# Attachment 2 – Tender Forms To Be Submitted

## Instructions

1. Tenderers must complete and submit all of the following forms in the formats provided in this Attachment or the Tenderer will be deemed non-compliant and be excluded from the tender evaluation process:

* A1 – Tender Form
* A2 – Conflict of Interest Declaration
* A3 – Completed Schedule of Prices
* A4 – List of Referees the Client may contact in relation to this offer

1. Tenderers must also submit the following information at sufficient detail to ***demonstrate the Tenderers*** ***understanding of the works, and ability to complete the works successfully***. Tenderers who fail to supply all items listed or a sufficient level may be asked to provide additional information or to attend an interview in person during the evaluation process.

* Indicative Programme of Works covering the procurement and shipping duration, construction and fit-out.
* Descriptive summary outlining how the Tenderer intends to work collectively with the Client and Electrical Services Contractor to successfully deliver a fit-for-purpose Mental Health Facility for the Cook Islands.
* Overview of similar works completed within the last 5 years.

1. Optional - Tenderers are invited to submit alternative specifications comprising of a list of suggested changes that will improve the performance or create cost savings without compromising on performance. This is not a mandatory requirement but may be taken into account in the scoring of value for money.

A1 – Form of Tender

Cook Islands Investment Corporation  
Avarua, Rarotonga  
PO Box 51

|  |  |
| --- | --- |
| Tender For: | Mental Health Facility Construction |
| Tenderer: | [Name of Tenderer] |

Having examined the Tender Documents in relation to Tender Reference No. CK212209 released by Cook Islands Investment Corporation, we submit the following offer.

We offer to complete, handover to the Client and remedy defects in the whole of the said Works in conformity with these Tender Documents for a lump-sum fixed price of [insert the price offered in text with the value in numbers thus (NZD$\_\_\_\_\_\_\_\_\_\_.\_\_)] stated exclusive of Value Added Tax, together with such other sums as may be ascertained in accordance with the Contract.

We acknowledge receipt of Notices \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

We **agree/do not agree** to the Contract Forms in Attachment 4 of the said tender and **do/do not** propose any amendments.

We undertake to complete and handover of the **whole** of the Contract Works/Goods/Services inline with the Requirements for the Programme stated in Attachment 1.

We agree to abide by this Tender for a period of sixty (60) working days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.

Unless and until a Contract Agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

We understand that no contract shall come into existence, and no legal or other obligations shall arise between us and you (or between us and any other agent of the Client) in relation to the conduct, outcome or otherwise of the Tender process, prior to and apart from your acceptance of our Tender.

We understand that you may contact the referees nominated by us in this offer and make whatever enquiries you deem necessary regarding our financial health and ability to deliver the Contract Works/Goods/Services. Further, during the assessment stage we understand and agree that you may request specific information from all tenderers in order to assist your assessment. We acknowledge that a failure to provide such information may result in disqualification from the process.

We provide the following information required to be submitted with this Tender:

* A1 – Tender Form
* A2 – Conflict of Interest Declaration
* A3 – Completed Schedule of Prices
* A4 – List of Referees the Client may contact in relation to this offer.
* Additional information to demonstrate our understanding of the works and ability to complete the works successfully.
* Optional – alternative specifications.

If the tenderer is unable to agree to any clauses included in the Conditions to the Contract, it must set out in a table form the clause reference, reason why the tenderer cannot accept it and proposed alternative wording.

|  |  |  |  |
| --- | --- | --- | --- |
| Tenderers details: |  | | |
| Tenderers full name: |  | | |
| Tenderers trading name (if Company): |  | | |
| Contact person (if Company): |  | | |
| Postal address: |  | | |
| Physical address: |  | | |
| Phone number: |  | | |
| Mobile: |  | | |
| Email address: |  | | |
|  | | | |
| Signature | |  | Date |
| Full Name | |  | Position (if Company) |

A2 – Conflict of Interest Declaration

A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this tender process.

In submitting this tender bid I declare:

* I understand that an actual, potential or perceived conflict of interest may arise in participating in this tender process and that I am obliged to declare any such conflict of interest.
* I confirm that in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the Client.
* If a conflict of interest arises at any time before the selected Tenderer has been awarded, I will advise the Contact Officer or the Client immediately.
* I have personally completed this declaration on behalf of the Tenderer(s) and declare that the submitted tender bid provided are true and correct.

|  |  |  |
| --- | --- | --- |
| I declare that I have a potential conflict of interest as follows: | | |
|  | | |
|  | | |
|  | | |
|  | | |
| I will manage this conflict of interest by: | | |
|  | | |
|  | | |
|  | | |
| Declared by: | | |
| Signature |  | Date |
| Full Name |  | Position (if Company) |

A3 – Completed Schedule of Prices

|  |  |  |
| --- | --- | --- |
| **No.** | **ITEM DESCRIPTION** | **TOTAL** |
| 1 | SITE PREPARATION / DEMOLITION / CIVIL / LANDSCAPING |  |
| 2 | FLOOR CONSTRUCTION |  |
| 3 | WALL CONSTRUCTION |  |
| 4 | ROOF CONSTRUCTION |  |
| 5a | DOOR AND WINDOW JOINERY (Excluding 5b Doors) |  |
| 5b | D01,D02, D05, D06, D10, D11, D13, D14 |  |
| 6 | PLUMBING |  |
| 7 | FINISHING |  |
| 8 | FURNITURE & FITOUT |  |
| 9 | PRELIMINARY & GENERAL |  |
| 10 | CONTRACTORS MARGIN |  |
|  | **Sub-total** |  |
|  | **VAT** |  |
|  | **TOTAL** |  |

***Complete this section only if an advance payment will be required.***

1. Value of proposed advance payment NZD$\_\_\_\_\_\_\_\_\_\_.\_\_.

*(Note: this sum must not exceed 50% of the total tender price)*

1. Performance bond to the value of the advanced payment will be issued by [insert name of bank or surety issuer] as security for advanced payment(s).

*(Note: the performance bond will be held by the Client until the sum of all payments made to the Contractor are equal to or more than the value of works completed. Costs associated with obtaining the performance bond must be included in the preliminaries and general costs).*

A4 – List of Referees who may be Contacted

[Tenderers **must** provide details for two (2) Referees]

|  |  |
| --- | --- |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Facsimile No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nature of Relationship with Tenderer: |  |

|  |  |
| --- | --- |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Facsimile No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nature of Relationship with Tenderer: |  |