



NATO SUPPORT AND PROCUREMENT AGENCY
AGENCE OTAN DE SOUTIEN ET D'ACQUISITION



AURELIA DIACONESCU
SENIOR BUYER
PROCUREMENT DIVISION

TO **ALL BIDDERS**

SUBJECT **REQUEST FOR PROPOSAL (RFP) FOR
DESIGN AND CONSTRUCTION SERVICES
OF THE RUNNING TRACKS RENOVATION
AT PÁPA AIR BASE, HUNGARY**

COLLECTIVE NUMBER **ADI19002**

RFP EXHIBIT III TECHNICAL PROPOSAL FORM

EXHIBIT III - TECHNICAL PROPOSAL FORM

This part when duly completed and supplemented with any information as deemed appropriate will constitute the bidder's Technical Proposal and contain all non-pricing details.

The Bidder shall provide, in the following sections of the Technical Proposal, a complete discussion of the proposed approach; the project staff and structure he will implement to meet the requirements of the contract and the related delivery requirements.

Therefore, the Bidder shall complete the form as required:

1. **PROJECT MANAGEMENT STRUCTURE**

- 1.1. Proposed **Organization** for this project: location, company's management structure, the number of employees and portfolio.

1.1.1. **Key personnel position description:**

- **Designer(s)** for the Executable Detailed Construction Design Documents Services (list of deliverables according to the SOW Chapter 1.4.1.).
- **Site Manager** dedicated to this project. He/she shall be a qualified Civil Engineer with at least five (5) years of relevant professional experience and site management experience in at least two projects of similar nature (sport facility renovation/construction) to this project and each not smaller than EUR 0.30 million.
- **H&S Manager** qualified as Senior H&S Manager in the area of Civil Construction and with at least three (3) years of relevant professional experience of health and safety management in works of similar nature to this project.

1.1.2. **CVs of all key personnel shall be provided, including:**

- Full name; Education; Proposed position in the project, including any special qualifications; Experience history; Registration number of the relevant Engineering Chamber. (This also applies if the bidder intends to use own resources/employees or subcontractors).

1.1.3. **Key personnel position requirements:**

All members of the proposed key staff shall be fluent in understanding, reading, speaking and writing in English. The Contractor shall have also personnel available with adequate Hungarian language skills for providing the services, to interact with Hungarian authorities concerned and to provide the documents that are required to be delivered in Hungarian.

Important notes: NSPA reserves the right to decline offers when any of the proposed key personnel are already employed in another works contract financed by NSPA or any other Contracting Authorities.

The proposed key staff shall be dedicated to this project and shall not be employed in another works contract financed outside the contract before or during contract performance.

The qualification and past experience requirements apply for entire duration of the project. In case of the key staff replacement, new person shall comply with requirements set above.

1.2. Subcontracting plan:

NSPA governs maximum level of subcontracting not to exceed 40%. All subcontractors shall bear with the same personal requirement as indicated in the above point 1.1. of this document. All subcontractors shall be registered in the respective National Chamber for minimum five (5) years.

1.2.1. Intended level of subcontracting ... % (value of the project);

1.2.2. Type of work subcontracted.

1.3. Insurance

1.3.1. The Contractor shall provide after notification of contract award and no later three working days prior to presentation of contract to the contractor by NSPA, a valid liability insurance that cover the types of construction activities described in this SOW. The insurance shall have a general insurance coverage for 100,000 USD (One Hundred Thousand) or equivalent NATO Member Nation Currency equivalent value. The Insurance Contract shall be valid until 31. December 2022. The copy of the insurance policy shall become form part to the contract.

1.3.2. Indication of the acceptance for the provision of construction liability insurance in accordance with point 1.3.1.

2. PROJECT IMPLEMENTATION

2.1. The Contractor shall provide along with the proposal the followings:

2.2. Outline working schedule that consists of establishing, developing, reviewing and updating the project Work Breakdown Structure (WBS) and schedules for the Project in MS Project format. This schedule shall be maintained and updated regularly by the Contractor.

2.3. Comprehensive explanation (method statement describing the planned works) that states how the company and its subcontractors will accomplish the implementation in compliance with the minimum technical requirements set in the Statement of Work and its attachments. The proposal shall cover all major elements of SOW.

2.4. List of major construction equipment / machinery (type, make, capacity) to be mobilized in performance of this Contract, including subcontractor(s) machinery.

3. PAST EXPERIENCE OF PRIME CONTRACTOR

3.1. List of minimum three (3) and maximum five (5) major civil work projects related to sport facilities renovation/construction with synthetic type sport surface carried out in the preceding five (5) years, including contacting details (name, address and telephone number) of customer Point of Contact, an indication of the contract value in EUR and the role of the Bidder (prime, subcontractor, supplier).

4. TECHNICAL ACCEPTANCE CRITERIA

4.1. Bidders are hereby informed that for a bid to achieve technical compliancy all of the above points must be answered satisfactorily.

4.2. The bidder shall provide sufficient evidence that the project can be delivered fully in line with the SoW, on time, with required quality and without additional costs to

the NSPA (unless dully justified). Deviation to the project deliverables, project schedule and project design are not allowed.

- 4.3. These criteria will only be changed in case none of the bidders meets the requirements, subject to NSPA's decision.

5. **DEGREE OF COMPLIANCE WITH TECHNICAL REQUIREMENTS**

Bidder to indicate which option described below is applicable and provide comments as deemed necessary.

- 5.1. (___) The Bidder certifies that the proposal is fully compliant with the technical requirements.

- 5.2. (___) The Bidder certifies that the proposal is fully compliant with the technical requirements with deviations as listed in the summary attached to this form.

BIDDER:

SIGNATURE:

DATE:

TYPED NAME AND TITLE: