
REQUEST FOR PROPOSALS

GUYANA SHORE BASE INCORPORATED

**CONSULTANCY FOR THE DESIGN OF PRESSURE WASTEWATER
RETICULATION SYSTEMS.**

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RETICULATION SYSTEMS.**

Guyana Shore Base Incorporated

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ANNEX A - TERMS OF REFERENCE

Consultancy for the Design of Pressure Wastewater Reticulation Systems.

1. Introduction

- 1.1 The Guyana Shore Base Inc. (GYSBI) continues its infrastructural developmental program across its Bases in the Houston and Mc Doom areas, greater Georgetown.
- 1.2 As operations continue to increase in the fast-growing oil and gas industry, so does the need for more long-term sustainable facilities.

2. Brief Description of Project

- 2.1 The purpose of this document and its accompanying conceptual drawings is to describe the scope of works for the consultancy services for the design of pressure wastewater reticulation systems. The scope of work comprises the detailed design of these systems.
- 2.2 The core objective of this consultancy is to develop and submit detailed design and drawings, tender dossier, cost estimation and project timeline for the supply and installation work.
- 2.3 The name of this project is identified as *Consultancy for the Design of Pressure Wastewater Reticulation Systems*.
- 2.4 The design services will entail, but not be limited to, the design of sumps, pumps and pipe network to allow for the collection and transportation of wastewater at pressurized flows from each sewage facility to central wastewater treatments at each Base.

2.5 The general locations of the project site are shown in the image below:

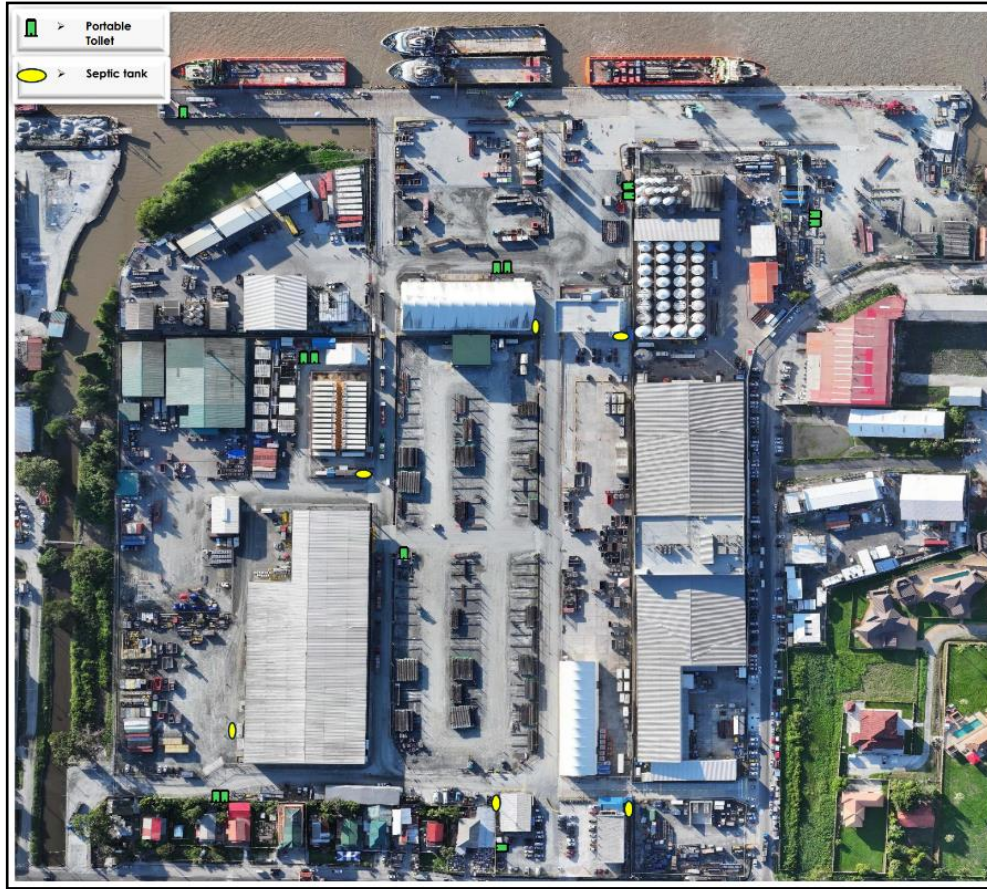


Figure 1: Location of the Sewage Facilities at the GYSBI Main Base, Houston, Greater Georgetown.



Figure 2: Location of the Sewage Facilities at the GYSBI Industrial Estate Base, Mc Doom, Greater Georgetown.

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- 2.6 Specific requirements for this design services are described below but to be finalized during the design consultancy:
- 2.6.1 The mains (pipes) shall be HDPE and all associated appurtenances shall be compatible.
 - 2.6.2 Preference for Liberty Pumps due to existing experience with reliability and ease of use.
- 2.7 Final approved engineering plans and related documents shall supersede details given in this Technical Description. Alternate materials or methods may be substituted, pending cost and availability, however the intention of this scope will still be met.

3. Objectives

- 3.1 The main goal of this consultancy is to provide consulting engineering design services that will facilitate the installation of sanitary sewage collection system that connects to Redfox Environmental Sewage Treatment Units within each GYSBI Base.
- 3.2 Further, the successful consultant is expected to produce complete architectural and design drawings and reports, together with tender dossier documents not limited to bill of quantities, drawings of all designs, technical specifications.
- 3.3 Specific design objectives shall be focused on:
 - 3.3.1 Design of pumps required in each system with all associated computations and reports. The wastewater network shall be designed to accommodate the present and future operations demands. The design must also allow for possible future expansion in operations.
 - 3.3.2 Design of wastewater reticulation showing all main elements and details. Computations are to be provided to support chosen sump design, pipe types, diameters and other features.
 - 3.3.3 Consultant to visit the site to verify any site conditions related to the scope of work. Additionally, to conduct any test, elevation measurements and geo-reference the locations deemed necessary to determine design parameters.
 - 3.3.4 Conduct stakeholder engagement meetings with GYSBI Technical and Maintenance representatives to gather input and contributions for the final developed design.
 - 3.3.5 Provide detailed hydraulic drawings with special emphasis on the hydraulic profile, sump plans and sections and general layout of the reticulation system.

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- 3.3.6 To produce designs, tender documents and estimated construction costs for the installation of a sewage network that connects to the existing Red-Fox treatment units.
- 3.3.7 The TOR leaves ample room for the consultant's creativity and innovations in determining the most appropriate approach and methodology to be applied in achieving the above consultancy objectives. In so doing, the consultant is expected to work in close liaison with relevant project engineer/manager, as well as the main end user being GYSBI.
- 3.3.8 A project scope meeting with GYSBI will be held at various Bases. The consultant shall attend these meetings.

To deliver the specific objectives, the Consulting Firm will undertake all necessary activities, which will include, as a minimum, the tasks outlined in section 4.

4. Scope of Work

The Consulting Firm shall carry out the following tasks outlined to achieve the overall goals and objectives of this project.

4.1 Conduct Surveys

- 4.1.1 The Consulting Firm shall coordinate with GYSBI and other stakeholder agencies to visit the site to obtain all on-the-ground information and will coordinate the physical surveys to obtain all the information necessary to complete the required designs. The information should at a minimum include the number of buildings and existing sanitary facilities and an estimate of the flows for each location to determine design capacities for the sewage system.
- 4.1.2 The Consulting Firm shall coordinate the necessary aerial surveys to facilitate generation of digital layout drawings depicting the layout of the various buildings, and layout of sanitary sewer collection system.
- 4.1.3 The consultant shall also coordinate any topographical surveys needed to finalize the sewage collection design and connection of new sewage pipes to the existing Red-Fox wastewater treatment units. The cost for all surveys should be included in the proposals.

4.2 Preparation of Designs, Bidding Documents and Deliverables

- 4.2.1 The Consulting Firm shall provide a service of the highest quality, consistent with current engineering and professional local and/or international standards, resulting in scope of works, final designs, specifications and bidding documents for the work.
- 4.2.2 In preparing the design documents the Consulting firm shall consider the following:
- a. Low lying areas where the installation of pumps is required to pump wastewater for adequate disposal shall be identified, and shall include the design of any lift station required to transfer wastewater flows to the treatment units.
 - b. The importance of maintaining existing services to the residents during the construction process.
 - c. The design of a wastewater reticulation plan (inclusive of adequately sized mains and appurtenances) for the collection and transportation of wastewater from all identified sanitary facilities to the treatment unit via the collection sump or otherwise directed by the Engineer.
- 4.2.3 The consultant shall prepare an estimated construction cost to include the following:
- a. The installation of the sanitary sewage collection system (sump) and its connection to the Sewer network.
 - b. The placement of manholes, junction boxes, etc. to cater for the future development of the facilities.
- 4.2.4 In preparing the bidding documents the Consulting Firm shall consider the following:
- a. Appropriate materials, standards and technology shall be always used.
 - b. Recognized standard specifications for pipework to be utilized.
 - c. The Outline Execution Schedule for the works should consider vehicular and pedestrian access at all times.

4.3 Provide Advisory Services

- 4.3.1 The consulting firm will assist with providing responses and addenda during the bidding period and with the evaluation of the proposals received.

4.4 Detail Drawings for Wastewater Reticulation

- 4.4.1 Provide detailed hydraulic drawings with special emphasis on the hydraulic profile, sump plans and sections and general layout of the reticulation system
- 4.4.2 The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details to 1:20 / 1:10 where necessary.
- 4.4.3 Adequate, number of drawings should be produced to represent all details and views.
- 4.4.4 Detail reinforcement schedule should be part of the drawings as it is represented in the foundation construction.
- 4.4.5 All drawings shall be in ISO A3 format (297x420mm). Descriptive reports shall be prepared in A4 format (210x297mm).
- 4.4.6 Except for similar components, each different component shall have separate drawings in cross section, elevation, and plan.
- 4.4.7 For tendering, drawings printed on A3 sizes and available electronically. However, the drawings should be easily readable by naked eye.

4.5 Bill of Quantities

- 4.5.1 The BoQ should be explicit, covering all items of work. It should be as exhaustive as possible to avoid changes, additions, deletions, and substitutions during execution and therefore undesired disputes and claims.
- 4.5.2 The detailed technical and material specifications should be a part of the Tender dossier.
- 4.5.3 The quantities should be worked out as accurately as possible to avoid unnecessary variations during the execution of the work.
- 4.5.4 Availability of materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in Guyana.
- 4.5.5 The cost estimates should be appropriately worked out to indicate the approximate cost of the entire project. It should be accompanied by analysis of rates where necessary.

4.5.6 All forms of taxes – excise duties, sales tax, royalties, etc. applicable in Guyana and abroad when materials are imported, should be incorporated in the cost analysis.

4.6 **Project Schedule (Level 3)**

4.6.1 The Consultant shall prepare a work program capturing the:

- a. Procurement period
- b. Project execution and close-out

4.6.2 The work program shall be produced on MS Project and shall be submitted in both editable and non-editable versions.

5 **Key Personnel Requirements**

5.1 The consultancy firm shall engage the following key personnel but not limited to and whose CV and experience shall be evaluated, apart from any other support staff to fulfill this Terms of Reference:

- Team Leader/Project Manager
 - Must manage at least 3 projects of similar nature and have 5 or more years of experience on construction projects
 - Must have a bachelor's degree in management or civil engineering
 - Must be fluent in spoken and written English.
- Hydraulic Engineer – Design Engineer
 - Must have at least Bachelor's Degree in Civil Engineering or related degree in relevant field and a Postgraduate in Hydraulic Engineering.
 - Must have at least 5 years of experience in pipe network designs and engineering.
 - Must be fluent in spoken & written English.
- Civil/ Geotechnical Engineer
 - Must have at least Bachelor's Degree in relevant field.
 - Must have at least 5 years of experience in soil investigation and engineering
 - Must be fluent in spoken & written English

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- Instrumentation Specialist
 - Must have at least Bachelor's Degree in Electrical Engineering/Mechanical.
 - Must have at least 5 years of experience in automation in wastewater projects and plumbing works.
 - Must be fluent in spoken & written English.
 - Sworn Lands Surveyor
 - Must have at least Diploma in Land Surveying
 - Must have a professional local surveying license, SLS.
 - Must have at least 5 years of experience in Engineering and Cadastral Surveying.
 - Must be fluent in spoken & written English
 - i. CAD Technicians
 - Must have at least a Diploma in Architecture.
 - Must have at least 3 years of experience in AutoCAD
 - Must be fluent in spoken & written English.

5.2 The consulting firm should submit detailed references of similar works executed earlier (both by the firm and the key personnel), detailed Curriculum Vitae (CV) and qualification & experience certificates and the letter of commitment of the proposed consulting engineers.

6 Furnished by Company

6.1 The Consultant would be provided with a copy of site plan for the purpose of preparation of lay out plans, designs, and drawings. For detail design and layout, the Consultant will have to carry out detail survey of the site on its own and shall take full responsibility for accuracy of the data collected.

7 Deliverables

7.1 TASK 1: Preparation of preliminary designs

After conducting site visits and inspections, the Consulting Firm shall, within fourteen (14) days after signing the contract:

7.1.1 Submit an Inception Report that will include:

- a. The initial findings.
- b. A detailed work schedule and methodology for the Consulting Firm to complete the designs, including the schedule, and scope of all surveys, investigations, tests, and any other studies or surveys to be conducted.
- c. A programme for the use of the Consulting Firm's resources including personnel, equipment, and materials.

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- 7.1.2 Conduct detailed site studies and any required tests as necessary, to determine the condition of the facilities and the extent of the required scope of works.
 - 7.1.3 Prepare preliminary design drawings and scope of works.
 - 7.1.4 Prepare all documents necessary for obtaining regulatory approvals.
 - 7.1.5 Submit the Scope of Works for the work site, as well as a full set of the preliminary drawings to established industry standards on an electronic storage device (flash drive or external hard drive).
 - 7.1.6 Submit a Preliminary Report to GYSBI which includes the following:
 - a. A detailed engineering assessment, preliminary designs, scope of works and any other information in relation to:
 - i. Risk analysis and mitigation strategies
 - ii. Suggested construction methods and industry best practices including recommendations of materials to be used and specifications for all materials to be used at all locations based on site conditions
 - iii. A plan for any demolition or materials to be carried off site including risk analysis and mitigation strategies.
 - b. Preliminary Bill of Quantities based on preliminary design and developed scope of works at all locations.
 - i. A preliminary Schedule in Gantt Chart format.

TASK 1: Deliverables

- i. Inception Report
- ii. Technical Memorandum: Preliminary Report on the designs and scope of works

7.2 TASK 2: Draft Detailed Designs and Detailed Scope of Works

Within thirty-five (35) days after approval of Task 1 Deliverables Consulting Firm shall submit the following documents:

- 7.2.1 Upon the approval of the preliminary designs and detailed scope of works by GYSBI, the Consulting Firm shall prepare detailed construction drawings in accordance with the National Building Standards of Guyana and established industry best practices.
- 7.2.2 The Consulting Firm shall submit a full set of engineering certified detailed construction drawings and detailed scope of works inclusive of all recommended specifications and construction methods in accordance with the National Building Standards of Guyana and established industry best practices.
- 7.2.3 Submit a Draft Detailed Design Report which includes the following:

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- a. Rationale for the Final Detailed Design with respect to the works for the installation of the sewage disposal system.
 - b. Detailed Scope of Works, Technical Specifications, Construction Methods and Materials for each site location.
 - c. Bill of Quantities based on Detailed Design and Scope of Works for all locations inclusive of any relocation or removal costs and costs related to environmental and social impact mitigation, temporary water supply or storage and commissioning of equipment of facilities.
 - d. Schedule in Gantt Chart format
 - e. An opinion on the probable cost of the project

TASK 2: Deliverables

- i. Technical Memorandum: Draft Designs and Detailed Scope of Works:
 - a. Detailed design drawings in AutoCAD format and pdf on an electronic storage device.
 - b. Draft Detailed Design report in electronic format inclusive of:
 - Draft design rationale.
 - Draft Technical Specifications for Construction Methods and Materials.
 - Draft Bill of Quantities in electronic format.
 - Draft Schedule in Gantt Chart Format (indicating the Critical Path of project activities) which considers commissioning of new sewage facilities.

7.3 TASK 3: Final Detailed Design and Detailed Scope of Works

After final review comments are received from GYSBI and changes incorporated into the draft documentation, the Consulting Firm shall deliver the Final Detailed Design package within fourteen (14) days.

TASK 3: Deliverables

- i. Technical Memorandum: Final Detailed Design and Scope of Works:
 - a. A complete set of drawings in the following format:
- ii. A set of size D drawings in reproducible media.
 - a. An electronic storage device containing all the final AutoCAD drawings and all the files.
 - A set of technical specifications for construction methods and materials to be used

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- A list of Quantities and Cost Estimates (Bill of Quantities) and the MS Excel file containing these spread sheets.
 - iii. Final Master Progress Schedule inclusive of any demolition schedules, the procurement shipping lead time of materials or goods, the work required at each site and the commissioning of equipment.

7.4 TASK 4: Engineering Advisory Services.

During the bidding period, the Consulting Firm shall provide the following engineering advisory services:

- 7.4.1 Technical Assistance in the preparation of the Bidding Documents.
- 7.4.2 All the work that is required to review and provide technical clarity to Bid queries.
- 7.4.3 All the work that is required to review and evaluate the means and methods of construction proposed by the contractor(s) including Alternate Proposals and advise GYSBI if there is reasonable belief that such proposed means and methods of construction will not produce finished work in accordance with the contract.
- 7.4.4 All the work that is required to review the bid proposals.
- 7.4.5 Duration: 6 weeks (discontinuous)

TASK 4: Deliverables

- i. A bid package that includes the Scope of Works, designs, drawings, Bill of Quantities, procedures, and technical specifications.
- ii. Technical responses to Bid queries.
- iii. A report on the analysis of bid proposals and findings inclusive of recommendations of alternate proposals.

Reporting Schedule

Overall, this consultancy shall run for 15 weeks.

Payment Schedule

Reports and Payment Schedule	Payment
<p>CONSULTANCY FOR THE DESIGN OF PRESSURE WASTEWATER RETICULATION SYSTEMS.</p> <p>On Submission and acceptance of the following:</p>	
<p><u>Deliverable Task 1</u></p> <ul style="list-style-type: none"> • Inception Report • Submission and acceptance of Preliminary Designs 	20%
<p><u>Deliverable Task 2:</u></p> <ul style="list-style-type: none"> • Submission and acceptance of Task 2: Draft Final Detailed Design 	40%
<p><u>Deliverable Task 3:</u></p> <ul style="list-style-type: none"> • Submission and acceptance of Final Detailed Design Package 	30%
<p><u>Deliverable Task 4</u></p> <p>On completion of reports/deliverables on the Provision of Engineering Advisory Services</p> <ol style="list-style-type: none"> 1. Provide assistance to GYSBI in pre-qualification of contractors. 2. Bid Packages for Contracting Firms inclusive of Scope of Works, Drawings and Technical Specifications. 3. Recommendations on Materials. 4. Technical Responses to Bid Queries 5. Report on the analysis of bid proposals <p>Six (6) weeks (discontinuous)</p>	10%

8 Other Information

8.1 It is suggested that the tender dossier prepared by the consultancy firm should be prepared in accordance with Guyana Procurement Laws and taking into consideration Local Content Requirements.

8.2 Bid Documents shall include the following:

- Instructions to Bidders;
- Form of Bid;
- Form of Bid Bond;
- Form of Agreement;
- Form of Performance Bond;
- Form of Payment Bond;
- Bill of Quantities;
- Day Work Schedule;
- General Conditions of Contract
- Special Conditions of Contract;
- Technical and Environmental Specifications (General);
- Drawings.

ANNEX C. TECHNICAL & FINANCIAL PROPOSAL - STANDARD FORMS

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

TECH-1	Technical Proposal Submission Form
TECH-2	Consultant's Organization and Experience A Consultant's Organization B Consultant's Experience
TECH-3	Comments or Suggestions on the Terms of Reference
TECH-4	Description of the Approach, Methodology and Work Plan for Performing the Assignment
TECH-5	Team Composition and Task Assignments
TECH-6	Curriculum Vitae (CV) for Proposed Professional Staff
PR - 1	Price Proposal Form

FORM TECH-1 Technical Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Price Proposal in a **sealed envelope**.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-2 Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate (JVCA) for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current G\$):
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

FORM TECH-3 Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment

(For small or very simple assignments the Client should omit the following text in Italic)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

*Technical Approach and Methodology,
Work Plan, and
Organization and Staffing.*

a) *Technical Approach and Methodology. In this section you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) *Work Plan. In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

c) *Organization and Staffing. In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

5. Membership of Professional Associations: _____

6. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

7. Countries of Work Experience: [*List countries where staff has worked in the last ten years*]: _____

8. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>9. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 9.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

PRICE - 1. Price Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Price Proposals; they should not appear on the Price Proposals to be submitted.]

Price Proposal Standard Forms shall be used for the preparation of the Price Proposal. Such Forms are to be used whichever is the selection method indicated in para. 5 of the Letter of Invitation.

PR-1 Price Proposal Submission Form

FORM PR-1 PRICE PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Price Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Price Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____