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**REQUEST FOR PROPOSAL**

Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar

Asian Forest Cooperation Organization Secretariat

# Section 6. Checklist

Please complete the attached Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, the Bidders may use the following checklist to ensure compliance with the Proposal Submission instructions specified in this RFP.

1. **Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B-1: Bidder Information Form |  |
| * Form B-2: Bidder’s Partner Information Form (if applicable) |  |
| * Form C: Joint Venture/Consortium/ Association Information Form (if applicable) |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form F: Curriculum Vitae (CV) for key personnel |  |
| * Form H: Bid Security Form (Bank guarantee, if applicable) |  |
| * Power of Attorney (No specific form provided) |  |
| * Basic Design Proposal (in A3 format)[[1]](#footnote-1) |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

1. **Financial Proposal Envelope:**

**(Must be submitted in a separate sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * Form G: Financial Proposal Submission Form |  |
| * Bill of Quantities (BOQ) in the Bidder’s own format |  |

# Section 7. Bidding Forms

## **Form A: Bid Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: |  |
| RFP reference: | **AFoCO IBN23-02** |  |  |

We, the undersigned, offer to supply the goods and related services required for Design Work for Establishment of Experimental Forest at AFoCO Regional Education and Training Center, Hmawbi Township, Yangon, Myanmar in accordance with your Invitation to Bid and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by any other international Organization, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
5. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the AFoCO or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the AFoCO and weadhere to the principles of the AFoCO Code of Conduct.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the AFoCO.

We offer to provide services in conformity with the Bidding documents, including the Employer’s General Conditions of Contract and in accordance with the Terms of Reference.

Our Bid shall be valid and remain binding upon us subject to the modifications resulting from Contract negotiations, for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should AFoCO accept this Bid.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form B-1: Bidder Information Form**

*In case the Bidder is a Joint Venture/Consortium/Association, complete Form B-2 shall be additionally submitted for each Partner of the Bidder.*

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative**  **Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Contact person that AFoCO may contact for requests for clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Certificate of Incorporation/Business Registration in Cambodia * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder * Local Government permit to locate and operate in assignment location, if applicable * Power of Attorney as the written confirmation authorizing the signatory of the Bid to commit the Bidder * If your firm have a written statement of its environmental policy, provide a Copy * Printed brochures or catalogues relevant to the goods/services being procured, if available |

## **Form B-2: Bidder’s Partner Information Form**

*The following form is additional to Form B-1, and shall be completed to provide information relating to each Partner of the Bidder, in case the Bidder is a Joint Venture/Consortium/Association.*

|  |  |
| --- | --- |
| **Legal Name of Bidder’s Partner** | [Complete] |
| **Legal Address of Bidder’s Partner** | [Complete] |
| **Year of Registration of the Bidder’s Partner** | [Complete] |
| **Authorized Representative Information of the Bidder’s Partner** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Bidder’s Partner Countries of Operation** | [Complete] |
| **No. of Full-time Employees** | [Complete] |
| **Contact Person for Requests for Clarification during the Proposal Evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please Attach the Following Documents:** | * Certificate of Incorporation/Business Registration in Cambodia * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder * Local Government permit to locate and operate in assignment location, if applicable * Power of Attorney as the written confirmation authorizing the signatory of the Bid to commit the Bidder * If your firm have a written statement of its environmental policy, provide a Copy * Printed brochures or catalogues relevant to the goods/services being procured, if available |

## **Form C: Joint Venture/Consortium/Association Information Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: |  |
| RFP reference: | **AFoCO IBN23-02** |  |  |

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information**  *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of Lead Entity**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to AFoCO for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Form D: Eligibility and Qualification Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: |  |
| RFP reference: | **AFoCO IBN23-02** |  |  |

*To be completed by each Partner including the Lead Entity as the Bidder if the Proposal is submitted as a Joint Venture (JV), Consortium, or Association.*

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Non-performing contracts did not occur during the last 5 years | | | |
| ☐ Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (*current value, currency, exchange rate and USD equivalent*) |
|  |  | * Contract Name/Number: * Name of Client: * Address of Client: * Main Reason(s) for non-performance: |  |

**Litigation History (including pending litigation)**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ No litigation history for the last 5 years | | | |
| ☐ Litigation history as indicated below | | | |
| **Year of Dispute** | **Amount in Dispute**  (in USD equivalent) | **Contract Identification** | **Total Contract Amount** (*current value, currency, exchange rate and USD equivalent*) |
|  |  | * Contract Name/Number: * Name of Client: * Address of Client: * Matter in dispute: * Party who initiated the dispute: * Status of dispute:   Party awarded if resolved: |  |

*Continued*

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed or on-going in the last 5 years prior to the Bid submission deadline including experience working with International Organizations or Official Development Assistance (ODA) projects.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was a partner of Joint Venture/Consortium/Association in chronological order according to their commencement (starting) dates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Duration of Contract** | **Total Contract Value** | **Actual Value Performed by Applicant** | **Types of Activities Undertaken**  **(Role of Applicant)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

*Continued*

**Financial Standing**

*Please indicate the exchange rate used to determine the equivalent value in USD, if applicable.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 5 years** | | | |
| Year | Amount and Currency | Exchange Rate | USD Equivalent |
| 2020 |  |  |  |
| 2021 |  |  |  |
| 2022 |  |  |  |
| **Average Annual Turnover for the last 5 years** | | |  |
| **Latest Credit Rating (if any),**  **indicate the source** | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial information**  **(in USD equivalent)** | **Historic Information for the Last 5 years** | | | | |
|  | Year 2018 | Year 2019 | Year 2020 | Year 2021 | Year 2022 |
|  | *Information from Balance Sheet* | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
|  | *Information from Income Statement* | | | | |
| Total / Gross Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| Net Profit (NP) |  |  |  |  |  |
| Current Ratio (NP/TR) |  |  |  |  |  |

  Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a Joint Venture/Consortium/Association, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## **Form E: Technical Bid Format**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: |  |
| RFP reference: | **AFoCO IBN23-02** | | |

The Bidder’s Technical Proposal should be organized into the following five (5) Sections. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Company Profile**

This Section should provide a brief description of the background and organization of the Bidder and, if applicable, each Partner of a Joint Venture/Consortium/Association.

* + Brief description of the organization, including the year and country of incorporation, and types of activities undertaken demonstrating the relevance of specialized knowledge and experience of the Bidder.
  + General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.

**SECTION 2: Management Structure and Key Personnel**

* + Description of the overall management approach toward planning and implementing the Project. An organization chart for the management of the Project describing the relationship of key positions and designations should be included. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  + CVs for key personnel that will be provided to support the implementation of this Project should be provided by using the format below (Form F). CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**SECTION 3: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder’s understanding and responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* + Description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  + Explanation on whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  + A detailed description of the Implementation Plan indicating all main activities of the assignment, their content and duration, phasing and interrelations including delivery of reports (e.g.: inception, interim, and final reports), and other milestones/benchmarks such as Client approvals.
  + The Implementation Plan should include a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  + A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

**SECTION 4: Quality Assurance/Control Procedures and Risk Mitigation Measures**

* + Description of the process, plans and metrics that shall apply throughout the Project in order to monitor and evaluate the performance, to identify and eliminate potential risks, and to ensure the successful execution of the project
  + Description of the procedures for identifying, documenting, and addressing non-conformities or deviations from quality standards, including the process for corrective actions, and preventive measures.

**SECTION 5: Improvement Safety and Health Management Plan**

* + Outline of the safety policy and objectives that will guide the project for maintaining a safe and healthy work environment.
  + An overview of the Improvement Safety and Health Management Plan, its purpose, and its importance in ensuring a safe and sustainable working environment including the identification of any specific considerations or challenges of the Project.
  + Description of a comprehensive set of safe work practices and procedures that should be followed during the Project, the emergency response plan, and the schedule and methodology for conducting regular safety inspections.
  + Description of the specific safety-related duties and accountabilities of the relevant Project team members.

***Attachment: Detailed drawings, schedule, and detailed mobilization plan***

## **Form F: Curriculum Vitae (CV) for key personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: |  | Date: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Proposed Position |  | | | | | | |
| Main Tasks assigned |  | | | | | | |
| Name of the Staff |  | | | | Name of Company | |  |
| Date of Birth |  | | | | Nationality | |  |
| Education  *college/university and other specialized education of personnel member* | Name of School | | Attended | | Major/Main Course of Study | | Degrees/Qualifications obtained |
| From | To |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
| Professional Certifications | *Provide details of professional certifications relevant to the scope of services with the name of issuing institution/authority and date* | | | | | | |
| Language Proficiency | *For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing* | | | | | | |
| Employment Record  *Starting with present position, list in reverse order every employment held by staff member since graduation* | From | To | | Employer | | Positions held | |
| *year* | *year* | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |

*I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and other relevant information about myself. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | *(dd/mm/yyyy)* | Signature of Personnel |  |

## **Form G:** **Financial Proposal Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: |  |
| RFP reference: | **AFoCO IBN23-02** |  |  |

We, the undersigned, offer to provide the services for “Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar (Bid No.: **AFoCO IBN23-02**)” and our Proposal. We are hereby submitting our Proposal, which includes this Financial Proposal and our Technical Proposal sealed under a separate envelope.

Our proposed bid amount is the sum of [*insert amount in words and figures*] which includes all applicable taxes for the contract in accordance with the relevant laws and regulations.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

**Attachment:** Proposed Bill of Quantities (*The Bidder shall provide a separate Bill of Quantities (BOQ) with a breakdown of the proposed Bid Amount, using their own format.*)

I, the undersigned, certify that I am duly authorized by [*insert Name of Bidder*] to sign this Proposal and bind it should *the Employer* accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form H:** **Form of Bid Security (Bank Guarantee)**

***Bid Security must be issued using the official letterhead of the Issuing Bank.***

***Except for indicated fields, no changes may be made on this template.***

|  |  |
| --- | --- |
| **Beneficiary:** | The Secretariat for Asian Forest Cooperation Organization  ***Address***: 12F, SIMPAC Bldg. 52 Gukjegeumyung-ro, Yeongdeungpo-gu, Seoul, Republic of Korea |
| **Bid No.:** | AFoCO IBN23-02 |
| **Date:** | [*insert date of issue*] |
| **BID GUARANTEE No.:** | [*insert guarantee reference number*] |
| **Guarantor:** | [*insert name and address of place of issue*] |

We have been informed that [*insert name of the Bidder*] (hereinafter called “the Applicant”) has submitted or will submit to the Beneficiary its Bid (hereinafter called “the Bid”) to execute services for the Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar .

Furthermore, we understand that, according to the Beneficiary’s conditions, Bids must be supported by a Bid Security.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary, without cavil or argument, any sum or sums not exceeding in total an amount of [*insert amount in words and figures]* upon receipt by us of the Beneficiary’s first written demand, supported by the Beneficiary’s statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

* 1. has withdrawn its Bid during the period of Proposal validity set forth in the Applicant’s Proposal Submission Forms (hereinafter called “the Proposal Validity Period”), or any extension thereto; or
  2. having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto, (i) fails to execute the Contract Agreement; or (ii) fails to furnish the Performance Security in accordance with the Instructions to Bidders of the Beneficiary’s Bidding Documents.

This guarantee will expire and shall be returned to the Applicant:

1. if the Applicant is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Applicant and the Performance Security issued to the Beneficiary in relation to such Contract Agreement; or
2. if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary’s notification to the Applicant of the results of the bidding process.

This guarantee shall be valid up to 30 calendar days after the end of the Proposal Validity Period.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

[*Note: All italicized text is for use in preparing this form and shall be deleted from the final product.*]

## **Form I:** **Form of Letter of Intent**

***This Letter of Intent must be issued using the official letterhead of the Bidder***

***Except for indicated fields, no changes may be made on this template.***

I, the undersigned, submit this Letter of Intent to notify the Asian Forest Cooperation Organization of [*Insert Legal Name of Bidder*]’s intent to submit a Proposal in response to the Request for Proposal (***Ref. No.: AFoCO IBN23-02***) for the Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar .

In addition, [*Insert Legal Name of Bidder*] acknowledges acceptance of the evaluation criteria, process and all instructions of the Request for Proposal.

[*Insert Name*] will be our main point of contact for the purposes of the application process and can be reached at:

• Mailing Address

• Phone Number

• Email Address

*I, the undersigned, certify that I am duly authorized by [Insert Legal Name of Bidder] to sign this Letter of Intent.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

1. *The Schematic Design Proposal shall be attached in a separate document, using the Bidder’s own template in A3 format. The Schematic Design Proposal may be submitted separately without an envelope, in which case, the Bidder shall enclose the Schematic Design Proposal in a sealed outer envelope or box, along with a separate sealed envelope for both the Technical Proposal and Financial Proposal.*  [↑](#footnote-ref-1)