.m. or p.m., e.g., 10:30 a.m.]</i></p>
ITB 25.8	<p>[Option 1] The additional Letter of Price Bid shall not be required.</p> <p>[Option 2] The additional Letter of Price Bid shall be requested immediately after the Price Bid opening. Leading time for submission of additional Letter of Price Bid shall be decided upon the requests of the Bidder who attend Price Bid opening, but not longer than one (1) hour.</p>
Additional Clauses	
ITB 40.2. (additional)	<p><i>[In case additional evaluation factors in accordance with Sub-Clause 33.2 (b) were applied, the following Sub-Clause shall be added.]</i></p> <p>40.2 After receipt of the Consultant's notification pursuant to ITB 40.1 above, the unsuccessful Bidders may request in writing to the Consultant a debriefing seeking an explanation of the grounds on which their Bids were evaluated with the additional evaluation factors defined in Sub-Clause 33.2 (b). The Consultant shall promptly respond in writing to any unsuccessful Bidder who requests a debriefing in accordance with this Clause.</p>
ITB 41. Unit Price for Major Items and Specified Material (additional)	<p>41.1 The unit price of major work items listed in the "Schedule for Detailed Direct Construction Cost" specified in Section IV. Bidding Forms, will be agreed upon as "agreed unit costs" after execution of the Contract for future adjustment of the Contract Price.</p> <p>41.2 The unit price of specified materials hereunder will be agreed after execution of the Contract for future adjustment of the</p>

	<p>contract price due to inflation or deflation in unit prices of materials.</p> <p>✓ *****</p> <p>✓ #####</p> <p>✓ ????????</p>
--	--

Section III. Evaluation and Qualification Criteria

1. Determination of Responsiveness of Technical Bid

Determination of the substantial responsiveness of the Technical Bid in accordance with ITB 31 includes, among other things, an assessment of the adequacy of the Bidder's Technical Proposal, during which the Bidder's technical capacity to complete the Works will be assessed in terms of the following. Based on such assessment, the Client will determine whether the Technical Proposal is substantially responsive to the requirements stipulated in **Section V, Works Requirements**.

The evaluation criteria for this determination are described as follows.

- (i) mobilization of key construction equipment and personnel for the execution of the Works.
- (ii) adequately supervising and controlling of the execution of the Works by the appropriate allocation of staff.
- (iii) planning and scheduling of all work activities in such a manner that the Works will be completed on time and meet with all Contract requirements.
- (iv) execution of the Works fully in accordance with all Contract requirements including but not limited to work methods, material sourcing, etc.
- (v) carrying out all operations for the execution of the Works safely and in an environmentally friendly manner.

(1) Personnel

The Bidder must demonstrate the name and resume together with their experience records, of the personnel for the following key positions, in Form PER in **Section IV, Bidding Forms**.

- ✓ Contractor's Representative in situ
- ✓

(2) Construction Equipment

The Bidder must demonstrate that it has the key construction equipment listed hereafter, in Form EQU in **Section IV, Bidding Forms**.

- ✓
- ✓
- ✓
- ✓

2. Qualification of the Bidders

The qualification criteria for the purpose of assessment of the qualification of the Bidder to perform the Contract satisfactorily, in accordance with ITB 30, are described as follows.

Whenever a Form in **Section IV, Bidding Forms**, requires the Bidder to state a monetary amount of single contract, the Bidder should indicate the Japanese Yen equivalent using the exchange rate prevailing on the date of the contract.

2.1. Eligibility

(1) Nationality

The Bidder, or each member of JV (in case of JV), shall be a Japanese national

controlled by Japanese physical persons, as described in ITB 4.3.

(2) Conflict of Interest

The Bidder, or each member of JV (in case of JV), shall have no conflict of interest in ITB 4.2.

(3) JICA Ineligibility

The Bidder, or each member of JV (in case of JV), shall not have been declared ineligible by JICA, as described in ITB 4.4.

(4) JV members

In case of JV, the member of JV shall not exceed three.

(5) License

The Bidder, or representative of JV (in case of JV), shall have a license for construction business required for executing the construction works directly and/or by sub-contracting in Japan in compliance with Article 3 and Article 3-2 of the Construction Business Act (Kensetsugyo-Ho, Law No.100 of 1949, Japan).

2.2. Financial Situation and Capabilities

(1) Financial Performance

The financial statements for the last three (3) years shall be submitted and must demonstrate the current soundness of the Bidder's financial position and indicate its prospective long-term profitability.

As the minimum requirement, the Bidder's net worth calculated as the difference between total assets and total liabilities should be positive.

The Bidders who have applied for the commencement of the reorganization procedures as defined in Article 17 of the Corporation Reorganization Act (Kaisha-Kosei-Ho, Law No. 154 of 2002, Japan) or the rehabilitation procedures as defined in Article 21 of the Civil Rehabilitation Act (Minji-Saisei-Ho, Law No. 225 of 1999, Japan) but have not received the decision on the commencement of the above-mentioned procedures of the said Act are excluded from the bidding.

This requirement shall also apply to all JV members, in case of JV.

(2) Average Annual Turnover

Minimum average annual turnover of JPY [insert amount in JPY], calculated as total certified payments received for contracts in progress and/or completed, within the last three (3) years, divided by three (3) years.

In case of JV, all JV members combined annual turnover shall be calculated and considered.

2.3. Experience

(1) Overseas Experience

The Bidder shall have at least [insert number] overseas experiences of construction works with the contract price not less than [insert number] million Japanese Yen during the last ten years, or have the same of which total contract price shall be not less than [insert number] million Japanese Yen during the same period, regardless of prime contracting or sub-contracting. In case of JV, all the members combined shall satisfy the requirements stated above.

(2) Specific Experience

The Bidder, or JV member combined, shall have at least [insert number] experiences of undertaking specific construction works. The specific

construction works hereof shall be [description of specific works], with the construction value not less than [insert number] million Japanese Yen during the last five (5) years, either domestic or overseas, as a prime contractor.

The Bidder, or JV member combined, shall also have a minimum experience in the following key activities in the construction works successfully completed. The key activities hereof shall be [list activities indicating number, length, area or volume as applicable], during the last five (5) years, either domestic or overseas, as a prime contractor (single entity or JV member).

2.4. Number of Qualified Engineers

The Bidder, or one member of JV, shall have at least [insert number] qualified engineers who have been licensed as the following:

- ✓ First-Class Licensed Civil Works Supervisor
- ✓ First-Class Licensed Architect
- ✓ Professional Engineer
- ✓ Registered Building Service Engineer

3. Evaluation of Price Bid

No additional evaluation factors suggested in ITB 33.2(b), shall be considered in evaluating a Price Bid.

or

In addition to the criteria listed in ITB 33.2 (a), the following criteria shall apply, as the additional evaluation factors.

Section IV. Bidding Forms

The forms included in this section shall be completed by the Bidder in accordance with guidance and instructions provided in this section and other sections of the Bidding Documents, and submitted as part of its Technical Bid and Price Bids.

Letter of Technical Bid

Letter of Price Bid

Bid Price Schedules

Technical Proposal

- Site Organization
- Method Statement
- Construction Schedule
- Safety Plan
- Form PER: Resume of Proposed Personnel
- Form EQU: Construction Equipment

Bidder's Qualifications

- Form ELI-1: Bidder Information Form
- Form ELI-2: JV Member Information Form
- Form FIN-1: Financial Situation
- Form FIN-2: Average Annual Turnover
- Form EXP-1: Overseas Construction Experience
- Form EXP-2: Specific Construction Experience

Form ACK: Acknowledgement of Compliance with the Guidelines for Procurement under Japanese ODA Grant

For reference

- *Schedule for Detailed Direct Construction Cost*

[Prepare this Letter of Technical Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.]

Letter of Technical Bid

Date: *[insert date of Bid submission]*

Project: *[insert name of Project]*

To: *[insert full name of Client]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including addenda issued in accordance with Instructions to Bidders (ITB) 8: *[insert the number and issuing date of each addendum]*;
- (b) We meet the eligibility requirements as stated in ITB 4 and ITB 5;
- (c) We have no conflict of interest in accordance with ITB 4;
- (d) We offer to execute the Works in conformity with the Bidding Document;
- (e) Our Bid shall be valid for a period of *[specify the number of calendar days]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We are not participating, as a Bidder or as a subcontractor, in more than one Bid in this bidding process in accordance with ITB 4.2(c); and
- (g) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud or corruption.

Name of the Bidder¹: *[insert name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder²: *[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

¹ In the case of a Bid submitted by a Joint Venture, specify the name of the Joint Venture as Bidder.

² Person signing the Bid shall have the Power of Attorney given by the Bidder to be included in the Technical Bid.

[Prepare this Letter of Price Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.]

Letter of Price Bid

Date: *[insert date of Bid submission]*

Project: *[insert name of Project]*

To: *[insert full name of Client]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including addenda issued in accordance with Instructions to Bidders (ITB) 8: *[insert the number and issuing date of each addendum]*;
- (b) We offer to execute the Works in conformity with the Bidding Document and Technical Bid;
- (c) The total price of our Bid is: *[insert the total Bid Price in words and figures.]*;
- (d) Our Bid shall be valid for a period of *[specify the number of calendar days]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period; and
- (e) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.

Name of the Bidder³: *[insert name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: *[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed: *[insert date of signing]* day of *[insert month]*, *[insert year]*

³ In the case of a Bid submitted by a Joint Venture, specify the name of the Joint Venture as Bidder.

Bid Price Schedule

Technical Proposal

Technical proposal shall consist of the following documents.

- Site Organization
- Method Statement
- Construction Schedule
- Safety Plan
- Form PER: Resume of Proposed Personnel
- Form EQU: Construction Equipment

Site Organization

Method Statement

Construction Schedule

Safety Plan

The Bidder shall submit a basic plan and policies for general safety management and operation for the entirety of construction works at the Site, incorporating all the items which follow.

The Contractor shall determine the basic policies for safety management considering the scope of work, the environment where the works are performed, relevant laws and regulations of the recipient country, and contract documents. It is also recommended to describe the basic policies of the head office in Japan.

- (1) Basic Policies for Safety Management
- (2) Internal Organizational Structure for Safety Management
- (3) Promotion of the PDCA Cycle
- (4) Monitoring
- (5) Safety Education and Training
- (6) Voluntary Safety Management Activities
- (7) Sharing Information
- (8) Response to Emergencies and Unforeseen Circumstances

Form PER: Resume of Proposed Personnel

*[Bidders shall provide the names of suitably qualified personnel **stated in Section III, Evaluation and Qualification Criteria**, and the data on the experience of the personnel.]*

Name of Bidder:		
Position:		
Personnel information	Name:	Date of birth:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Present employment	Name of employer:	
	Address of employer:	
	E-mail address:	Contact (personnel officer):
	Job title:	Years with present employer:

[Bidders shall summarize professional experience over last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project of the proposed personnel.]

From	To	Relevant Technical and Management Experience
		Company: Project: Position: Experience:
		Company: Project: Position: Experience:
		Company: Project: Position: Experience:
		Company: Project: Position: Experience:
		Company: Project: Position: Experience:

Form EQU: Construction Equipment

*[Bidders shall provide adequate information for the key equipment **stated in Section III, Evaluation and Qualification Criteria**. A separate table shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.]*

Item of Equipment:		
Equipment information	Name of manufacturer:	Model and power rating:
	Capacity:	Year of manufacture:
Current status	Current location:	
	Details of current commitments:	
Source	Indicate source of the equipment: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Item of Equipment:		
Equipment information	Name of manufacturer:	Model and power rating:
	Capacity:	Year of manufacture:
Current status	Current location:	
	Details of current commitments:	
Source	Indicate source of the equipment: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Bidders Qualification

- Form ELI -1: Bidder Information Form
- Form ELI -2: JV Member Information Form
- Form FIN -1: Financial Situation
- Form FIN -2: Average Annual Turnover
- Form EXP -1: Overseas Experience
- Form EXP- 2: Specific Experience

Form ELI -1: Bidder Information Form

Date: *[insert day, month, year]*

[Bidders shall provide the following information. In case of a JV, the Bidder shall provide the information of the representative of the JV.]

Bidder's legal name:
In case of a JV, legal name of the representative member and of each member: <i>[insert full name of each member in the JV and specify the representative member.]</i>
Bidder's legal address in Japan:
Bidder's authorized representative Name : Title :
Bidder's year of incorporation: <i>[insert month and year]</i>
Year of establishment of Department or Section for Overseas Works: <i>[insert month and year]</i>
Bidder's Construction Business License: License Number: <i>[insert license number]</i> Date of Issue: <i>[insert date of issue]</i>
Numbers of Employees: Civil Engineering Staff: <i>[insert number]</i> Architect Engineering Staff: <i>[insert number]</i> Mechanical and Electrical Engineering Staff: <i>[insert number]</i> Administration Staff: <i>[insert number]</i> Others: <i>[insert number]</i> TOTAL: <i>[insert number]</i>
Numbers of Qualified Engineers: First-Class Licensed Civil Works Supervisor: <i>[insert number]</i> First-Class Licensed Architect: <i>[insert number]</i> Professional Engineer: <i>[insert number]</i> Registered Building Service Engineer: <i>[insert number]</i>

Form ELI -2: JV Member Information Form

Date: *[insert day, month, year]*

[The following form is additional to Form ELI-1, and shall be completed to provide information relating to each JV member other than the representative member, if the Bidder is a JV.]

Bidder's legal name:
JV Member's legal name: <i>[insert full name of JV member]</i>
JV Member's legal address in Japan:
JV Member's authorized representative Name : Title :
JV Member's year of incorporation: <i>[insert month and year]</i>
Year of establishment of Department or Section for Overseas Works: <i>[insert month and year]</i>
JV Member's Construction Business License (if any): License Number: <i>[insert license number]</i> Date of Issue: <i>[insert date of issue]</i>
Numbers of Employees: Civil Engineering Staff: <i>[insert number]</i> Architect Engineering Staff: <i>[insert number]</i> Mechanical and Electrical Engineering Staff: <i>[insert number]</i> Administration Staff: <i>[insert number]</i> Others: <i>[insert number]</i> TOTAL: <i>[insert number]</i>
Numbers of Qualified Engineers: First Class Licensed Civil Works Supervisor: <i>[insert number]</i> First Class Licensed Architect: <i>[insert number]</i> Professional Engineer: <i>[insert number]</i> Registered Building Service Engineer: <i>[insert number]</i>

Form FIN -1: Financial Situation

[The following table shall be filled in for the Bidder, and for each JV member, explicating “JV Member’s Legal Name”, if the Bidder is a JV. The documents listed/stated as required shall be submitted as attachments hereto.]

Date: *[insert day, month, year]*
Bidder’s Legal Name: *[insert full name]*
JV Member’s Legal Name: *[insert full name]*

Type of Financial information	Historic information for previous 5 years (amount in million Japanese Yen)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Information from Balance Sheet (貸借対照表)					
Total Assets					
Total Liabilities					
Net Worth					
Current Assets					
Current Liabilities					
Working Capital					
Information from Income Statement (損益計算書)					
Total Revenue					
Gross Profit					
Operating Profit					
Ordinary Profit					
Profits Before Taxes					
Profits After Taxes					
Information from Cash Flow Statement (キャッシュ・フロー計算書)					
Cash Flow from Operating Activities					

The Bidder and its parties shall provide copies of the financial statements of Balance Sheet and Income Statement for the last three (3) years. Statements written in the Japanese language without translation are acceptable.

The financial statements shall:

- (a) reflect the financial situation of the legal entity(ies) comprising the Bidder, and not of the affiliated entities (such as parent company(ies), group companies or subsidiaries) of the Bidder unless they are parties to the Bidder under a JV;*
- (b) be independently audited or certified in accordance with local legislation;*
- (c) be complete, including all notes to the financial statements; and*
- (d) correspond to accounting periods already completed and audited.*

Form FIN -2: Average Annual Turnover

[The following table shall be filled in for the Bidder, and for each JV member, explicating “JV Member’s Legal Name”, if the Bidder is a JV.]

Date: *[insert day, month, year]*

Bidder’s Legal Name: *[insert full name]*

JV Member’s Legal Name: *[insert full name]*

(Unit: thousand Japanese Yen)

Annual Turnover Data			
Year	Amount in Japan	Amount outside Japan	Total Amount
<i>Year 1</i>			
<i>Year 2</i>			
<i>Year 3</i>			
<i>Year 4</i>			
<i>Year 5</i>			
<i>Year 6</i>			
<i>Year 7</i>			
Year 8			
Year 9			
Year 10			
Average Annual Turnover*			

* Total amount for last three (3) years divided by three (3).

Form EXP -1: Overseas Experience

[The following table shall be filled in for the Bidder, and for each JV member, explicating “JV Member’s Legal Name”, if the Bidder is a JV.]

Date: *[insert day, month, year]*

Bidder’s Legal Name: *[insert full name]*

JV Member’s Legal Name: *[insert full name]*

[The Bidder shall identify contracts that demonstrate continuous experience pursuant to Section III, Evaluation and Qualification Criteria, 2.4.(1) and list contracts chronologically, according to their commencement (starting) dates.]

Construction Experience outside Japan			
Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: Brief description of the Works performed by the Bidder: <i>[describe the contract performed briefly]</i> Amount of contract: <i>[insert amount in currency, and mention exchange rate and Japanese Yen equivalent]</i> Name of Employer: Address: Country:	<i>[insert “Prime Contractor (Single entity or JV member)” or “Subcontractor”]</i>

Form EXP- 2: Specific Experience

[The following table shall be filled in for the Bidder, and for each JV member, explicating “JV Member’s Legal Name”, if the Bidder is a JV.]

Date: *[insert day, month, year]*

Bidder’s Legal Name: *[insert full name]*

JV Member’s Legal Name: *[insert full name]*

[The Bidder shall fill out one (1) form per contract, in accordance with Section III, Evaluation and Qualification Criteria, 2.4.(2)]

Specific Experience (Contract)	
No. # of #*	Information
Contract Name	
Award Date	
Completion Date	
Role in Contract	<input type="checkbox"/> Single entity <input type="checkbox"/> Prime Contractor of a JV <input type="checkbox"/> JV Member
Total Contract Amount	<i>[insert total contract amount and currency, and mention exchange rate and Japanese Yen equivalent]</i>
In case of a JV, specify participation in total Contract amount	<i>[insert a percentage of participation]</i>
Employer’s Name and Address:	
Description of the similarity or specialty	
1. Physical size of required works items	
2. Complexity	<i>[insert description of complexity]</i>
3. Construction Methods /Technology	<i>[insert specific aspects of the methods / technology involved in the contract]</i>
4. Other Characteristics	
Summary of Key Activities	
<i>[insert brief description of the Activity (1)]</i>	
<i>[insert brief description of the Activity (2)]</i>	
<i>[insert brief description of the Activity (3)]</i>	

Form ACK

Acknowledgement of Compliance with Guidelines for Procurement under Japanese ODA Grants

- A) I, *[insert name and position of authorized signatory]*, being duly authorized by *[insert name of Bidder/members of JV]* (hereinafter referred to as the “Bidder”) to execute this Acknowledgement of Compliance with Guidelines for Procurement under Japanese ODA Grant, hereby certify on behalf of the Bidder and myself that:
- (i) all information provided in the Bid submitted by the Bidder for *[insert name of the Project]* is true, correct and accurate to the best of the Bidder’s and my knowledge and belief; and
 - (ii) the Bidder has not, directly or indirectly, taken any action which is or constitutes a corrupt or fraudulent practice and is not subject to any conflict of interest as stipulated in the relevant section of the Guidelines and the Bidding Document.

- B) I certify, on behalf of the Bidder, that if selected to undertake works and services in connection with the Contract, the Bidder shall carry out such works and services in continuing compliance with the terms and conditions of the Contract.

- C) I further certify, on behalf of the Bidder, that if the Bidder is requested, directly or indirectly, to engage in any corrupt or fraudulent practice under any applicable law, such as the payment of a rebate, at any time or any stage of a process of procurement such as negotiations, execution or implementation of contract (including amendment thereof), the Bidder shall report all relevant facts regarding such request to the relevant section in JICA (details of which are specified below) in a timely manner.

JICA’s information desk on fraud and corruption (A report can be made to either of the offices identified below.)

- (1) JICA Headquarters: Legal Affairs Division, General Affairs Department

URL: <https://www2.jica.go.jp/en/odainfo/index.php>

Tel: +81 (0)3 5226 8850

- (2) JICA XXXXXXXX office

Tel:

The Bidder acknowledges and agrees that the reporting obligation stated above shall NOT in any way affect the Bidder’s responsibilities, obligations or rights, under relevant laws, regulations, contracts, guidelines or otherwise, to disclose or report such request or other information to any other person(s) including the Client or to take any other action, required to or allowed to, be taken by the Bidder. The Bidder further acknowledges and agrees that JICA is not involved in or responsible for the procurement process in any way.

- D) If any of the statements made herein is subsequently proven to be untrue or incorrect based on facts subsequently determined, or if any of the warranties or

covenants made herein is not complied with, the Bidder will accept, comply with, and not object to any remedies taken by the Client and any sanctions imposed by or actions taken by JICA.

Authorized Signatory

[insert name of signatory; title]

For and on behalf of

[insert name of the Bidder]

Date: *[insert date]*

For Reference

Format of price confirmation sheet

The successful Bidder will be requested to submit “format of price confirmation sheet”, for the negotiation of unit price for specified work items and specified materials after execution of the Contract.

PART 2 - WORKS REQUIREMENTS

Section V. Works Requirements

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