

Tender Documentation 4

Revised in accordance to Working Guidelines on October 14, 2021 (2021.10.14 edition)

Tender Selection Guidelines for the Commissioned Service Project of the Water Resources Agency

I. Subject title:

1. The background, items, deadlines, budget, and expected outcomes of the commissioned service project - **“HooWave Resilient Township & Waterfront Landscape Design and Construction Supervision”** are detailed in Appendix 1 of the Tender Selection Guidelines- **“Commissioned Service Project Plan”**.
2. The object of this tender is service procurement (Shui-Mi-Gou-Tze-No. MOEAWRA1110383).

II. Tender qualification:

There are two stages of selection evaluation (including international competition). The first stage is for the overall planning concepts of resilient city, and the second stage is for concrete design concepts. The tender qualification will also be examined in two stages. Please refer to Article 64 of Tender Documentation 1 - Instructions to Tenderers for the supporting documents of tenderers (including foreign suppliers). **Photocopies of supporting documents are required, and those without photocopies (including notarized or certified Chinese translation) will not be considered.**

III. Tender obtaining: Tenderers may obtain the tender documentations at the Secretariat Office of the Water Resources Agency (WRA) or via electronic files starting from the tender announcement date:

1. Instructions to Tenderers (Tender Documentation 1).
2. Statement of the Tenderer (Tender Documentation 2).
3. Contract Terms (Tender Documentation 3).
4. Tender Selection Guidelines (Tender Documentation 4).
5. Tender and Contract Documents (Tender Documentation 5).
6. Price List of the Tender and Unit Price Analysis Chart (Tender Documentation 6).
7. Authorization Letter (Tender Documentation 7).
8. WRA tender cover page (Tender Documentation 8).

IV. Submission of tender

1. Deadline and way of delivery: in two stages

(1) Stage1:

Documents shall be delivered to **WRA Secretariat Office**
(Document Reception of Secretariat Office, 1 Fl, No. 501,

Sec. 2, Liming Road, Nantun Dist., Taichung City) by post (Date does not depend on postmark) or hand before (time) on the announced deadline (YY/MM/DD), and those submitted late will not be considered. Tenderers shall not ask for correcting, returning, supplementing, withdrawing, abolishing or cancelling the documents that have been submitted to the office for any reason.

- (2) Stage 2: (only for tenderers passing the Stage 1 evaluation) Documents shall be delivered to WRA Secretariat Office (Document Reception of Secretariat Office, 1 Fl, No. 501, Sec. 2, Liming Road, Nantun Dist., Taichung City) by post (Date does not depend on postmark) or hand before (time) on the deadline (YY/MM/DD) notified by letter from our office, and those submitted late will not be considered. Tenderers shall not ask for correcting, returning, supplementing, withdrawing, abolishing or cancelling the documents that have been submitted to the office for any reason.

2. Documents required to be attached in **two-stage tendering**:

(1) Stage 1:

Each tenderer shall provide one copy of “Evaluation Chart for Tender Qualification(**Stage 1**)”, “Statement of Qualification”, “Tax Payment Certificate”, “Tender and Contract Documents”, “Price List of the Tender and Unit Price Analysis Chart”, and “Statement of the Tenderer”, 20 copies of “Supplier Service Proposal” (both Chinese and English versions)for Stage 1 evaluation, and three copies of digital files (such digital files shall be editable and compatible with MS Office), all of which shall be sealed in the tender envelope labeled with “Document Reception of WRA Secretariat Office”. The front cover shall contain the tenderer’s name, address, contact person, and contact number. For tenderers acquiring electronic tender documentation on the internet, the envelop shall attach the hardcopy of the electronic tender documentation receipt. The results of Stage 1 qualification evaluation will be notified by letter from our office and Stage 1 specification review shall be carried out by our office (that is, Stage 1 evaluation shall be conducted in

writing, and top 5 tenderers shall be shortlisted). The written results of Stage 1 evaluation will also be notified by letter from our office, and the deadline of Stage 2 qualification evaluation will also be notified to top 5 shortlisted tenderers.

(2) Stage 2: (only for tenderers passing the Stage 1 evaluation)

Each tenderer shall provide one copy of “Evaluation Chart for Tender Qualification(Stage 2)”, “Statement of Qualification(new member)”, “Tax Payment Certificate(new member)”, “Statement of the Tenderer(new member)”, and “Agreement of Joint Tendering”(required for joint tendering, and shall be notarized or certified),20 copies of “Supplier Service Proposal” (both Chinese and English versions) for Stage 2 evaluation, and three copies of digital files (such digital files shall be editable and compatible with MS Office), all of which shall be sealed in the tender envelope labeled with “Document Reception of WRA Secretariat Office”. The front cover shall contain the tenderer’s name, address, contact person, and contact number. For tenderers acquiring electronic tender documentation on the internet, the envelop shall attach the hardcopy of the electronic tender documentation receipt. The results of Stage 2 qualification evaluation will be notified by letter from our office. Tenderers passing the two-stage qualification evaluation shall bring the landscape models, presentation boards and animation CDs required to the meeting venue according to the date and place notified by letter from our office for test, assembly and display (playing).

3. Two-stage specification review:

- (1) Stage 1 evaluation in writing: in Stage 1, the overall planning concepts of resilient city will be evaluated, and the Stage 1 Service Proposal submitted by tenderers will be reviewed in writing (**tenderers are not notified to attend and not required to make presentations**).
- (2) Stage 2 on-site presentation and model evaluation (**due to foreign reviewers, in order to solve the problem caused by jet lag, the meeting will be held in the afternoon. The**

meeting time will be adjusted according to the actual situation, and the meeting date will be subject to the official letter.): in Stage 2, the concrete design concepts of riverbank stitching will be evaluated, and Stage 2 Service Proposals, presentations, configuration models, animations, and presentation boards (tenders shall provide their own configuration models, presentation boards, on-site presentation, and animations) provided by shortlisted tenderers will be reviewed.

4. Two-stage Supplier Service Proposal: the proposal shall be prepared separately in accordance to the “Service Proposal (format)” (see Appendix 5 of the Tender Selection Guidelines), and add “Abstract and Table of Contents of the Service Proposal” (horizontally in A3 paper size) on the first page. The order of contents shall follow the order below, and 20 copies of “Supplier Service Proposal” (both Chinese and English versions), and three copies of digital files (such digital files shall be editable and compatible with MS Office) shall be prepared. Tenderers shall be liable to ensure the consistency between hardcopies and digital copies of the Service Proposal; however, if any inconsistency occurs, contents of the hardcopies shall prevail.
 - (1) Stage 1: Supplier Service Proposal, it mainly evaluate the **overall planning concepts** of resilient city (**for joint tenderers failing to provide Agreement of Joint Tendering, please attach Appendix 6 of the Tender Selection Guidelines- Memorandum of Understanding on Joint Tendering**), and at least the following items shall be included:
 1. Overall planning concepts of flood risk.
 2. Overall planning concepts of blue-green network conservation.
 3. Overall planning concepts of riverbank stitching.
 4. Overall planning concepts of integration of cultural context and spatial aesthetics.
 - (2) Stage 2: Supplier Service Proposal, it mainly evaluate the concrete design concepts of riverbank stitching (**for joint tenderers, please attached the Agreement of Joint Tendering, see the template of the Agreement of Joint Tendering in the Instructions to Tenderers ;**

This procurement case requires engineering design and manufacturing supervision visas. If the second-stage manufacturer team cannot meet the domestic "Public Engineering Technician Visa Rules" to apply for a technician visa, the qualifications do not meet the requirements), and at least the following items shall be included:

1. Beigang River Huwei Riverbank
 2. Anqing Channel
 3. Surrounding area of Pinghe Flood Detention Pond
 4. Other required items: the shortlisted tenderers shall bring their configuration models, presentation boards and simulation animation CDs to the meeting venue for installation and test in the morning according to the date notified by letter from our office, draw lots to decide the presentation order and make presentations at the official selection meeting.
 - (1) One configure model: it is recommended that model base should not exceed 250cm×250cm. However, tenderers shall pay attention to the sizes and adjust their models according to the limitations of facilities on the delivery route to the meeting venue, including but not limited to the door frame (about 130cm wide * 200cm high), corridor and elevator at the meeting venue. There is no limitation on materials but light-proof external covers must be equipped.
 - (2) Presentation board: A1 size, in Chinese and English, maximum 12 pieces, mounted with a piece of waterproof plywood or thick cardboard for display.
 - (3) Simulation animation (files in MPEG or WMV format): simulation animation CDs shall be played in the meeting to help explain the presentations, and the play duration is not limited but shall be within the duration of the presentation.
- (3) Format of the Supplier Service Proposal:
1. Please present the Stage 1 and Stage 2 Supplier Service Proposals in paper copies:
 - (1) The Service Proposal shall be written horizontally in

A3 paper size and bound by the left side of the paper, printed both sizes in either color or black and white, but shall be able to show the design content.

- (2) The Service Proposal shall be bound by the left side and if there were more than one volume, the number of volume shall be clearly labeled on the front cover.
- (3) The front cover of the Service Proposal shall bear the stamp of tenderer and the person in charge.
- (4) If there were missing, false, or supplement after binding, corrigenda or supplement explanation shall be provided, in the same number of copies as the Service Proposal, and shall be submitted along with the revised Service Proposal.
- (5) Tenderers shall submit 20 copies of the Service Proposal and 3 copies of CD or DVD containing all digital files (the CD or DVD shall be attached to the Service Proposal 1). Tenderers shall be liable to ensure the consistency between hardcopies and digital copies of the Service Proposal; however, if any inconsistency occurs, contents of the hardcopies shall prevail.

2. Others

- (1) Stage 1 and Stage 2 Service Proposals shall include the table of contents, page number, and front cover.
 - (2) The sources of books or materials cited in Stage 1 and Stage 2 Service Proposals shall be indicated in the reference list.
 - (3) The order of the contents shall follow the order of items on the evaluation lists of Stage 1 and Stage 2 Service Proposals
 - (4) The contents of Stage 1 and Stage 2 Service Proposals shall be provided in both Chinese and English version (in case of any conflicts between the Chinese and English versions, the Chinese version shall prevail). (Single side print counts as one page, and double sides print count as two pages).
5. Two-stage Supplier Service Proposals shall not be changed after submission.

6. Cautions:

- (1) Tenderers shall be selected according to the Tender Selection Guidelines, and those who breach the Guidelines will be disqualified.
- (2) Stage 1 Supplier Service Proposal shall be no more than [50] pages (excluding the cover, catalogue and appendixes), and Stage 2 Supplier Service Proposal shall be no more than 150 pages (excluding the cover, catalogue and appendixes).
- (3) The documents submitted are only for this case and shall not be used for other purposes.
- (4) The documents submitted shall be in Chinese, and those in foreign languages shall be translated into Chinese and notarized.
- (5) The content submitted, including other relevant documents, shall be in traditional Chinese. Data in foreign languages shall be translated into traditional Chinese, but general “terms” are still in original language.
- (6) In Stage 1, joint tenderers failing to submit Agreement of Joint Tendering shall provide the Memorandum of Understanding on Joint Tendering to explain joint tendering (see Appendix 6 of the Tender Selection Guidelines).
- (7) In this case, professional subcontractors (no limitation on the number) are allowed and required to attach notarized or certificated Agreements of Professional Subcontractor (see Appendix 7 of the Tender Selection Guidelines, and Chinese translation shall be attached for those in foreign languages) to their Stage 1 and Stage 2 Service Proposals. **Moreover, those shortlisted for Stage 2 shall add but not reduce professional subcontractors in their Service Proposals.**
- (8) In Stage 2, shortlisted tenderers shall attend with their own translators for their presentations.

V. Selection method: the qualification evaluation and specification review shall be respectively conducted in two stages. Finally, we will negotiate the price with winners according to the selection results. The explanation is as follows:

1. Qualification evaluation

- (1) According to the “Government Procurement Act” and relevant regulations, if there are no less than one tenderer, our office will carry out the qualification evaluation; otherwise, we will declare the failure of tendering.
- (2) After the announcement of the deadline for Stage 1, our office will carry out Stage 1 qualification evaluation on tenderers at (time) on (date) (we will notify tenderers of any changes separately). And, we will notify shortlisted tenderers (namely, top 5 passing Stage 1 evaluation) of Stage 2 qualification evaluation by letter.
- (3) Tenderers must comply with the conditions specified in the Tender Selection Guidelines II and submit document designated in Paragraph 25 of the Instructions to Tenderers. In case of any inconsistency, they will be considered unqualified and will not be shortlisted for the following specification review. Our office will notify tenderers of getting back submitted documents.

2. Specification review

- (1) The specification review will be carried out for tenderers passing the qualification evaluation (two-stage qualification evaluation and specification review).
- (2) In order to carry out the two-stage “specification review”, our office, in accordance with the “Government Procurement Act”, hires scholars and experts as reviewer.
- (3) Prior to the announced deadline of Stage 1 evaluation, each tenderer shall provide one copy of “Evaluation Chart for Tender Qualification(Stage 1)”, “Statement of Qualification”, “Tax Payment Certificate”, “Tender and Contract Documents”, “Price List of the Tender and Unit Price Analysis Chart”, “Statement of the Tenderer”, 20 copies of “Supplier Service Proposal” (both Chinese and English versions) for Stage 1 evaluation, and three copies of digital files (such digital files shall be editable and compatible with MS Office), all of which shall be sealed in the tender envelope labeled with “Document Reception of WRA Secretariat Office”. The front cover shall contain the tenderer’s name, address, contact person, and contact number. For tenderers acquiring electronic tender documentation on the internet, the envelop shall attach the

hardcopy of the electronic tender documentation receipt. The results of Stage 1 qualification evaluation will be notified by letter from our office and Stage 1 specification review shall be carried out by our office (that is, Stage 1 evaluation shall be conducted in writing, and top 5 tenderers shall be shortlisted). The written results of Stage 1 evaluation will also be notified by letter from our office, and the deadline of Stage 2 qualification evaluation will also be notified to top 5 shortlisted tenderers.

- (4) The evaluation committee shall carry out Stage 1 qualification evaluation on tenderers in writing according to the evaluation items. There is no need for tenderers to make presentations and answer questions on site. The evaluation committee shall score Service Proposals, and select a maximum of 5 shortlisted tenderers for Stage 2 evaluation.
- (5) The date of Stage 2 specification review (namely, Stage 2 evaluation) shall be notified separately by letter.
- (6) Shortlisted tenderers passing Stage 1 evaluation shall submit one copy of “Evaluation Chart for Tender Qualification(Stage 2)”, “Statement of Qualification(new member)”, “Tax Payment Certificate(new member)”, “Statement of the Tenderer(new member)”, “Agreement of Joint Tendering”(required for joint tendering, and shall be notarized or certified), 20 copies of “Supplier Service Proposal” (both Chinese and English versions) for Stage 2 evaluation, and three copies of digital files (such digital files shall be editable and compatible with MS Office), all of which shall be sealed in the tender envelope labeled with “Document Reception of WRA Secretariat Office”, before the deadline of Stage 2 evaluation (within 70 calendar days from the day after the office notifies the shortlisted tenderers in writing). The results will be notified by letter. Stage 2 specification review (namely, Stage 2 evaluation) shall be carried out for the shortlisted tenderers passing the qualification evaluation. In addition, landscape models, presentation boards and animation CDs shall be brought to the meeting venue as notified in letter by our office.

- (7) Tenderers shortlisted for Stage 2 shall make presentations to and answer questions of the selection committee according to the date and place of notified by letter from our office (data of written presentation shall not be distributed at the meeting venue).
- (8) Shortlisted tenderers shall gather at 10:30 am on the day of Stage 2 evaluation and draw lots to decide the order of their presentations, and our office will draw lots on behalf of those who are absent. The order of drawing lots shall be decided according to the time when shortlisted tenderers submit documents in Stage 2 qualification evaluation. Those who submit documents first shall draw lots first and then decide the order of presentation.
- (9) Presentation in evaluation:
 1. WRA will provide the following equipment for the tenderers, but does not guarantee the compatibility and functionality of the equipment: 110V power, extension cords, projector, projection screen, interpretation booth, and microphone.
 2. Tenders may place configuration models, animation, and presentation boards prior to the presentation day at specific locations of the venue, for the purpose of supplementary explanation on the design concepts and plans. Tenders shall set up and test the equipment before the presentation.
 3. The order of presentation of shortlisted tenderers shall be decided by drawing lots on the morning of the day of the meeting. Shortlisted tenderers shall arrive at the site early to according to the order of presentation decided by drawing lots.
 4. During the meeting, except interpreters (people who are in the interpretation room are considered as interpreters), other participants shall be the main staff specified in Service Proposals, and shall show their ID cards (or supporting documents) with photos for confirmation.
 5. The number of attendees of each tenderer shall not exceed 8 people for the presentation (including equipment operator, excluding interpreters); all

interpreters are required to conduct interpretation inside the booth. Interpreters are provided by the tenderers.

6. Shortlisted tenderers shall send project leaders and related people to attend the meeting. Each leader shall prepare a presentation no more than 40 minutes (including translation) and a 30-minute question-and-answer session (including translation) (the time for the inquiry of the selection committee shall be calculated separately, and questions can be answered by professionals). If any project leader fails to make the presentation in person throughout the process, the presentation and question-and-answer (10%) specified in the Commissioned Service Project Scoring Chart shall be up to 5 points(5%). During question-and-answer session, with the approval of the selection committee, professionals of shortlisted tenderers may answer questions.
 7. Reviewers ask questions about the written data and presentations related to the selection projects proposed by participant tenderers, and the attendees of shortlisted tenderers shall only speak on the matters to be asked.
- (10) The two-stage evaluation shall be adopted for this procurement case, and the order of shortlisted tenderers and winners shall be decided by the ranking method. The evaluation method is as follows:
1. Stage 1 evaluation (evaluation of shortlisted tenderers)
 - (1)The ranking method is adopted in Stage 1. After scoring all assessment items, reviewers shall sum the scores up and convert the total scores into ranks. The tenderer with the highest total score ranks the first, the one with the second highest score ranks the second, and so forth. The total scores of tenderers shall be added up, and the shortlisted tenderer with the lowest total score ranks the first, the one with the second lowest score ranks the second, the one with the third lowest score ranks the third, and so on. Suppliers are ranked by 1, 2, 3, 4, 5, 6, 6..., and

those ranked the first to the fifth are shortlisted and the places may be vacant if necessary.

- (2) Among the suppliers mentioned in the preceding paragraph, if the total average scores 80 or above according to the present reviewers, the top 5 selected by the majority of the present reviewers shall be shortlisted for Stage 2 evaluation and the places may be vacant if necessary.
- (3) If more than two suppliers are in the same rank, the one ranked the first by reviewers in most items shall be given priority. If they are ranked the first in the same number of items, the selection committee convener shall draw lots on behalf to make decisions.

2. Stage 2 evaluation (evaluation of winners)

- (1) In Stage 1, no more than 5 tenderers will be shortlisted for Stage 2.
- (2) The ranking method is adopted in Stage 2. After summing the scores of assessment items up and converting them into ranks, the selection committee integrates the ranks of all suppliers, and the supplier having an average total score of above 80 and ranked the last is the first. In case of no items to be negotiated, the supplier determined by the majority of the present reviewers will be the winner. In case of no items to be negotiated, those suppliers that have the average total score of above 80 and rank after the second will be winners as determined by the majority of the present reviewers, and so on to the top 3. Suppliers are ranked by 1, 2, 3, 4, 4. The places may be vacant if necessary. If there is only 1 winner, the price shall be negotiated; if there are more than two winners, the price shall be negotiated according to the ranks of the winners; if more than two suppliers are equally ranked and to be winners, the one ranked the first in most items shall be given priority for price negotiation; if they are still the same, they shall be determined by drawing lots according to the order of presentation of the tenderers. When drawing lots, the selection committee convener shall draw lots on

behalf of the qualified suppliers if their representatives are absent after three roll calls.

(3) With the approval of head of the authority or his/her authorized officer, we will negotiate the prices with the winners mentioned in the preceding paragraph. If there are more than two winners, the price shall be negotiated according to the ranks of the winners, and so on to the third. The places may be vacant if necessary.

(11) Except as required and agreed by our office, tenderers shall not require any change in their “Supplier Service Proposals” and funds due to clarification, explanation or supplement.

3. Price negotiation order

(1) Tenderers shall set the price negotiation order based on the rank in specification evaluation. The tenderer ranked the first shall have the priority to negotiate the price with the office. If the price negotiation fails or the tenderer abstains, the price shall be negotiated from Rank 2 according to the ranks of the winners, and so on to the third. The places may be vacant if necessary.

(2) The price negotiation process shall be established by WRA Secretariat Office and people from relevant units, and the time, place and necessary documents shall be notified by letter separately.

VI. Signing of contract

1. After price negotiation and decision-making, our office will vertically bind up “Tender and Contract Documents”, “Statement of the Tenderer”, “Price List of the Tender and Unit Price Analysis Chart”, “Commissioned Service Project Plan”, “Contract Terms”, “Supplier Service Proposal” and appendixes in A4 paper into a “Commissioned Service Project Contract” on the left side, and outsource the number of copies to be held by both parties to others for printing before signing of contract.
2. The contract shall not be changed without the consent of our office.
3. The ownership of the intellectual property shall be governed by the contract signed.

VII. The winning supplier shall purchase accident liability insurance during the working period, and be responsible for damages caused to the lives, bodies or property of workers during the execution of the commissioned service project.

VIII. The Commissioned Service Project Proposal submitted by the winning supplier shall be deemed as a part of the contract, and has the same effect as the contract unless otherwise specified in the contract.

IX. Reward

1. Tenderers shortlisted for Stage 2 evaluation can apply for the Stage 1 reward of 200,000 NTD, after provision of copyright authorization, office's confirmation and written notice.
2. According to the results of Stage 2 evaluation, we negotiate the prices with the winners ranked the first to the third. Stage 2 reward will not be given to those succeeded in price negotiation, those ranked the first and the second are respectively rewarded 1,200,000 NTD and 800,000 NTD, and the places may be vacant if necessary.
3. Any tenderer shortlisted for Stage 2 evaluation failing to submit one of the items required to be submitted according to tender documentation in Stage 2 evaluation, such as model base, representation boards (a maximum of 12 in number, A1 size) and simulation animation (MPEG or WMV format), shall not receive Stage 2 reward.
4. Any tenderer shortlisted for Stage 2 evaluation failing to be included in the "Copyright License Agreement" in Stage 1 Supplier Service Proposal shall claim the reward when applying for Stage 1 reward. If not, the tenderer shall not receive any reward in any stage of this procurement case.
5. Any tenderer who obtain Stage 1 and Stage 2 rewards shall receive them within the time limit notified by the office and issue a receipt. Any tenderer who fails claim the reward within the time limit shall be deemed to give up and will not be rewarded.

X. Any matters not covered in the Tender Selection Guidelines shall be handled according to laws and regulations.

XI. The appendices of the Tender Selection Guidelines include the followings:

Appendix 1: Commissioned Service Project Plan.

Appendix 2: Evaluation Chart for Tender Qualification (Stage 1, Stage 2).

Appendix 3: Commissioned Service Project Scoring Chart.

Appendix 4: Copyright License Agreement.

Appendix 5: Service Proposal (format)

Appendix 6: Memorandum of Understanding on Joint Tendering
(Template)

Appendix 7: Agreement of Professional Subcontractor (Template)

Appendix 2-2 of the Tender Selection Guidelines

Water Resources Agency, Ministry of Economic Affairs

Commissioned Service Project - “HooWave Resilient Township & Waterfront Landscape Design and Construction Supervision”

Evaluation Chart for Tender Qualification (Stage 1)

Item	Certification documents	Evaluation outcome	
		Pass	Not pass
Basic profile	Certification documents (including but not limited to company registration, incorporation, union membership, etc.)		
	Tax Payment Certificate		
Other criteria	Tender and Contract Documents		
	Price List of the Tender and Unit Price Analysis Chart		
	Statement of the Tenderer		
	Service Proposal (Stage 1)		

Tenderer name: Uniform ID:		Evaluation outcome		Project head
Person in charge	Name:	Pass	Not pass	Evaluated by
Remarks				

Appendix 2-1 of the Tender Selection Guidelines

Water Resources Agency, Ministry of Economic Affairs

Commissioned Service Project - “HooWave Resilient Township & Waterfront Landscape Design and Construction Supervision”

Evaluation Chart for Tender Qualification (Stage 2)

Item	Certification documents	Evaluation outcome	
		Pass	Not pass
Basic profile	Certification documents (including but not limited to company registration, incorporation, union membership, etc.) (new member for joint tendering)		
	Tax Payment Certificate (new member for joint tendering)		
Other criteria	Statement of the Tenderer (new member for joint tendering)		
	Agreement of Joint Tendering (for joint tendering only)		
	Service Proposal (Stage 2)		

Tenderer name: Uniform ID:		Evaluation outcome		Project head
		Pass	Not pass	
Person in charge	Name:			
Remarks				
				Evaluated by

Appendix 4 of the Tender Selection Guidelines

Copyright License Agreement

The tenderer named hereunder intends to enter the tender for Water Resources Agency's project - "HooWave Resilient Township & Waterfront Landscape Design and Construction Supervision" (hereafter referred to as the Agreement), and hereby certifies the following matters:

1. The Water Resources Agency (hereafter referred to as WRA) as well as agencies, institutions, organizations or legal persons designated by WRA are authorized to free reproduce the works free of charge, such as written description, photos, pictures, records, images, competition drawings, models, animation and other information (including but not limited to Service Proposal) related to the project planning proposed in Stage 1 and Stage 2 evaluations, and use the original or reproduced works for public display, public presentation, release or non-profitable purposes favorable for publicity and execution of this case.
2. In addition to free use provided in paragraph 1, for the same publicity purposes, the contractors agree to attend activities of this case, make explanations or take other necessary actions to publicize this case, together with WRA and its designated units or legal persons.
3. The contractor hereby represents and warrants that the authorization in Paragraph 1 does not infringe the intellectual property rights of any third party and that any dispute arising from this case shall be borne by the contractors and has nothing to do with WRA or WRA's designated agencies, institutions, organizations or legal persons. In case of infringement of copyright of others, the contractors will bear all legal responsibilities.

Signed by

(Name of the tenderer)

Tenderer's
seal

(Signature or seal by the person in charge)

MM/DD/YY

(This agreement shall be examined by the members of the tenderer and put in Stage 1 and Stage 2 Service Proposals for submission together)

Appendix 5 of the Tender Selection Guidelines

Revised in accordance to Working Guidelines on October 14, 2021 (2021.10.14 edition)

(Project name) Service Proposal (Format)

(written horizontally in A3 paper size, may be adjusted to actual needs)

1. Information

Entrusting entity: Water Resources Agency

Procuring unit		Executing unit	
Project head	Name:		Title:
Co-head	Name:		Title:
Execution period	Yearly plan: from mmddyy (year) to mmddyy		Overall plan: from mmddyy to mmddyy
Project name	Chinese:		
	English:		
Project type	<input type="checkbox"/> Administrative policy	<input type="checkbox"/> Technological development	<input type="checkbox"/> Auxiliary administration <input type="checkbox"/> Agency by agreement
Project No.			
Budget (NTD)	First year (____)	Second year (____)	Third year(____)
Personnel			
Administration			
Equipment			
Management			
Total			
Project contact person	Name:	Tel: (O)	Fax: (O)
	Title:	Address:	

Project head: _____ (sign/seal)

Co-head: _____ (sign/seal)

Consultant: _____ (sign/seal)

2. Causes and purposes: (understanding and analysis of project motivation and background, problems to be solved)

3. Work tasks: (project objectives, please describe them by year)

4. Working methods and steps: (concept and preliminary suggestion of this project; please describe them by year)

5. Expected outcomes: (please describe them by year)

6. Gantt Chart for baseline schedule:

Item	Month	1	2	3	4	5	6	7	8	9	.	.	
	Year	Year						Year					
	Month	
Accumulated percentage of baseline schedule													

Note: To strengthen the capital expenditure control, the commissioned units shall make the capital expenditure an independent field in the “Items” of the Gantt Chart for further follow up.

7. Work expenses (2022-2025)

Item	Amount (NTD)	Description
Personnel Project head Co-head . . .		Adjunct professor: _____NTD/person month × __ month(s)×1 person Adjunct associate research fellow: _____ NTD/person month× __ month(s)×1 person
Administration Payment calculated by day and by job Utility expenses		
Total		

Note: Itemize the annual budget, including personnel, administration, maintenance, materials, travel and logistics, management and other research expenses, and describe the purposes of all sub-items. The service fee of this plan shall be verified and estimated in accordance with the “evaluation and billing rules for professional service suppliers commissioned by the office”.

8. Organization and manpower allocation: (please detail the organizational chart, clearly explain the main task groups and their names as well as project leader’s name and responsibilities, specify the names of main staff in each group and titles of professionals, and explain their work in this project).

Category	Name	Title	Department of the highest education level	Proposed work	Experience and expertise

Note: Please fill out the project leader and joint leader in the column of category, respectively.

9. Performance capacity and resources:

(1) Commissioned projects undertaken by the project leader / joint leader over the last five years

Leader’ name	Project name	From to	Subsidizing or commissioning agency	Remarks
	1. 2. .			

Note:

1. If the project leader accepts more than two research projects commissioned by various agencies under the Executive Yuan during the same period, please be sure to fill in this form on the principle of good faith. (The term “same period” in the preceding paragraph means that the research periods overlap by more than four months)
2. Please fill out “completed” or “in process” in the column of remarks.

(2) Description of the ability to perform the contract as scheduled after winning the tender (please describe the total amount of the unfinished part of all contracts that are being performed by the main staff in this project of supplier as of the tender date, and how to perform the contract as scheduled after winning the tender)

(3) Description of supplier’s resources and other supports (supplier size, equipment, staff number,

subcontractor or other supporting capabilities).

10. Supplier's past contract performance: (please specify contract performance of representative supplier, joint tenderer and professional subcontractor in projects that are completed at home and abroad and have similar performance target to this case, including planning, design and supervision)

11. Important reference: (please specify references cited, including article title, author, journal name, publication date and page).

Appendix 6 of the Tender Selection Guidelines

Memorandum of Understanding on Joint Tendering

(template, maximum of three companies)

The undertaking members (hereinafter referred to as “Joint Tenderers”) of this Memorandum on Joint Tendering are as follows

(Name of Tenderer) (hereinafter referred to as “First Member”),

(Name of Tenderer) (hereinafter referred to as “Second Member”),

(Name of Tenderer) (hereinafter referred to as “Third member”)

(Total number of members shall not exceed the maximum number stipulated in the tender documentation)

The Joint Tenderers have agreed to the joint-tendering of the “HooWave Resilient Township & Waterfront Landscape Design and Construction Supervision” commissioned service project issued by the Water Resources Agency(hereinafter referred to as “the Entity”), and the following terms and conditions:

1. The Joint Tenderers agree that (Name of Tenderer) shall act as the Representative Tenderer of the Joint Tenderers, and the responsible person of the Representative Tenderer shall act as the Representative of the Joint Tenderers. They shall be responsible for communicating with the Entity. Any action signed by the Representative Tenderer for the Joint Tenderers shall be deemed as the action of the Joint Tenderers. Notifications made by the Entity to the Representative Tenderer shall have the same effect as notifications made to all members of the Joint Tenderers.
2. Major contractual items undertaken by each member:
First Member: _____, Second Member: _____
Third Member: _____
3. This Agreement shall be effective upon being signed and sealed by the responsible person or his/her proxy of each member, and bearing the seal of each member
4. Other matters (optional):

First Member:

Personal in charge (or proxy):

Address: Tel:

Second Member:

Personal in charge (or proxy):

Address: Tel:

Third Member:

Personal in charge (or proxy):

Address: Tel:

MM/DD/YY

Appendix 7 of the Tender Selection Guidelines

Agreement of Professional Subcontractor

(template, please include this page in the Service Proposal for both the paper copies and digital files)

In order to tender for the **“HooWave Resilient Township & Waterfront Landscape Design and Construction Supervision” commissioned service project**, according to the tender documentation, the tenderer (____ supplier name ____) may cooperate with professional subcontractors. We have read the tender documentation, and fully agree to and abide by the tender documentation to jointly tender. Besides the approval of the office, after winning, the tenderer shall not change its professional subcontractor (____ name of professional subcontractor ____), and the professional subcontractor and the tenderer shall be jointly and severally liable for defects of the subcontract.

Contracting party

Tenderer’s name:

Person in charge:

Address:

Tel:

Seal of the tenderer	Seal of the person in charge
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Name of the professional subcontractor:

Person in charge:

Address:

Tel:

Seal of the professional subcontractor	Seal of the person in charge
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Note: This form shall be prepared in Chinese. If the professional subcontractor is a foreign supplier, the English version is permitted. **This Agreement of Professional Subcontractor shall be notarized or certified.**

MM/DD/YY