

U.S. Embassy Belgrade

# Construction Solicitation Proposal Submission Guide

# VOLUME I

1. Attach completed form SF-1442: completed blocks 14, 15, 16, 17, 20a, 20b and 20c or completed form SF-18: complete blocks 8, 11f, 13, 14 & 15
2. Attach Sections A through I
3. Attach completed Attachment 4 – Breakdown of Proposal Price by Divisions of Specifications

## VOLUME II(a)

Attach the following:

Bar chart (Gantogram) indicating when the various portions of the work will be commenced and completed within the required schedule. This bar chart shall be in sufficient detail to clearly show each segregable portion of work and its planned commencement and completion date;

## VOLUME II(b)

Attach the following:

1. A list of the names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror;
2. The name and address of the Offeror's field superintendent for this project;
3. A list of the names, addresses, and telephone numbers of subcontractors and principal materials suppliers to be used on the project, indicating what portions of the work will be performed by them;
4. Technical description of the work to be performed;
5. Equipment & materials specifications (catalogs, Internet printouts or other sources as appropriate), and
6. Drawings and calculations if applicable.

## Experience and Past Performance

Attach the following:

List all contracts and subcontracts your company has held over the past three years for the same or similar work. Use Provide the following information for each contract and subcontract:

## Experience and Past Performance

<b>Customer's name and address</b>	<b>Telephone numbers of customer's lead contract and technical personnel</b>	<b>Contract number</b>	<b>Brief description of the work, including responsibilities</b>	<b>Any litigation currently in process or occurring within last 5 years</b>