

### **Contractor's Representative and Key Personnel**

The Bidder must demonstrate that it will have a suitably qualified Contractor's Representative and suitably qualified (and in adequate numbers) Key Personnel, as described in the Specification.

The Bidder shall provide details of the Representative and Key Personnel and such other Key Personnel that the Bidder considers appropriate to perform the Contract, together with their academic qualifications and work experience. The Bidder shall complete the relevant Forms in the Bidding Forms.

### **Equipment**

The Bidder must demonstrate that it has access to the key equipment listed hereafter:

*[Specify requirements for each lot as applicable]*

| <b>No.</b> | <b>Equipment Type and Characteristics</b> | <b>Minimum Number required</b> |
|------------|-------------------------------------------|--------------------------------|
| 1          |                                           |                                |
| 2          |                                           |                                |
| 3          |                                           |                                |
| 4          |                                           |                                |
| 5          |                                           |                                |
|            |                                           |                                |
|            |                                           |                                |

The Bidder shall provide further details of proposed items of equipment using Form EQU in Section V.

1.

### Form EQU: Equipment

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

|                       |                                                                                                                                                                                    |                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Item of equipment     |                                                                                                                                                                                    |                        |
| Equipment information | Name of manufacturer                                                                                                                                                               | Model and power rating |
|                       | Capacity                                                                                                                                                                           | Year of manufacture    |
| Current status        | Current location                                                                                                                                                                   |                        |
|                       | Details of current commitments                                                                                                                                                     |                        |
| Source                | Indicate source of the equipment<br><input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured |                        |

Omit the following information for equipment owned by the Bidder.

|            |                                                                            |                        |
|------------|----------------------------------------------------------------------------|------------------------|
| Owner      | Name of owner                                                              |                        |
|            | Address of owner                                                           |                        |
|            | Telephone                                                                  | Contact name and title |
|            | Fax                                                                        | Telex                  |
| Agreements | Details of rental / lease / manufacture agreements specific to the project |                        |
|            |                                                                            |                        |
|            |                                                                            |                        |

# Personnel

## Form PER -1

### Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

#### Contractor' Representative and Key Personnel

|    |                                           |                                                                                                            |
|----|-------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. | Title of position:                        |                                                                                                            |
|    | Name of candidate:                        |                                                                                                            |
|    | Duration of appointment:                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i><br>.....    |
|    | Time commitment: for this position:       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i><br>.....         |
|    | Expected time schedule for this position: | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i><br>..... |
| 2. | Title of position:                        |                                                                                                            |
|    | Name of candidate:                        |                                                                                                            |
|    | Duration of appointment:                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i><br>.....    |
|    | Time commitment: for this position:       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i><br>.....         |

|           |                                                  |                                                                                                            |
|-----------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|           | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i><br>..... |
| <b>3.</b> | <b>Title of position:</b>                        |                                                                                                            |
|           | <b>Name of candidate:</b>                        |                                                                                                            |
|           | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i><br>.....    |
|           | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i><br>.....         |
|           | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i><br>..... |
| <b>4.</b> | <b>Title of position:</b>                        |                                                                                                            |
|           | <b>Name of candidate:</b>                        |                                                                                                            |
|           | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i><br>.....    |
|           | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i><br>.....         |
|           | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i><br>..... |
| <b>5.</b> | <b>Title of position:</b>                        |                                                                                                            |
|           | <b>Name of candidate</b>                         |                                                                                                            |
|           | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i><br>.....    |
|           | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i><br>.....         |
|           | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i><br>..... |
| <b>6.</b> | <b>Title of position:</b> <i>[insert title]</i>  |                                                                                                            |

|  |                                                  |                                                                                                            |
|--|--------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <b>Name of candidate</b>                         |                                                                                                            |
|  | <b>Duration of appointment:</b>                  | <i>[insert the whole period (start and end dates) for which this position will be engaged]</i><br>.....    |
|  | <b>Time commitment: for this position:</b>       | <i>[insert the number of days/week/months/ that has been scheduled for this position]</i><br>.....         |
|  | <b>Expected time schedule for this position:</b> | <i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i><br>..... |

**Form PER-2:**  
**Resume and Declaration**  
**Contractor's Representative and Key Personnel**

|                       |
|-----------------------|
| <b>Name of Bidder</b> |
|-----------------------|

|                                                           |                                                                                                   |                                                      |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Position [#1]: [title of position from Form PER-1]</b> |                                                                                                   |                                                      |
| <b>Personnel information</b>                              | <b>Name:</b>                                                                                      | <b>Date of birth:</b>                                |
|                                                           | <b>Address:</b>                                                                                   | <b>E-mail:</b>                                       |
|                                                           |                                                                                                   |                                                      |
|                                                           | <b>Professional qualifications:</b>                                                               |                                                      |
|                                                           | <b>Academic qualifications:</b>                                                                   |                                                      |
|                                                           | <b>Language proficiency:</b> <i>[language and levels of speaking, reading and writing skills]</i> |                                                      |
| <b>details</b>                                            |                                                                                                   |                                                      |
|                                                           | <b>Address of Procuring agency/Employer:</b>                                                      |                                                      |
|                                                           | <b>Telephone:</b>                                                                                 | <b>Contact (manager / personnel officer):</b>        |
|                                                           | <b>Fax:</b>                                                                                       |                                                      |
|                                                           | <b>Job title:</b>                                                                                 | <b>Years with present Procuring agency/Employer:</b> |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| Project                       | Role                                              | Duration of involvement | Relevant experience                                        |
|-------------------------------|---------------------------------------------------|-------------------------|------------------------------------------------------------|
| <i>[main project details]</i> | <i>[role and responsibilities on the project]</i> | <i>[time in role]</i>   | <i>[describe the experience relevant to this position]</i> |
|                               |                                                   |                         |                                                            |
|                               |                                                   |                         |                                                            |
|                               |                                                   |                         |                                                            |

## Declaration

I, the undersigned [ *insert either "Contractor's Representative" or "Key Personnel" as applicable* ] , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

| Commitment                                 | Details                                                                                                                                                     |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Commitment to duration of contract:</b> | <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i><br><br>..... |
| <b>Time commitment:</b>                    | <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i><br><br>..... |

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Bid evaluation;
- (b) result in my disqualification from participating in the Bid;
- (c) result in my dismissal from the contract.

**Name of Contractor's Representative or Key Personnel:** *[insert name]*

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

Date: (day month year): \_\_\_\_\_

**Countersignature of authorized representative of the Bidder:**

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

**Date: (day month year):** \_\_\_\_\_