

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: Base Programme;
- Annex 2: Environmental, Social, Health and Safety Plan;
- Annex 3: Quality Assurance Plan;
- Annex 4: Procurement and Logistics Plan;
- Annex 5: List of proposed subcontractors (Form SUB-1)
- Annex 6: List of the personnel proposed for the Contract (Form PER-1);
- Annex 7: List of major equipment (Forms EQP-1 and EQP-2);
- Annex 8: List of suppliers/vendors for major items of Plant and Materials;
- Annex 9: *[Concept design proposal with respective details, calculations and drawings];*
- Annex 10: *[Other documents, as applicable]*

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

Base Programme

Participants shall provide general description of the arrangements, as well as respective method statements, which they intend to adopt for the execution of the Works. They shall demonstrate the order in which they intend to carry out the Works, including the anticipated timing of each stage and required resources, procurement, manufacture of Plant, delivery to Site, erection and testing. The Base Programme shall include sequence and timing of inspections and tests, and cover reporting obligations, as well as the documents to be provided by the Contractor.

The Participant's arrangements for the execution of works and method statements should demonstrate their adequacy for satisfactory execution of the Works in conformity with the Contract.

Method statements shall provide a general description of the methods and of the major stages in the execution of the Works. The Participants shall demonstrate the reasonable estimate of the number of each class of personnel and of each type of their equipment, required on the Site for each major stage.

The site organisation, mobilisation and demobilisation (including personnel and equipment) arrangements shall be described in sufficient details.

The Base 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]]

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Contract: *[Insert the Contract title]*

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Dear Sir or Madam,

Herewith we submit our Base Programme, which consist of the following parts:

- Work Programme (in a Gantt Chart form);
- Method Statements;
- Mobilisation;
- Site Organisation;
- *[Design arrangements];*
- Inspections and Tests;
- Reporting;
- Demobilisation;
- *[list other information as deemed relevant and appropriate].*

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

Work Programme

[Participants shall enclose the initial Work Programme in the required format demonstrating the order in which the Contractor intends to carry out the Works, including the anticipated timing of each stage of design (if any), Contractor's Documents, procurement, manufacture of Plant, delivery to Site, construction, erection and testing. The Work Programme shall demonstrate the ability of the Participant to complete the Works, and Sections thereof, where applicable the Time for Completion]

Method Statement

[Participants shall provide a description of the method statement that the Participants intend to adopt for the execution of the Works. The Participant's method statement should demonstrate their adequacy for satisfactory execution of the Works in line with the Programme conformity with the Contract.

Participants shall provide a summary of method statement(s) in sufficient detail for the Client to assess the Participant's understanding of the scope of the Works and their proposed approach to executing the Works.]

Mobilisation

[Participants shall provide information and/or schedule showing the order in which the Participant intends to arrange mobilisation of the Contractor's personnel and Plant and Equipment, including customs arrangements, where applicable.]

Site Organisation

[Participants shall provide drawings and a summary of the location of camps, workshops, fabrication areas, laboratories, batch plants, spoil disposal areas, and other relevant site information]

[Design arrangements]

[Participants shall provide a summary of the design arrangements, including the information on the designer, as well as on the stages of design, their timing and output documents]

Inspections and Tests

[Participants shall provide a list of the inspections and tests to be carried out during the execution of the Works, their description and timing.]

Reporting

[Participants shall described the reporting arrangements, their timing and output]

Demobilisation

[The Participant shall provide information and/or schedule showing the order in which the Participant intends to arrange demobilisation of the Contractor's personnel and Plant and Equipment, including customs arrangements, where applicable.]

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]*

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ESHS Management Plans

[The Participant shall submit comprehensive Environmental, Social, Health and Safety as well as Labour Management Plans. These plans shall describe in detail the actions, equipment, management processes etc. that will be implemented by the Contractor, and imposed on Subcontractors.

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

A. Construction Environmental and Social Management Plan (C-ESMP)

[The Construction Environmental and Social Management Plans (C-ESMP) shall identify all environmental and social issues specific and relevant to the works and shall provide information explaining how they will be managed. The C-ESMP shall include details of the environmental and social management system, including the plans to manage and monitor environmental and social impacts associated with all construction work carried out by the Contractor and its Subcontractors.

As a minimum the C-ESMP shall cover the following areas, risks and issues:

- *Environmental and social policy/statement;*
- *Response to the legal framework and the Requirements;*
- *Environmental and social organisation chart, including roles and responsibilities;*
- *Monitoring, reporting, inspections, audits, incidents and non-conformities;*
- *Management process description, as well as any changes thereof;*
- *Pollution prevention and control (including hazardous materials, noise and vibration, air pollution, effluent management and surface run-off, as appropriate);*
- *Emergency preparedness and response;*
- *Waste management;*
- *Ecological management;*
- *Cultural heritage management*
- *Land management and reinstatement, including topsoil management and infrastructure and service management;*
- *Stakeholder engagement;*

- Spoil disposal;
- Construction camp (layout and management plan);
- Interaction with local communities.]

B. Health and Safety

[As a minimum the Occupational and Community Health and Safety Plan (OCHSP) shall cover the following areas, risks and issues:

- *Health and safety policy/statement;*
- *Response to the legal and the Requirements;*
- *Health and safety organisational chart, including roles and responsibilities;*
- *Information and training;*
- *Communication;*
- *Monitoring, inspections, audits, and non-conformities;*
- *Accident and incident investigation and reporting;*
- *Description of the management process and management of change process;*
- *Arrangements for controlling significant risks associated with the work including, but not limited to:*
 - *Working at heights;*
 - *Lifting operations;*
 - *Traffic management – inside and outside the Site;*
 - *Ground disturbance and excavations;*
 - *Working with and around live electrical conductors;*
- *Security management, including interaction with local communities;*
- *Workers accommodation;*
- *Emergency arrangements and emergency response;*
- *First aid]*

C. Labour Management

[Participants shall provide a Labour Management Plan (LMP), which outlines the methods to management and monitoring labour and working conditions, including workforce welfare and employee relations. It shall include a recruitment plan outlining how the recruitment process for the cases, where large scale recruitment of new personnel is required.

As a minimum the LMP will cover the following areas, risks and issues:

- *A named manager with defined responsibility for labour issues, including those in relation to subcontractors and labour agencies;*
- *A human resources policy;*
- *An equal opportunities policy/statement, including equal remuneration for men and women for work of equal value, as well as prohibition of sexual harassment, exploitation or abuse, gender based violence;*
- *Procedures for enhancing staff skills, including regular, documented training with clear objectives;*

- *Communication with trade unions or, in their absence, other workers' representatives;*
- *A confidential worker grievance and dispute resolution process;*
- *Policies in respect of the recruitment and treatment of migrant workers, if any, including prohibiting employer and subcontractors retention of worker identity documents;*
- *Performance review for labour issues in co-operation with other stakeholders.]*

D. 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.]

E. 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.]

F. ESHS and Labour Reporting

[The Participant shall describe reporting procedure for all incidents, non-conformities and non-compliances in respect of the C-ESMP, OCHSP and LMP. 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]*

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

Procurement and Logistics 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]*

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[Participants shall provide details of the arrangements for procurement and delivery of the Plant and Materials from the planned manufacturers/vendors. The plan shall cover the logistics, including customs clearance arrangements, where appropriate]

List of Proposed Subcontractors

[Participants shall enclose the List of Proposed Subcontractors Form.]

List of Proposed Personnel

[Participants shall enclose the Proposed Personnel Form.]

List of Major Equipment

[Participants shall enclose the Proposed Equipment and Details of Proposed Equipment Forms.]

List of Suppliers/Vendors for Major Items of Plant and Materials

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]*

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[Participants shall list suppliers or providers of the major items of Plant and Materials, if they are not mentioned in the List of Proposed Subcontractors (Annex 5). Where required by the Procurement Documents, the Manufacturer's Authorisation Forms shall be enclosed with this Annex]

We propose to source major items of materials and plants intended for the Works from the following suppliers/vendors:

Item	Supplier/Vendor
Title: <i>[insert the title]</i> Brief description: <i>[insert a brief description]</i>	Name: <i>[insert the legal name]</i> Address: <i>[insert the legal address]</i>

[The respective Manufacturer's Authorisation Form are enclosed herewith]

[Concept Design Proposal]

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

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

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[If requested by the Procurement Document, Participants shall provide the concept design with respective details, calculations and drawings].

[Other Documents]

[Participants shall enclose [specify the documents.]]