

Form TEC-1: Technical Proposal

Preamble

A Participant shall ensure that comprehensive information is included, as well as essential documentation and forms, as listed in Section II, Data Sheet, are enclosed with this form to demonstrate the responsiveness of the proposal to Section VI, Requirements, and Section VII, Contract Terms and Conditions, as appropriate.

Form TEC-1: Technical Proposal

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

Dear Sir or Madam,

Herewith we submit our *[insert "Technical Proposal" or "Technical Documentation", as appropriate]*, which consist of the following documentation:

Annex 1: Approach and Methodology;

Annex 2: Service Programme;

Annex 3: Team Composition;

Annex 4: Environmental, Social, Health and Safety Plan;

Annex 5: Quality Assurance Plan;

Annex 6: *[Other documents, as applicable]*

Name:	
In the capacity of:	
Signed:	
Duly authorised to sign the proposal for and on behalf of:	
Date:	

Approach and Methodology

Participants shall describe their understanding of the objectives of the Contract as outlined in the Requirements and provide the description of the approach and the methodology, which they intend to use for provision the Services, implementing the tasks, delivering the expected outputs in order to archive the objectives.

Participants shall also include other information, as the Participant deems relevant and appropriate

Participants shall not replicate the Requirements in the Technical Proposals.

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

Page ____ of ____ pages

Dear Sir or Madam,

Herewith we submit our Approach and Methodology, which consist of the following parts:

- Understanding of the Contract objectives;
- Approach to achieve the objectives;
- Methodology to be applied to implement the tasks;
- Mobilisation/Demobilisation;
- Site and/or Office Organisation;
- Back-office Support;
- Subcontracting arrangements;
- *[list other information as deemed relevant and appropriate].*

Understanding of the Contract Objectives

[Participants shall explain their understanding of the objectives of the Contract as outlined in the Requirements.]

Approach to Achieve the Objectives

[Participants shall explain the approach they would adopt to achieve the objectives.]

Methodology for Implementation of the Tasks

[Participants shall explain in details the methodology they would adopt for implementing the tasks to deliver the expected outputs.]

Mobilisation/Demobilisation

[Participants shall provide information and/or schedule showing the order in which the Participant intends to arrange mobilisation of the Experts and Consultant's and their demobilisation.]

Site and/or Office Organisation

[Participants shall provide a summary of the Site and/or Office organisation to ensure uninterrupted provision of the Services.]

Back-Office Support

[Participants shall provide a brief description of back-office support, as appropriate.]

[Other Information]

[Participants may provide additional information in support of their approach and methodology]

Service Programme

Participants shall outline their planned activities for the implementation of the tasks for the Contract, their content, duration, phasing and interrelations, stating the milestones, and taking into account the interaction with the third parties. The plan shall clearly state the delivery dates for the outputs, reports and any other deliverables, required under the Contract.

The proposed programme should be consistent with the approach and methodology, showing Participant's understanding of the Requirements and ability to translate them into a feasible action plan.

The programme shall take into account the Consultant's team composition and the proposed personnel inputs.

The programme shall demonstrate the ability of the Participant to complete the Services within the anticipated Time for Completion.

The programme shall also include other information as the Participant deems relevant or appropriate.

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

Page ____ of ____ pages

Dear Sir or Madam,

Herewith we submit our Service Programme in a Gantt Chart form, demonstrating the order in which we intend to carry out the Services in order to complete them within the anticipated duration of the Contract.

We acknowledge that the Service Programme and any information provided therein may be subject to adjustment in accordance with the Contract.

Team Composition

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

Page _____ of _____ pages

Dear Sir or Madam,

Herewith we present our Team, which will be involved in the performing the Services.

[Participants shall provide a brief description of the composition of the Consultant's team and respective organogram and enclose the Team Composition and Personnel Inputs Form, Resume of the Proposed Personnel Forms for every Experts, as well as the Proposed Subcontractors Form]

Environmental, Social, Health and Safety Plan

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

Page ____ of ____ pages

ESHS Management Plans

[The Participant shall submit comprehensive Environmental, Social, Health and Safety, as well as Personnel Management Plans, as appropriate for the Contract. These plans shall describe in detail the actions, equipment, management processes etc. that will be implemented by the Consultant, and, if applicable, imposed on their Subcontractors.]

Management of ESHS risks and impacts shall be undertaken in accordance with the Contract and the Governing Laws, and to a standard no less stringent than comparable international industry standards; as outlined in Section VI, Requirements. At all times the Consultant shall ensure the conformity with the EBRD Environmental and Social Policy.]

Environmental and Social Action Plan (ESAP)

[The Participant shall list all ESAP measures in response to Section VI, Requirements, and Section VII, Contract Terms and Conditions.]

ESHS Resources

[The Participant shall list Health and Safety, Environment and Social Managers, Advisors, Officers, or Supervisors, as well as Stakeholder Relations Managers and Community Liaison Officers and provide the brief description of the resources and logistic arrangements to enable their work.]

ESHS Reporting

[The Participant shall describe reporting procedure for all incidents, non-conformities and non-compliances in respect of the ESHS matters. This shall describe the mechanism, frequency, timing and lines of reporting for all incidents, non-conformities and non-compliances.]

Quality Assurance Plan

To: *[Insert the Client's name]*

Participant's Name: *[Insert the Participant's legal name]*

[JVCA Partners' Names: [Insert the legal names of JVCA partners, if applicable]]

Procurement Process: *[Insert the Procurement Process title]*

Contract: *[Insert the Contract title]*

Page _____ of _____ pages

[Participants shall provide the description of the proposed quality assurance plan and respective procedures to be followed during implementation of the Contract.]

[Other Documents]

[Participants shall enclose [specify the documents.]]