Global Prime Cars, Inc.

**G**

**P**

**C**

**REQUEST FOR PROPOSALS**

**Long Binh Manufacturing Plant Construction Project**

**RFP #: 12/2020**

101/2-7, Road 3B, Amata Industrial Park, Long Binh Ward, Bien Hoa City, Dong Nai Province, Viet Nam

**SECTION 1 – OVERVIEW AND SCOPE OF WORK**

**1.1 Introduction and Background**

This Request for Proposal (RFP) solicits proposals from organizations with experience and expertise in automotive production plant projects. The scope includes a design-build supply of a manufacturing facility to produce aluminum cylinder heads. This would include infrastructure, building facilities, and production equipment as specified below.

Global Prime Cars seeks delivery of these services in a cost-effective manner. Global Prime Cars’ intent is to have an industrial facility provided by the Vendor. Global Prime Cars shall only consider proposals from financially responsible firms presently engaged in the business of providing production plants for automotive components. Each Vendor (proposer/firm) shall submit the required documents in the proposed format as outlined in this RFP to be considered responsive. Global Prime Cars expects to award the contract to the best Vendor based on the requirements in this solicitation. The Vendor selected for award will be the Vendor whose proposal is responsive, responsible, and is the most advantageous to the Global Prime Cars, as determined by Global Prime Cars in its sole discretion on the base of declared criteria.

**1.2 Current Conditions**

The Owner (Global Prime Cars) is seeking to expand production capacity in Vietnam mainly for international sales and, to this end, to build a brand new industrial facility. Best efforts have been made to obtain all technical information necessary for preparing the proposal.

**1.3 Scope of Work**

The scope of work for this RFP is identified in Exhibit 2. All proposals must meet the requirements outlined in this exhibit.

**1.4 Schedule of Events and Critical Dates**

The following are the critical dates for this RFP. Please be advised that these dates are subject to changes as deemed necessary by Global Prime Cars.

*\*Dates are listed in mm/dd/yyyy format:*

|  |  |
| --- | --- |
| 10/05/2020 | RFP Release |
| **11/30/2020** | **Proposals Due** (no later than 4:00pm CET) |
| 12/11/2020 | Pre-evaluation based on price-time proposal |
| **01/11/2020**  **/2019** | **Presentation of shortlisted vendors and notification of awarder** |
| 05/31/2021 | Contract Effective Date (The date the winner will start the project) |

**SECTION 2 – PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA**

**2.1 Overview**

Proposals will be evaluated based on the criteria outlined in this section. Global Prime Cars reserves the right to add/delete/change any criteria or requirement if Global Prime Cars deems it to be in their best interest (at Global Prime Cars’ sole discretion). If this occurs, Vendors will be notified via an addendum to the RFP prior to the RFP closing date and time. It is imperative that each Proposer realizes what is written in the proposal and financials will become part of the winning Proposer’s final contract.

**2.2 Responsiveness (Pass/Fail)**

Global Prime Cars shall only consider Proposals from financially responsible firms presently engaged in the business of providing power services. The Vendor selected for award will be the Vendor whose proposal is responsive, responsible, and is the most advantageous to Global Prime Cars, as determined by Global Prime Cars in its sole discretion. Global Prime Cars reserves the right to contact any Vendor to clarify any information in its proposal. Global Prime Cars also reserves the right to request additional information not described in this RFP (such as detailed information about the financial strength/health of a company). Vendors that do not, or cannot provide the requested information shall be considered nonresponsive. Only responsive proposals will be evaluated and considered for award. Vendors must prepare proposals that follow the format and sequence specified in this RFP. This includes adherence to the format of any attachments. The following conditions/criteria must be met in order to be considered responsive:

1. The Vendor will complete and provide all information in Attachment A
2. The Vendor will complete and provide all information in Attachment B
3. The Vendor will complete and provide all information in Attachment C
4. The Vendor will complete and provide all information in Attachment D
5. The Vendor will complete and provide all information in Attachment E
6. The Vendor will complete and provide all information in Attachment F
7. The Vendor will complete and provide all information in Attachment G

All Required Documents (see Section 2.3 and 2.5).

**2.3 Evaluation Criteria and Weights**

Only responsive proposals will be evaluated and considered for award. Global Prime Cars reserves the right to request supplementary information to assure Global Prime Cars that the Vendor’s competence, business organization, and financial resources are adequate to successfully perform the specified service.

Proposals will be evaluated on the criteria listed in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **Deliverables** | **Evaluation Criteria** | **Unit** | **Weight** |
| 0 | Cover page and proposal form |  |  |  |
| 1 | Project Plan (WBS, OBS, WBS/OBS, CBS) | Project Strategy | (1-10) | 50 |
| 2 | Executive Summary |
| 3 | Time Schedule | Duration | work days | 300 |
| 4 | Crashing (time-cost tradeoff) |
| 5 | RBS/RBM/contingency |  | (1-10) | 200 |
| 6 | Risk assessment plan | Risk Assessment |
| 7 | Value added plan |  |
| 8 | Price and schedule proposal | Price | (VND) | 300 |
| 9 | Price calculations & Cash flow graphs |
| 10 | Project Budget |
| 11 | Qualifications (CVs&Presentations) | Interviews/Presentations | (1-10) | 150 |

**Total 1,000**

*\* Global Prime Cars reserves the right to add/delete/modify any criteria or requirement if Global Prime Cars deems it to be in their best interest (at Global Prime Cars’ sole discretion). Please see Section 2.1.*

**2.4 Evaluation Committee**

An Evaluation Committee will be used to evaluate specific portions of the proposals (as described in this RFP). The Evaluation committee will consist of three (3) to four (4) individuals comprised of representatives from Global Prime Cars.

**2.5 Required Documents**

As displayed in Section 2.3, there are eleven (11) Required Documents, in addition to Cover Page and Proposal Form, that the Vendor must submit in order to be considered responsive for the Evaluation Criteria and as part of their bid proposal.

**2.5.1 Project Plan – WBS, OBS, WBS/OBS, CBS**

The Vendor will create these planning documents:

* WBS - Please take note of the following:

1) civil & building works must be performed by a local Sub-Contractor;

2) the production line must be previously assembled and pre-tested at the Vendor’s site;

3) after the completion of the assembly phase at the Vendor’s site (including preliminary line testing) the production line will be disassembled and shipped in batches to the Owner’s construction site, where the final erection phase will be performed along with final testing.

4) the production and the erection activities include the testing of each single machine. However, a final testing is required for the whole line, before the delivery.

* OBS - Vendors will create an OBS to include a breakdown of resources (ChartPro/MS Visio).
* WBS/OBS - Vendors will utilize MS Project to create the WBS/OBS Matrix.
* CBS - Vendors are required to develop the Cost Breakdown Structure using the template provided by MS Project.

To edit the CBS please take into account data from Exhibit 3.

The bidder’s personnel sent to the client’s site has an additional cost of 140€/day.

Overhead costs equal to 8.000€ per day.

Costs of equipment transportation from the Contractor’s to the Owner’s sites are given in Exhibit 3, and the duration is equal to 25 working days. These average values include the cost for road transportation to and from the ports of departure/arrival.

Transportation costs from suppliers to the Contractor’s site are included in the equipment costs (Exhibit 3).

The currency exchange rate to be considered is 1€ = 27.252 VND (Vietnamese Dong).

The floor space requirement of the industrial building is 24,000 m2 (4 times the area covered by the manufacturing line) and the perimeter measures 710 linear meters.

**2.5.2 Time Scheduling**

Vendors will utilize MS Project using data in Exhibit 3. A milestone plan is also required.

For time scheduling, please use the following suggestions:

* As far as maritime transportation from Contractor to Owner is concerned, it is operated every Monday from the port of Genova, Italy.
* Three erection teams, made up of four workers each, are available for both the Pre-Erection and the On Site Erection activities.
* The Pre-Erection and the On-Site Erection activities are performed according the line operations shown in the layout (Exhibit 2). Each line operation includes one or more machines and the associated erection task is executed by one team.

Material handling equipment erection should be performed concurrently with the other erection activities.

The contract activity execution will start on 05/31/2021.

*\*Note: use the Italian calendar (5 days per week, 8 work hours per day). Maritime transportation* *will be performed based on the same calendar (it is a simplification for the use of MSProject).*

**2.5.3 Crashing**

In order to crash the project and determine the optimal project duration, the Vendor may consider one or more of the following options:

1. The transportation service from the Contractor’s manufacturing facility to the Owner’s construction site. Under such circumstances, the air transportation service can be opted in at a cost which is equal to 15 times the unitary maritime cost. The aircraft transportation is available from Monday to Friday, and the duration is equal to 4 working days. Transportation by air is allowed for one operation at a time. This includes all the machines that compose such operation. Different operations can thus be shipped only in subsequent days.
2. During the On-Site Erection phase, the number of teams of Vietnamese workers assigned to the erection tasks can be increased from three up to six maximum teams. The associated productivity curve is provided in Exhibit 4.

**2.5.4 Risk Breakdown Structure / Risk Breakdown Matrix**

Vendors will identify the project risks using the RBS and RBM techniques and quantify a contingency budget to define the “risk premium” of the contract. The calculated contingency has to be summed up in the project cost in order to define the price according to the proposed contract architecture.

**2.5.5 Price Calculations**

Vendors will provide their complete cost calculations and quantity takeoffs (estimates) in Excel format with the approach Turnkey Design-Build, Firm Fixed Price. Calculations must be clear and concisely represented. Vendors must clearly show calculations for:

* Direct cost
* Overhead cost
* Contingency (based on risk considerations/premium)

Prices and costs have to be expressed into VND (Vietnamese Dong) currency.

**2.5.6 Cash Flow Graphs**

The Vendor will create Cash Flow Graphs and must take into account the following in their cash flow graphs:

* Annual interest rate on overdraft is worth 6% and on credits 2%.
* The Contractor issues invoices to the Owner for project price payment as per the Conditions of Contract.
* Payments from the Owner are due to the Contractor as per the Conditions of Contract.
* Payments to Equipment Supplier are due 60 days after receiving materials/goods.
* Payments to Industrial Building sub-contractor are due 60 days after the invoice of monthly instalments, based on erection progress statements.

**2.5.7 Qualifications**

Vendors will provide all of the resumes of the individuals in their proposed project team. Vendors are recommended to keep each resume to one (1) page in .pdf format.

**2.6 Evaluation Criteria**

As displayed in Section 2.2, there are five (5) Evaluation Criteria that the Vendor must submit in order to be considered responsive as part of their bid proposal.

**2.6.1 Executive Summary (Attachment C)**

The Executive Summary should be developed around fulfilling Global Prime Cars’ scope requirements within the known constraints of price, time, and expected quality. The Plan must not contain any numeric information regarding price nor time (duration), rather, the purpose of this document is for the Vendor to convey their overall approach, strategy, plan, and verify they can deliver the service within the known constraints. The Executive Summary should be a succinct summary of the services provided by the Vendor. The Executive Summary must NOT exceed **one (1) page** (front side of page only). A template is provided in Attachment C for the Vendor to utilize. Vendors may not alter this template in any way.

**2.6.2 Risk Assessment Plan (Attachment D)**

In the Risk Assessment Plan, Vendors should list and prioritize major risk items that are unique to this service. This includes areas that may cause the service to not be completed within budget or be in accordance with defined standards and laws identified in the RFP, generate any financial cost increases, schedule increases, or may be a source of dissatisfaction for Global Prime Cars. The Vendor will provide a brief description of the risk, explaining why there is a risk, and follow it with a solution or a plan of mitigation. The Plan must not contain any numeric information regarding price and time (duration), rather, the purpose of this document is for the Vendor to convey their overall approach, strategy, plan, and verify they can deliver the service within the known constraints.

**2.6.3 Value Added Plan (Attachment E)**

In the Value Added Plan, Vendors should explain and describe any proposed ideas or innovations for improving the project with regards to cost, time, and/or satisfaction. The purpose of the Plan is to provide Vendors with an opportunity to identify any value-added options or ideas that may benefit the Client or service. These options or ideas may also be referred to as additional or optional services.

**2.6.4 Price and Schedule Proposal (Attachment F)**

The Vendor will prepare and submit a Price and Schedule Proposal (Attachment F). Proposals shall not be qualified with “If....Then” statements. Price proposals that contain such qualifications will cause the entire proposal to be found non-responsive. The Price Proposal must be submitted in a sealed envelope marked “Confidential Price and Schedule Proposal” along with the other required submittals as outlined in Section 4 of this RFP. The Price Proposal requires the following information (also see relevant sections):

1. Turn-key fixed-price contract
   1. P = k \* Ct , where k = 1.12 and C is the total cost of the project including, direct cost, indirect cost, contingency budget, interest on capital
      1. **Project Budget (Attachment G)**

The Vendor will prepare and submit a Project Budget (Attachment G). The Project Budget contains a summary of the financial information calculated in the Cash Flow graphs and Price calculations.

**2.6.6 Interviews/Presentation**

Global Prime Cars will identify the top-rated Vendors based on the collected information and create a Shortlist. These Vendors will be required to participate in an interview/presentation period. Global Prime Cars expects a team proposal presentation in which all members of the team will participate (absent members must provide for justifications). Each Shortlisted Vendor will have 5 minutes to present their proposal. Global Prime Cars will then pose questions/comments to the Vendor. Global Prime Cars may request additional information prior to interviews (such as a detailed cost breakdown, a detailed service schedule, etc.).

**SECTION 3 – SELECTION PROCESS**

**3.1 Analysis of Proposals**

All responsive proposals will be evaluated based on the criteria and weights outlined in subsection 2.3. Global Prime Cars shall analyze and prioritize the proposals based on the submitted information.

Global Prime Cars and the Evaluation Committee will determine the potential best-valued Vendor who, in the sole judgment of Global Prime Cars and the Evaluation Committee, best meets the RFP requirements. Global Prime Cars reserves the right to clarify or seek additional information on any proposal. Global Prime Cars also reserves the right to re-scope the service, and/or cancel and reject all proposals.

**3.2 Contract Agreement**

The following documents shall be deemed to form and be read and construed as part of the Agreement:

a) The Notification of winning proposer

b) The memoranda annexed to the Notification of winning proposer

c) This Owner’s Request for Proposal and its addenda

d) The Vendor’s proposal and documents attached thereto

e) The Conditions of Contract as set forth in FIDIC Conditions of Contract for EPC/Turnkey Projects, First Edition 1999, ISBN 2-88432-021-0 - GENERAL CONDITIONS as found in an abridged version (FIDIC\_SilverBook.docx) in the course website.

**3.3 Authorization; Enforceability**

Subject to the entry and effectiveness of the Notification of winning proposer, each Vendor has the requisite corporate or limited liability company power and authority, as the case may be, to

a) execute and deliver the Scope of work of the Contract and the Ancillary Agreements to which such Vendor is a party;

b) perform its obligations hereunder and thereunder; and

c) consummate the transactions contemplated by the Contract and the Ancillary Agreements to which such Vendor is a party.

Subject to the entry and effectiveness of the Notification of winning proposer, the Contract, and each Ancillary Agreement, when duly executed and delivered by each Vendor that is a party thereto, shall constitute, a valid and legally binding obligation of such Vendor, enforceable against such Vendor in accordance with its respective terms and conditions, except as enforceability may be limited by applicable bankruptcy, reorganization, insolvency, moratorium, fraudulent transfer and other similar Laws relating to or affecting the enforcement of creditors' rights generally from time to time in effect and by general equitable principles relating to enforceability, including principles of commercial reasonableness, good faith and fair dealing

**SECTION 4 – SUBMITTAL FORMAT**

**4.1 Submittal Format**

The proposal must be received by the date and time specified at "Proposals Due" in subsection 1.4. Late submittals will not be considered. Proposals submitted by facsimile, telegraph, mail-gram, and electronic mail will be rejected. Each proposal must contain the manual signature of an authorized representative of the Proposer on Attachment B. Proposers are strongly encouraged to sign the signature page in blue ink.

**Deliver one (1) electronic copy of all these documents (in MS Word, Excel, etc., not in pdf.) as a compressed folder on the institutional repository.**

**4.2 Questions and Inquiries**

The persons designated below shall be the only contact for all inquiries regarding any aspect of this RFP process and its requirements:

* Carlo Rafele
* Giovanni Zenezini
* Alberto Mazzeo

**4.3 Attachments and Exhibits**

Attachment A RFP Cover Page

Attachment B Proposal Form

Attachment C Work Plan Template

Attachment D Risk Assessment Plan Template

Attachment E Value Added Plan Template

Attachment F Price and Schedule Proposal

Attachment G Project Budget (see separate spreadsheet)

Exhibit 1 Current Conditions

Exhibit 2 Scope of Work

Exhibit 3 Tasks, Resources, Equipment and Associated Cost (see separate spreadsheet)

Exhibit 4 Productivity Curve

**EXHIBIT 1**

**CURRENT CONDITIONS**

The project is to be developed at Long Binh, Dong Nai Province in Vietnam. The construction site is located inside the premises of the Longh Binh Techno Park, where the local Mitsuba plant operates. Please see below the construction area. The site is undeveloped, termed “greenfield” and is currently vacant, with the exception of some native vegetation. The site is untouched.



**EXHIBIT 2**

**SCOPE OF WORK**

**2.1 - TECHNICAL SPECIFICATIONS**

This section describes the fundamentals of the production process of aluminum cylinder heads for 4 and 5-cylinder engines (Figure 1). The traditional manufacturing process, widely applied in the automotive and motorcycling sectors, is based on a line layout.

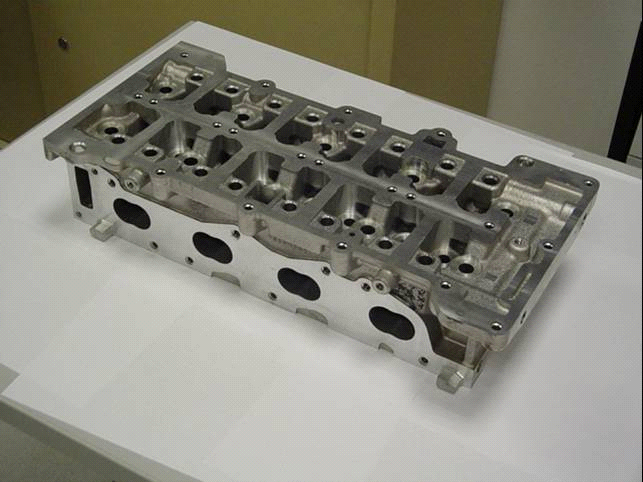


Figure 1 – Aluminum cylinder head

The input to the manufacturing line included in the scope of the work is constituted by aluminum alloy castings coming from foundries. Due to the current casting technologies, such castingsdo present reduced allowances. The subsequent operations are intended to remove the excess metal and to ensure the necessary dimensional tolerances.

In the automotive industry, the production processes of mechanical parts such as cylinder heads, engine blocks, and gear boxes are performed by highly automated lines able to manage a great number of operations.

In general, a manufacturing line is composed of one or more material handling systems (e.g. roller conveyors, belt conveyors, etc.) connecting a number of workstations fed by workers, robotized arms or other automated equipment. Parts are transferred from one workstation to the next and they undergo different operations depending on the type of product.

Following a list of the pieces of equipment included in a manufacturing line producing aluminum cylinder heads:

* *CNC machine tools (single-spindle or multi-spindle)*: machines performing chip removal operations on all the sides of the part as well as subsequent finishing operations in order to prepare parts for assembly. They are usually constituted by one machining head (single-spindle) or two heads working on the same part simultaneously (double-spindle).
* *Washing stations, drilling machines, and assembly stations:* equipment for specific high rate operations. They are usually made up of multiple workstations. The parts are transferred from one workstation to the next by means of an internal material handling system.
* *Gantry loaders and robotized arms*: they are automated material handling systems that feed CNC machine tools.
* *Powered conveyors*: they move parts from one manufacturing operation the next.
* *Ancillary equipment*: any equipment for handling parts in some workstations, in particular at the beginning and at the end of the line (e.g. manipulators).

Buffers are located at the beginning and at the end of the line in order to accommodate foundry castings and processed parts.

**2.2 – SUPPLY**

The supply includes the following components:

1. Civil works: erection of the building hosting the manufacturing line
2. Manufacturing line equipment:
   1. Material handling systems
   2. Machines
   3. Ancillary equipment

Other plant components not listed above (such as warehouses, support function areas, and additional manufacturing lines) are out of scope of work and will be developed by other companies contracted by Global Prime Cars.

**2.3 – MANUFACTURING LINE LAYOUT**

See separate .jpg file

**EXHIBIT 3**

**ACTIVITY LIST**

*\* Please see separate MS Excel Spreadsheet*

**EXHIBIT 4**

**LEARNING/PRODUCTIVITY CURVE**

|  |  |
| --- | --- |
| **Number of teams** | **Productivity index** |
| 3 | 1 |
| 4 | 0,77 |
| 5 | 0,66 |
| 6 | 0,6 |



**ATTACHMENT A**

**RFP COVER PAGE & CHECKLIST**

This Attachment shall be the cover page for the Vendors Proposal. DO NOT MODIFY THE FORMAT OF ANY OF THE REQUIRED ATTACHMENTS. Please staple all Attachments together (do not bind in any other way).

**SECTION 1 – COMPANY INFORMATION**

|  |  |
| --- | --- |
| RFP Number: | **RFP12 /2020** |
| RFP Name: | **Long Binh Manufacturing Plant Construction Project** |

|  |  |
| --- | --- |
| Vendor’s Name: |  |
| Address: |  |
| City: |  |
| Country: |  |
| Zip Code: |  |

|  |  |
| --- | --- |
| Authorized Point of Contact\*: |  |
| Signature: |  |
| Date: |  |
| Phone: |  |
| Fax: |  |
| Email: |  |

*\* Must be an authorized officer of the company that has authorization to bind it to the provisions of the RFP and Proposal.*

**SECTION 2 – CERTIFICATION**

The following checklist must also be completed. Failing to answer, or answering “No” to any of the questions below will result in the entire proposal being found non-responsive.

|  |  |  |
| --- | --- | --- |
| NO | CRITERIA | RESPONSE\* |
| 1 | The Vendor has read, understands, and is able and willing to comply with all standards and participation requirements described in the RFP | YES  NO |
| 2 | The Vendor certifies that its proposal meets the minimum requirements set forth in this RFP | YES  NO |
| 3 | The Vendor accepts all requirements and terms and conditions contained in this RFP. | YES  NO |
| 4 | The Vendor attests to the accuracy and truthfulness of all information contained in the proposal. | YES  NO |
| 5 | The Vendor certifies that the Vendor has not been restricted, prohibited, or precluded by legislation or court orders from participating in any public contract or contract procurement. | YES  NO |
| 6 | The Vendor certifies that the Vendor has not made and shall not make to any subcontracted provider any requests or inducements not to contract with another potential Vendor in relation to this solicitation, and that no attempt has been made or shall be made by the Vendor to induce any other person or firm to submit or not to submit a proposal. | YES  NO |
| 7 | The Vendor certifies that the Vendor (or any of its agents) does not have a possible conflict of interest with any employee involved in the solicitation and any ensuing Contract or any other conflict of interest. | YES  NO |
| 8 | The Vendor certifies that the Vendor will maintain all books, documents, payroll, papers, accounting records and other evidence pertaining to costs incurred and services rendered under the contract and make them available at reasonable times during the period of the contract, and for three years thereafter, for inspection by an authorized representative of the Department or government. | YES  NO |
| 9 | The Vendor certifies that the Vendor will not discriminate in its employment practices with regard to race, color, age (except as provided by law), religion, sex, veteran status, sexual preference, national origin or disability. | YES  NO |
| 10 | The Vendor certifies that the Vendor shall uphold the standard of a drug-free workplace in regard to its employees. | YES  NO |

*\* Failure to answer or answering “no” is grounds for the entire proposal to be found non-responsive.*

**SECTION 3 – PROPOSAL CHECKLIST**

The following documents are required for this proposal (please mark off each document to acknowledge that you have submitted the document in the proper format):

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Created** |
|  | WBS | – ChartPro/Visio |
|  | OBS | – ChartPro/Visio |
|  | WBS/OBS | – MS Project (Task Usage view) |
|  | CBS | – MS Project (Cost table) |
|  | Network Schedule (Normal duration) | – MS Project |
|  | Network Schedule (Optimal duration) | – MS Project |
|  | Project Crashing time/cost graph | – MS Excel |
|  | Gantt Chart (optimal/proposed duration) including a milestone plan | - MS Project |
|  | RBS, RBM, Risk Premium | – MS Excel |
|  | Price calculations & Cash Flow graph | – MS Excel |
|  | Qualifications | – MS Word |
|  |  |  |
|  | Attachment A | – Complete and include as cover page in your proposal |
|  | Attachment B | – Fill in all required information on Proposal Form |
|  | Attachment C | – Utilize template provided |
|  | Attachment D | – Utilize template provided |
|  | Attachment E | – Utilize template provided |
|  | Attachment F | – Fill in all required information in Price and Schedule Proposal |
|  | Attachment G | – Utilize template provided |

**ATTACHMENT B**

**PROPOSAL FORM**

**SECTION 1 - TEAM MEMBERS**

|  |  |
| --- | --- |
| **Name of Firm:** |  |
| **Name of Project Manager (Member 1):** |  |
| **Name of Member 2** |  |
| **Name of Member 3** |  |
| **Name of Member 4** |  |
| **Name of Member 5** |  |
| **Name of Member 6** |  |
| **Name of Member 7** |  |
| **Name of Member 8** |  |

**SECTION 2 – ADDENDA ACKNOWLEDGEMENT**

Vendor acknowledges receipt of the following addenda, and has incorporated the requirements of such addenda into the proposal (*List All Addenda Issued for this RFP*):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Date |  | No. | Date |  | No. | Date |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Date |  | No. | Date |  | No. | Date |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Date |  | No. | Date |  | No. | Date |

**Signature of Authorized**

**Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTACHMENT C**

**EXECUTIVE SUMMARY TEMPLATE**

This template must be used. Modifications to the format of this template will result in your entire proposal being found non-responsive (i.e. altering font size, altering font type, adding colors, adding pictures, etc). Do not list any names/information that can be used to identify your firm. Do not exceed the **1-page limit**.

|  |
| --- |
|  |

**ATTACHMENT D**

**RISK ASSESSMENT PLAN TEMPLATE**

This template must be used. Modifications to the format of this template will result in your entire proposal being found non-responsive (i.e. altering font size, altering font type, adding colors, adding pictures, etc). You may add/delete additional rows to identify additional risks/solutions, but do not exceed the **one (1) page limit.**

All cost impacts associated with these risks/solutions must be included in your proposed fee.

|  |  |
| --- | --- |
| **Risk 1:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 2:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 3:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 4:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 5:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 6:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 7:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 8:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 9:** |  |
| **Solution:** |  |

|  |  |
| --- | --- |
| **Risk 10:** |  |
| **Solution:** |  |

**ATTACHMENT E**

**VALUE ADDED PLAN TEMPLATE**

This template must be used. Modifications to the format of this template will result in your entire proposal being found non-responsive (i.e. altering font size, altering font type, adding colors, adding pictures, etc). You may add/delete additional rows to identify additional value added options, but do not exceed the **one (1) page limit.**

All cost impacts associated with these value-added options must NOT be included in your proposed fee.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item 1:** |  | | | | |
| **Impact:** | Cost ($) |  |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item 2:** |  | | | | |
| **Impact:** | Cost ($) |  |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item 3:** |  | | | | |
| **Impact:** | Cost ($) |  |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item 4:** |  | | | | |
| **Impact:** | Cost ($) |  |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item 5:** |  | | | | |
| **Impact:** | Cost ($) |  |  |  |  | |

**ATTACHMENT F**

**PRICE and SCHEDULE PROPOSAL FORM**

**(\*Summary only)**

The Cost Proposal Form must be submitted in a sealed envelope marked “Confidential Price Proposal” AND will include Attachment F as well as the complete MS Excel Spreadsheet used to calculate below. All prices must be in Vietnamese Dong (VND).

|  |  |
| --- | --- |
| **Name of Firm:** |  |

|  |  |  |
| --- | --- | --- |
|  | Price | Duration |
| **TURNKEY DESIGN-BUILD, FIRM FIXED PRICE** |  |  |

Firm Fixed Price = k \* Ct , where k = 1,12 and Ct is the total cost of the project including, direct cost, overhead cost, risk contingency budget, interest on capital