

REPUBLIC OF BOLIVIA
BOLIVIAN NATIONAL RAILWAYS
RAILWAY CONSTRUCTION PROJECT, EASTERN LINE
(TAPERAS-ROBORE)

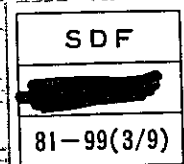
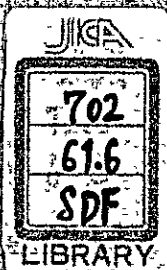
- Vol. 1. Instructions to Bidders
2. General Conditions of Contract
3. Bid Form
4. General Specifications
5. Technical Specifications
6. Special Specifications
7. Bill of Quantities
8. Drawings
9. Form of Agreements

Volume 3

March, 1981

JAPAN INTERNATIONAL COOPERATION AGENCY

(JICA)



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March, 1981

JAPAN INTERNATIONAL COOPERATION AGENCY
(JICA)

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FORMS OF CONTRACT

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Form No. 1

Application for Pre-Qualification

Messrs:

We hereby submit the application for the pre-qualification with the hope of participating in the pre-qualification, after we have duly studied the tender documents on execution of the Railway Construction Project, Eastern Line (Taperas – Robore).

We swear that all informations in the documents submitted hereby manifest the true state and data of our company.

Date: _____

Signature: _____

Title: _____

Name of bidder: _____

Address: _____

Witness

Signature: _____

Address: _____

Occupation: _____

Legal Documents

1. Name of company: _____
2. Incorporation: _____
 - a) Date: _____
 - b) Country: _____
3. Registration Date to the Department of Transportation, Communication and Civil Aviation for Bolivian enterprises, or Registration Date to the corresponding authorities in the respective countries in the case of foreign enterprises.
4. Registration date to the Bolivian Chamber of Construction (Only for domestic enterprise): _____
5. Form of enterprise:
 - Private company: _____
 - Limited partnership company: _____
 - Limited responsibility company: _____
 - Joint stock company: _____
 - Occasional association: _____
 - Others (with explanation): _____
6. Head Office: Address, Telephone number, Telex number:

7. Name of the legal manager or agent of the bidder enterprise:

8. This Form shall be accompanied with the following documents:
 - a) In case two (2) or more companies associated, the notarial certificate on such business association, the legal address of the representative company, the name of the manager and the articles of incorporation of the respective companies.
 - b) In the case of foreign enterprises, the business association must be arranged in advance with a formally established Bolivian company. In this case, the articles of incorporation on the foreign enterprises establishment as well as the legal documents on the business association with the Bolivian company.

For Bolivian enterprises, registration certificate issued by the Department of Transportation, Communication and Civil Aviation. As for foreign enterprises, registration certificate to the corresponding authorities in the respective countries.

- c) Registration certificate to the Bolivian Chamber of Construction, in the case of Bolivian enterprises.
- d) Certificate which testimonies the legal representative right of the signatory of the bidder enterprise.

This document is to be attached to the application to the pre-qualification for the tender on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of bidder: _____

Experiences of Enterprise

1. Records of enterprise in the similar or general projects

a) List of already completed projects

A ----- M

Type of project:	_____	_____
Contractor:	_____	_____
Place:	_____	_____
Sum total:	_____	_____
Construction starting date:	_____	_____
Construction completion date:	_____	_____

b) List of projects now underway

B ----- N

Type of project:	_____	_____
Contractor:	_____	_____
Place:	_____	_____
Sum total:	_____	_____
Construction starting date:	_____	_____
Progress ratio:	_____	_____

2. Following documents shall be attached to this form.

- a) Certificate compiled by the Board of Audit of the Republic of Bolivia, showing that no record of negligence or failure is found in any of the previous contracts between the bidder enterprise and the Government.
- b) Certificate issued by the Department of Transportation Communication and Civil Aviation on the technical capability and complete performance.

This document is to be attached to the application to the pre-qualification for the tender on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of bidder: _____

Financial Situation

1. All data of the bidder on the bank loans.
2. Detailed information on currently valid contracts.
 - i) Name of client
 - ii) Outline of project
 - iii) Location
 - iv) Contract amount
 - v) Sum of invoice after completion
 - vi) Percentage of physical completion
 - vii) Date of completion or scheduled completion stipulated in Contract
3. Detailed information on disposable assets of both long term and short term.
 - i) Disposable cash
 - ii) Guarantee deposits
 - iii) Account receivable by completed contract
 - iv) Sums receivable on uncomplete contract
 - v) Retention money which is to be paid in exchange with the Bond
 - vi) Other accounts receivable

Any assets which is to be cashed within ninety (90) days are regarded as short term credits.
4. Detailed information on short term and long term debts.
 - i) Outstanding debts
 - ii) Outstanding accounts
 - iii) Other debts

Any debts which become due within ninety (90) days are regarded as short term debts.
5. Following data in consequence of Paragraphs 3 and 4.
 - i) Index of short term balance

ii) Index of overall balance

iii) Net assets

6. In case two (2) or more companies associate, data of the respective companies are to be submitted.

This Form is to be attached to the application form of the pre-qualification for the tender on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of the bidder: _____

Form No. 5

List of Specialists in Enterprise

1. **Responsible personnel of enterprise:**

<u>Name:</u>	<u>Job assignment:</u>	<u>Serial No. of Form No. 6:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. **Specialists who can render advices to the project when required:**

<u>Name:</u>	<u>Job assignment:</u>	<u>Serial No. of Form No. 6:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. To this form, the curriculum vitae based on a Form No. 6 on all designated specialists shall be attached.

This Form is to be attached to the application to the pre-qualification for the tender on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of bidder: _____

Curriculum Vitae of Specialists

1. Specialist:

a) Name: _____

b) Date of birth: _____

c) Nationality: _____

2. University/college educational record:

a) Name of school: _____

b) Qualification obtained: _____

c) Year of graduation: _____

d) C.N.I. registration number (for Bolivian only): _____

e) Specialized field: _____

3. Working experiences:

<u>Years:</u>	<u>Name of enterprise:</u>	<u>Job assignment:</u>	<u>Contents of work:</u>
_____	_____	_____	_____
_____	_____	_____	_____

4. Other importance matters:

Date: _____

Signature of specialist: _____

Name of bidder: _____

Form No. 7

List of Facilities and Equipment to be used in Execution of Project

The undersigned pledges to arrange the following items at the project site during period of Execution.

The list shall be prepared separately for each of following classifications:

- a) Facilities and equipment now possessed.
- b) Facilities and equipment scheduled to be leased.
- c) Facilities and equipment scheduled to be purchased.

Type	A	-----	N
<u>Quantity :</u>	_____	_____	_____
<u>Model, Output, Capacity :</u>	_____	_____	_____
<u>Manufacture year :</u>	_____	_____	_____
<u>Country of manufacture :</u>	_____	_____	_____
<u>Current location :</u>	_____	_____	_____
<u>Condition :</u>	_____	_____	_____
<u>Operated hours :</u>	_____	_____	_____
<u>Scheduled term in this Project :</u>	_____	_____	_____
<u>Site value :</u>	_____	_____	_____
<u>Market value :</u>	_____	_____	_____
<u>Estimated purchase price (Only for c):</u>	_____	_____	_____

This Form is to be attached to the application to the pre-qualification for the tender on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of bidder: _____

Form No. 8

Countries of Origin of Materials and Equipment necessary for the Project

The countries of origin of the materials and equipment to be used in this project shall be as follows:

- a) Produced in the Republic of Bolivia

Item :

- b) Produced in foreign countries

Item :

Name of country :

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>

This Form is to be attached to the application to the pre-qualification for the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of bidder: _____

Form No. 9

List of Bolivian and Foreign Workers for the Project

1) Bolivian

<u>Number of workers:</u>	<u>Qualification</u>
_____	_____
_____	_____
_____	_____
_____	_____

2) Foreign

<u>Number of workers:</u>	<u>Qualification:</u>	<u>Name of country:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

a) This list shall be written according to trade.

This Form is to be attached to the application to the pre-qualification for the tender on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of bidder: _____

Work Schedule in Bar Chart

The period of the Work shall be set _____ months.

Category	Total months	Year				Remarks
		1	2	3	4	

- a) The detailed programme may be attached as the reference.

This Form is to be attached to the application to the pre-qualification for the tender on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of bidder: _____

Form of Tender

Railway Construction Project, Eastern Line (Taperas – Robore)

(Notes: The Appendix forms part of the Tender.
Bidders are required to fill up all the blank spaces in this Tender Form and Appendix.)

To: _____

Gentlemen,

1. Having examined the Drawings, General Conditions of Contract, Specifications and Bill of Quantities for the execution of the above-named Works, we, the undersigned, offer to execute complete and maintain the whole of the said Works in Conformity with the said Drawings, General Conditions of Contract, Specifications and Bill of Quantities for the sum of _____ (b\$ _____, USS _____) or such other sums as may be ascertained in accordance with the said Conditions.

2. We undertake if our Tender is accepted to commence the Works within _____ days of receipt of the Engineer's notice to proceed, and to complete and deliver the whole of the Works comprised in the Contract within _____ days calculated from the last day of the aforesaid period in which the Works are to be commenced.

3. If our Tender is accepted we will, if required, obtain the guarantee of an Insurance Company or Bank or other sureties (to be approved by you) to be jointly and separately bound with us in a sum not exceeding _____ per-cent of the above-named sum for the due performance of the Contract under the terms of a Bond to be approved by you.

4. We agree to abide by this Tender for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Appendix

	CLAUSE	
Amount of Bond or Guarantee		
Performance Guarantee	12	_____ %
Bona Fide Instrumentation Guarantee	13	_____ %
Minimum Amount of Third Party Insurance	27	_____ b\$
Period for commencement, from Engineer's notice to proceed to actual commencement	49	_____ days
Time for completion	51	_____ days
Amount of liquidated damages		
Delay in commencement	55 (1)	_____ per day
Delay in completion	55 (2)	_____ per week
Period of Maintenance	57 (1)	_____ months
Time within which payment is to be made after Certificate	67 (5)	_____ days

Date this _____ day of _____ 19____,

Signature _____ in the capacity of _____
 duly authorized to sign tenders for and on behalf of _____

(IN BLOCK CAPITALS)

Witness _____ Address _____

Address _____

Occupation _____

Form No. 12

Priced Bill of Quantities

Railway Construction Project, Eastern Line (Taperas -- Robore)

The sum total

Domestic currency: Two hundred fifty thousand and twenty (250,000) b\$

Foreign currency: One hundred thousand and eighty (100,080) US\$

Pay Item		Unit	Estimated Q'ty	Unit Price		Sum		Total	Escalation application formula		Remarks
No.	Name			Domestic currency	Foreign currency	Domestic currency	Foreign currency		Domestic currency	Foreign currency	
(Example) 111	Surveying	Lump sum	1	b\$ 20	US\$ 80	b\$ 20	US\$ 80	b\$	-	-	
451	Embankment	m ³	5,000	50	20	250,000	100,000	(1)	(2)		
Sum Total						250,020	100,080				

- a) Items shall correspond to those set out in the Technical Specifications and General Specifications.
- b) The sum total shall be converted according to rates of exchange in the Central Bank of Bolivia on the opening date of the proposal.

This Form is to be attached to the proposal on the Railway Construction Project, Eastern Line (Taperas -- Robore).

Date: _____
 Signature: _____
 Name of bidder: _____

Basic Wages

Trade	Basic daily wage	Social insurance	Bonus per day	Allowance etc.	Total cost per day	Remarks
1. Foreman						
2. Earth worker						
3. Operator						
4. Concrete worker						
5. Carpenter						
6. Reinforcing worker						
7. Electrician						
8. Welding worker						
9.						

- a) In the case of foreign workers basic wages shall be appropriately divided into separate domestic and foreign currency portions.
- b) Anything necessary may be added to the above written trades.

This Form is to be attached to the proposal on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of the tender: _____

Price of Basic Construction Materials

Item	Unit	Price		Country of origin	Remarks
		bS	US\$		
1. Portland cement	50 kg/bag				
2. Reinforcing steel ϕ mm	kg				
3. -----					

- a) The cost shall be in terms of the site delivery and be one estimated as of _____, 19__.
- b) Anything necessary may be added to the items cited above.

This Form is to be attached to the proposal on the Railway Construction Project, Eastern Line (Taperas – Robore).

Date: _____

Signature: _____

Name of the tenderer: _____

Progress Schedule and Estimated Monthly Output

Month and year	19																					
	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2
Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
(Example)																						
111 Surveying	0	0	0	0	20	(80)																
311 Detail design	0	0	0	0	0	0	0	0	0	0	0	(20)										
451 Earthwork												10										
Progress Sum																						

- a) Each item should be written separately.
- b) The separate indication should be given for foreign currency and domestic currency portions. The foreign currency portion should be shown in the parenthesis ().
- c) Unit of the sum shall be b\$1,000 for Bolivian peso, and \$1,000 for US\$.

This Form is to be attached to the proposal on the railway construction project, eastern line (Taperas -- Robore).

Date: _____
 Signature: _____
 Name of the bidder: _____

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text notes that without clear records, it becomes difficult to track expenses, revenues, and other critical data points over time.

2. The second section focuses on the role of technology in streamlining operations and improving efficiency. It highlights how digital tools and software solutions can reduce manual errors, speed up data processing, and provide real-time insights into various aspects of the organization's performance. The author suggests that investing in modern technology is a key strategy for staying competitive in today's fast-paced market.

3. The third part of the document addresses the challenges of resource allocation and budget management. It discusses the need for careful planning and prioritization to ensure that limited resources are used effectively. The text provides several practical tips for identifying areas of overspending and finding ways to optimize costs without compromising quality or service.

4. The final section concludes by reinforcing the importance of continuous improvement and innovation. It encourages organizations to regularly evaluate their processes, seek feedback from stakeholders, and embrace new ideas and technologies. The author believes that a culture of innovation and learning is vital for long-term success and growth in any industry.