

## Advisory on Bid Submission format

To facilitate processing of the bid evaluation, bidders are kindly requested to follow the bid format submission instructions below in addition to the requirements as per ITB 22.1, ITB 23. :

- All documents will have a header or footer clearly stating:
  - o Bidder's name
  - o OCB 22-002-7
  - o Contract Number (CO05 or CO06)
  - o Name of the bidding document section the page belongs to (see bidding documentation Section 4: Bidding Forms, Appendix 1 for section names)
  - o Further description of the document if required (ex: financial statement)
  - o Page number of total pages (Ex: page 1 of 15)

Example:

OCB 22-002-7, CO05, SAMPLE Ltd  
ELI-1, Article of Incorporation

Page 2 of 35

- The ORIGINAL will be submitted using an **A4** size paper ( 210 × 297 mm / 8.3 × 11.7 inches).
- The ORIGINAL will be submitted in one or several **binders** (using a **lever arch file** that will fit **A4-sized paper**) clearly marked with its contents



- The ORIGINAL should not be soft bound, hard bound, taped together (or any other adhesives), sewn or wire fastened.
- Bidding documents should be arranged in order of the document list in Appendix 1 - Checklist of Submittals to Accompany the Bid as per Section 4: Bidding Forms.
- The bidders are reminded that as per ITB 23.3 that if bids are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.

Attachments:

**Annex 1** - CP05 (Diesel) Section 4: Bidding Forms, Appendix 1

**Annex 2** - CP06 (EV) Section 4: Bidding Forms, Appendix 1

## Appendix 1 – Checklist of Submittals to Accompany the Bid

To facilitate ease of review, the Bidder is required to provide a schedule, like set out below, indicating that all required documents and document formats have been checked and are included. Bidders are required to provide the location (page numbers or references) of all the documents that are enclosed with the Bid. The Bidder is requested to cross refer to Section 3 – Evaluation and Qualification Criteria, Section 4 – Bidding Forms and Section 6 – Schedule of Supply for details of the required Sub-Criteria submissions to ensure completeness of its submission.

The table indicates the following:

- R = required – these documents shall be submitted
- OOR = One option required – one of several options shall be submitted
- NR = Not required – does not need to be submitted in the stated format
- CR = Conditionally required – may need to be submitted

Document(s) Required			Hard copy		Electronic copy				Page number/reference	
					Pdf or equivalent	or	Excel or equivalent	or		
<b>1</b>	<b>Bid Submission Sheet</b>		R		R		NR		R	
<b>2</b>	<b>Price Schedules</b>	(a) Price Schedule for Goods to be Offered from Within the Purchaser's Country	CR		CR		CR		CR	
		(b) Price Schedule for Goods to Be Offered from Outside the Purchaser's Country	CR		CR		CR		CR	
		(c) Price Schedule for Related Services to Be Offered from Outside and Within the Purchaser's Country	R		R		R		R	
<b>3</b>	<b>Bid Security (select option)</b>	Bank Guarantee or Bid Bond	OOR		OOR		NR		OOR	
		Bank Guarantee	OOR		OOR		NR		OOR	
		Letter of Credit	OOR		OOR		NR		OOR	
		Cashier's or certified check	OOR		OOR		NR		OOR	
		SWIFT message in the form of MT760	OOR		OOR		NR		OOR	
<b>4</b>	<b>Manufacturer's Authorization</b>		CR		CR		NR		CR	
<b>5</b>	<b>Affiliate Company Guarantee</b>		CR		CR		NR		CR	
<b>6</b>	<b>Documentary evidence establishing the Bidder's Qualification to perform the Contract</b>									
	Form ELI-1:	Bidder's Information Sheet	R		R		NR		R	
		In case of a single entity, articles of incorporation or constitution of the legal entity	CR		CR		NR		CR	
		Authorization to represent the firm or Joint Venture	R		R		NR		R	
		In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement	CR		CR		NR		CR	

Document(s) Required				Hard copy		Electronic copy				Page number/reference	
						Pdf or equivalent		Excel or equivalent			
			In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5	CR		CR		NR		CR	
		Form ELI-2:	Joint Venture Information Sheet	CR		CR		NR		CR	
			Articles of incorporation or constitution of the legal entity	CR		CR		NR		CR	
			Authorization to represent the firm	CR		CR		NR		CR	
			In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law	CR		CR		NR		CR	
		Form CON-1:	Historical Non-Performance	R		R		NR		R	
		Form EXP-1	Contractual Experience x 3 (minimum)	R		R		NR		R	
		Form EXP-2:	Technical Experience	R		R		NR		R	
		Form EXP-2:	Evidence of Technical Experience	R		R		NR		R	
		Form EXP-3:	Production Capacity	R		R		NR		R	
		Form EXP-3:	Evidence of production output	R		R		NR		R	
		Form FIN-1:	Historical Financial Performance	R		R		NR		R	
		Form FIN-1:	Financial statements	R		R		NR		R	
		Form FIN-2:	Size of Operation (Average Annual Turnover)	R		R		NR		R	
		Form FIN-3:	Cash Flow Capacity	R		R		NR		R	
<b>7 Technical Documentation</b>											
		Form TECH-1:	Technical Compliance to 9-Meter Bus Specifications	R		R		NR		R	
		Form TECH-2:	Technical Compliance to 13-Meter Bus Specifications	R		R		NR		R	
		Form TECH-3	Detailed Drawings	R		R		NR		R	
		Form TECH-4	Description of body and structural materials	R		R		NR		R	
		Form TECH-5	Description of Vehicle Logic Unit (VLU)	R		R		NR		R	

Document(s) Required				Hard copy		Electronic copy				Page number/reference	
						Pdf or equivalent	Excel or equivalent				
		Form TECH-6	Part and Supply	R		R		R		R	
		Form TECH-7	Maintenance Tools	R		R		R		R	
		Form TECH-8	Quality Assurance Plan	R		R		NR		R	
		Form TECH-9	Maintenance Service Plan	R		R		NR		R	
		Form TECH-10	Additional Maintenance Service Schedule of Rates	R		R		R		R	
		Form TECH-11	Five (5) Year Lifecycle Cost Model	R		R		R		R	

## Appendix 1 – Checklist of Submittals to Accompany the Bid

To facilitate ease of review, the Bidder is required to provide a schedule, like set out below, indicating that all required documents and document formats have been checked and are included. Bidders are required to provide the location (page numbers or references) of all the documents that are enclosed with the Bid. The Bidder is requested to cross refer to Section 3 – Evaluation and Qualification Criteria, Section 4 – Bidding Forms and Section 6 – Schedule of Supply for details of the required Sub-Criteria submissions to ensure completeness of its submission.

The table indicates the following:

- R = required – these documents shall be submitted
- OOR = One option required – one of several options shall be submitted
- NR = Not required – does not need to be submitted in the stated format
- CR = Conditionally required – may need to be submitted

Document(s) Required		Hard copy		Electronic copy				Page number/reference	
				Pdf or equivalent		Excel or equivalent			
1	<b>Bid Submission Sheet</b>	R		R		NR		R	
2	<b>Price Schedules</b>	(a) Price Schedule for Goods to be Offered from Within the Purchaser's Country	CR		CR		CR		CR
		(b) Price Schedule for Goods to Be Offered from Outside the Purchaser's Country	CR		CR		CR		CR
		(c) Price Schedule for Related Services to Be Offered from Outside and Within the Purchaser's Country	R		R		R		R
3	<b>Bid Security (select option)</b>	Bank Guarantee or Bid Bond	OOR		OOR		NR		OOR
		Bank Guarantee	OOR		OOR		NR		OOR
		Letter of Credit	OOR		OOR		NR		OOR
		Cashier's or certified check	OOR		OOR		NR		OOR
		SWIFT message in the form of MT760	OOR		OOR		NR		OOR
4	<b>Manufacturer's Authorization</b>	CR		CR		NR		CR	
5	<b>Affiliate Company Guarantee</b>	CR		CR		NR		CR	
6	<b>Documentary evidence establishing the Bidder's Qualification to perform the Contract</b>								
	Form ELI-1:	Bidder's Information Sheet	R		R		NR		R
		In case of a single entity, articles of incorporation or constitution of the legal entity	CR		CR		NR		CR
		Authorization to represent the firm or Joint Venture	R		R		NR		R

Document(s) Required				Hard copy		Electronic copy				Page number/reference	
						Pdf or equivalent		Excel or equivalent			
			In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement	CR		CR		NR		CR	
			In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5	CR		CR		NR		CR	
		Form ELI-2:	Joint Venture Information Sheet	CR		CR		NR		CR	
			Articles of incorporation or constitution of the legal entity	CR		CR		NR		CR	
			Authorization to represent the firm	CR		CR		NR		CR	
			In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law	CR		CR		NR		CR	
		Form CON-1:	Historical Non-Performance	R		R		NR		R	
		Form EXP-1	Contractual Experience x 3 (minimum)	R		R		NR		R	
		Form EXP-2:	Technical Experience	R		R		NR		R	
		Form EXP-2:	Evidence of Technical Experience	R		R		NR		R	
		Form EXP-3:	Production Capacity	R		R		NR		R	
		Form EXP-3:	Evidence of production output	R		R		NR		R	
		Form FIN-1:	Historical Financial Performance	R		R		NR		R	
		Form FIN-1:	Financial statements	R		R		NR		R	
		Form FIN-2:	Size of Operation (Average Annual Turnover)	R		R		NR		R	
		Form FIN-3:	Cash Flow Capacity	R		R		NR		R	
<b>7 Technical Documentation</b>											
		Form TECH-1:	Technical Compliance to 18-Meter Bus Specifications	R		R		NR		R	
		Form TECH-2:	Detailed Drawings	R		R		NR		R	
		Form TECH-3	Description of body and structural materials	R		R		NR		R	
		Form TECH-4	Description of Vehicle Logic Unit (VLU)	R		R		NR		R	

Document(s) Required				Hard copy		Electronic copy				Page number/reference	
						Pdf or equivalent		Excel or equivalent			
		Form TECH-5	Detailed Charger Drawings	R		R		NR		R	
		Form TECH-6	Depot Layout Drawings	R		R		NR		R	
		Form TECH-7	Electric Bus Operations	R		R		NR		R	
		Form TECH-8	Part and Supply	R		R		R		R	
		Form TECH-9	Maintenance Tools	R		R		R		R	
		Form TECH-10	Quality Assurance Plan	R		R		NR		R	
		Form TECH-11	Maintenance Service Plan	R		R		NR		R	
		Form TECH-12	Additional Maintenance Service Schedule of Rates	R		R		R		R	
		Form TECH-13	Five (5) Year Lifecycle Cost Model	R		R		R		R	