

PROPOSAL SUBMISSION GUIDELINES

1. INTRODUCTION

The purpose of this Proposal Submission Guidelines is to ensure that Bidder presents their proposal submittal in full details and in the format and order requested in this Competitive Bidding document.

2. CONTRACT AWARD

The objective of this proposal submission guidelines is to ensure that MTSSB awards the Contract to the Bidder who is technically acceptable, competence and reliable at an overall competitive and comparable prices/fees on the provision of the equipment/goods/services/works.

3. PROPOSAL FORMAT

- (1) In order to conduct a thorough, efficient and objective evaluation, Bidder must include accurate information and details in their proposals.
- (2) Bidder's proposal shall be submitted in accordance with relevant clause (s) specified in the Instructions to Bidder. Bidder must ensure that the Technical & Unpriced Commercial Proposals do not contain any price or fees. **The words "Offered", "Inclusive", "No Quote" and "Not Available" shall be used instead of prices/ fees value** where applicable in Bidder's Technical & Unpriced Commercial Proposal. Failure to comply with these instructions will render bidder's proposal invalid.
- (3) As a guideline, Bidder is required to follow the format described below in the presentation of their capabilities for the Competitive Bidding exercise.

(a) Priced Commercial Proposal

The priced commercial proposal shall include :-

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| Section C1 | : Covering Letter. |
| Section C2 | : Detailed Priced proposal on the Bill of Quantity (BQ) (Equipment/goods/services/works). |
| Section C3 | : Detailed Priced proposal on consumables, spare parts and special tools & equipment requirement, where applicable. |
| Section C4 | : Detailed Priced proposal on vendor assistance requirement, if applicable. |
| Section C5 | : Detailed Priced proposal on operational and maintenance requirement inclusive of the provision of annual maintenance & support services, if applicable. |
| Section C6 | : Bidder's proposed payment schedules and terms. |
| Section C7 | : Bidder's statement of compliance to MTSSB' terms and conditions on the provision of the equipment/goods/services/works. |
| Section C8 | : Bidder's exception if any. |
| Section C9 | : Bidder's response to Bidder's Questionnaires form. |
| Section C10 | : Bidder and/ or principal's latest two (2) years financial statements. |
| Section C11 | : Bidder's Integrity Declaration Form |
| Section C12 | : Softcopy of Priced Commercial Proposal in CD/Thumb Drive |

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(b) **Technical & Unpriced Commercial Proposal**

The technical and unpriced commercial proposal shall include :-

- Section T1 : Covering Letter
- Section T2 : Executive summary.
- Section T3 : Bidder's compliance to MTSSB' scope of works.
- Section T4 : Bidder's exception to MTSSB' scope of works.
- Section T5 : Brochures and technical catalogues/documentation.
- Section T6 : Bidder's proposed delivery/project schedule/barchart.
- Section T7 : Bidder's project management team & chart.
- Section T8 : List of Bidder's experience in undertaking similar supply/services/works.
- Section T9 : Bidder's training proposal, if applicable.
- Section T10 :
 - (i) Detailed Unpriced proposal of the equipment/goods/services/works.
 - (ii) Detailed Unpriced proposal on consumables, spare parts and special tools & equipment requirement, if applicable.
 - (iii) Detailed Unpriced proposal on vendor assistance requirement, if applicable.
 - (iv) Detailed Unpriced proposal on operational & maintenance requirement inclusive of the provision of annual maintenance & support services, if applicable.
- Section T11 : Performance Guarantee/Support Letter from Bidder's Principal, if applicable.
- Section T12 : Bidder's response to Bidder's Questionnaires form.
- Section T13 : Bidder's/Principal's Company Profile.
- Section T14 : Other applicable text which Bidder may also submit to support their capability necessary to facilitate the evaluation of the proposals.
- Section T15 : Softcopy of Technical Proposal in CD/Thumb Drive