



Bid no 2025/002

Polish Humanitarian Action

PRF/PAH/2025/614

Polish Humanitarian Action (PAH) is a non-governmental organization employing people who want to make the world a better place. For over 20 years, we have been providing relief in big and small emergencies worldwide alongside with running missions in several countries in crisis. Our interventions of both humanitarian and development character have been carried out in 49' countries so far. We concentrate on ensuring sustainable and stable development of regions suffering consequences of war and/or natural disasters. We possess long-standing expertise in Water, Sanitation and Hygiene (WASH), but also implement projects in Food Security and Livelihoods (FSL), as well as Shelter, Nutrition and Education. For more information, in case you have complains Please contact cd.somalia@pah.org.pl or call our hotline number (2036) and for technical issues you can reach out to logistics.som@pah.org.pl or refer to www.pah.org.pl.

PAH in Somalia

Polish Humanitarian Action (PAH) is present in Somalia since 2011 and implements projects in FSL and WASH. We operate through three field offices covering areas in Benadir, Middle Shabelle and Lower Shabelle and Galmudug.

PAH's current activities in Somalia include:

- provision of safe and sufficient water to the communities in emergency (achieved by rehabilitating crucial water points and increased capacity of water points) - including Water for Schools component.
- construction of gender-sensitive, emergency latrines in the most populated IDP settlements.
- increasing awareness of hygiene practices among communities, including intensive gender-sensitive hygiene campaigns.
- direct cash transfers to most vulnerable households in the IDPs settlements.
- Distribution of Shelter materials and WASH NFIs to IDP households affected by evictions, displacement, or natural disasters.

Since the establishment of PAH's mission in Somalia, we have worked with a variety of partners through a diverse funding portfolio. Partnering with local NGOs, iNGOs, UN agencies, institutional donors, local leaders and regional administrations, PAH has been continuing to provide efficient humanitarian aid. Our projects are funded by ECHO, UNICEF, SHF and other donors.

Schedule No 5. Contract Notice

Polska Akcja Humanitarna, hereinafter PAH, known under the English translation Polish Humanitarian Action, with its registered office at al. Solidarnosci 78a, 00-145, Warsaw, Poland, entered the National Court Register under KRS No. 136833 and TIN NO. 525-14-41-253,

Mission in Somalia

Hereinafter referred to as the Investor, invites you to submit a bid for the planned **Drilling, constructing and equipping of one borehole in Middle Shabelle with solar system installation, including of hydrogeological survey in 3 different villages affected by droughts.** according to the attached Technical Specification.

The offer should be submitted to **PAH Jowhar office Baryare section, Hanti wadaag Neighborhood, Jowhar, Middle Shabelle by 12:00 noon on 25th Feb 2025**

Conditions for Participation in Tender:

Only companies that meet the following conditions may participate in this tender:

- a) Those entitled to carry out business activities, in compliance with the legal rules and regulations of their country, and who possess the necessary permissions or licenses required to carry out their business activities.
- b) Those possessing the experience, knowledge, and technical potential, as well as the personnel necessary to deliver the order.
- c) Those with their residence in the territory of Somalia.
- d) Those whose financial and economic condition guarantees the delivery of the order.
- e) Those not subject to exclusion from the tender procedure for the reasons set forth in the attached Tenderer's Statement.

1. Formal Criteria of Tender Documents:

2.1. The indispensable documents that must be attached to the Bid Submission Form, in order for it to be considered valid, are:

- a) Bid Submission Form, itself;
- b) Tenderer's Statement;
- c) Technical Specification;
- d) Certificate of registration from Hirshabelle state.

All of the above jointly referred to as "**Tender Documents**".

2.2. All blank spaces in the Tender Documents must be filled in by the company submitting the bid. Erasing or omitting is not permitted.

2.3. All Tender Documents, where required, must be sealed and signed by an authorized representative of the company. All pages must be signed and stamped for bid to be accepted.

2.4. No Tender Document is to be copied. Any Tender Document will be considered private and confidential.

- 2.5. Tender Documents may be amended or withdrawn until the deadline for the submission of bids. The amendment thereof can only be done in the same form as stated in the Bid Submission Form, while withdrawal at any written form indicating the Bid, however both amendment and withdrawal must clearly state at the top of the envelope either AMENDMENT or WITHDRAWAL. Applications for the amendment or withdrawal of bids received after the deadline or without WITHDRAWAL or AMENDMENT at the top of the envelope will not be taken into consideration. Whenever a bid has been withdrawn before the closing date and time, such bid will remain unopened. If any tender document was withdrawn or amended after the deadline, such amendment or withdrawal will be considered invalid.

2. Requirements for Bid Submission:

- 3.1. The bid should include comprehensive subject matter and should be drawn-up in accordance with the following terms and conditions:
- a. The bid should be prepared on the attached form.
 - b. The bid should be prepared in English.
 - c. The bid and annexed documents should be signed and numbered, all Pages must be signed and stamped.
 - d. The bid should be delivered personally to **PAH Jowhar office Baryare section, Hanti wadaag Neighborhood, Jowhar, Middle Shabelle by 12:00 noon on 25th Feb 2025.**
 - e. 3.2. The Investor shall in no case cover any expenses incurred while preparing the bid, irrespective of the outcome of the tender procedure (also in case of the cancellation of the tender procedure or a delay in bid acceptance).
- 3.3. Bids submitted upon expiration of the submission date and time shall not be considered.
- 3.4. Bids should be submitted in sealed envelopes preventing it from being open and the contents from being read before the expiration of the time-period for the submission of bids. Additionally, tenderers may fax or send via e-mail a postmark or deposit slip dated on the day of the deadline at the latest.
- 3.5. Tenderers must write sums in figures as well as in words. Where the amount given in figures differs from the amount in words, the amount in words shall be taken as correct. However, if the amount expressed in numbers and in words differs from each other significantly, the bid may be rejected. If no amount is stated in words, the bid may be rejected.
- 3.6. As regards construction work contracts, companies submitting bids should, at their own expense and responsibility, visit the worksite and obtain all information that may be necessary for the pricing of the bid and entering into contract.
- 3.7. Whenever PAH is not obliged to pay VAT, the bid shall be priced accordingly.

3. Bid Acceptance:

- 4.1. Bids will be opened after the deadline for bid submission.
- 4.2. The criteria for bid acceptance are as follows:

i) Minimal Criteria

- a) Companies with registration certificates from Hirshabelle state will be regarded eligible.
- b) Bids that are complete (Quotation submission form, Company's/Candidate's Statement and BOQ attached), stamped and signed will only be accepted.
- c) Tax Compliance certificate Mandatory.

ii) Evaluation Criteria

- a) Price – quality ratio;
 - b) Contractual delivery time;
 - c) Warrant period
 - d) Environmental and waste management policy
 - e) Similar experience in construction of borehole drilling (contract attachments)
 - f) Capacity to carry out the activity financially (attachment of printed active bank statement for the last 6 months)
- 4.3. The bid process will be comprised of two stages. The first stage involves the evaluation of the bids with regard to formal requirements and completeness, while the second stage is the substantive evaluation according to the Selection Criteria defined by the Tender Commission. Tenderer whose bid will not be rejected at either of those stages will receive a Letter of Selection. Tenderers rejected at either of those stages will receive a Letter of Rejection.
- 4.4. The winning bid shall be chosen by the Investor within 10 days after the opening of bids.

4. Notice of Invalidation of Tender or Rejection of Bid:

- 5.1 Only bids fulfilling the criteria set forth in Clause 1 (Conditions for Participation in Tender), Clause 2 (Formal Criteria of Tender Documents), and Clause 3 (Requirements for Bid Submission) of this document will be considered eligible for tender. Non-conformity with such clauses may result in bid rejection.
- 5.2 Other reasons for the invalidation of the tender or rejection of the bid are:
- a) The Investor shall decline any bid of a firm or cancel the contract if it finds out that the firm used corrupt, fraudulent, collusive, or coercive practices.
 - b) The Investor shall exclude from the procedure companies that do not conform to the tender requirements or if it is found that materials received of importance for the tender procedure are untrue.
- 5.3. The Investor reserves the right to invalidate the tender at any stage, without further explanation.

5. Annexes to Bid:

- 6.1. Together with its bid, the company needs to submit the Checklist of Annexes.
- 6.2. The forms of the Annexes to this Contract Notice are as follow:
- a) Bid Submission Form;
 - b) Tenderers Statement Form;
 - c) Bill of Quantity
- 6.3. The Teder Commission is responsible for delivering any other annexes that are required by this Contract Notice (Clause 2.1).

6. Winning Tenderer:

- 7.1. In case of winning the tender, the Tenderer shall be obliged to conclude the contract within 10 days from receipt of the Letter of Selection under the threat of the bid being declined.

- 7.2. The delivery of goods/services/works shall be executed within 60 days from the day of signing of the contract.
- 7.3. The bid is valid until the final selection is made by the Tender Commission.

7. Right to Appeal:

Any Candidate may file a written appeal with the Chairperson of the Tender Commission or address to PAH Complain line (short code number 2036) regarding breaches of the tender procedure. The appeal must be filed within 4 days by registered post/courier or personally after learning of such breach, but not later than 4 days after receiving a Letter of Rejection, if applicable.

ANNEXES

Schedule number. 7.

Bid Submission Form

Name of Tenderer/ Candidate: _____

Name of person authorized by the Tenderer/ Candidate to conclude the contract: _____

Address of Tenderer/ Candidate: _____

Phone/fax: _____

E-mail address: _____

Registration number of Candidate/Tenderer *[PLEASE INSERT as provided in legal status documents]*: _____

TIN. No. *[if applicable]*: _____

Bank account number: (including Bank's name, SWIFT number and address) _____

We hereby declare that our company offers the delivery of the goods/services/work *[PLEASE CHOOSE]*, according to the terms and conditions of the technical specifications listed in the Contract Notice/Invitation to Submit a Bid.

Price of goods/services/work *[PLEASE CHOOSE]* is _____

Price in words, including currency: _____

Delivery time (**Number of days in delivering the works**) of the subject of the contract: _____

Place of delivery of the subject of the contract: _____

Warranty conditions: _____

Payment conditions: _____

The Tenderer/ Candidate confirms its obligation to maintain the validity of this bid until the final selection by the Tender Commission during the Tender.

This bid has pages.

Name and seal of the Company _____

Address _____

Representative Name: _____

Position with the Company: _____

Place, date: _____

Signature

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.

Lp.	Checklist of Schedules and Annexes to the Bid	No. of docs. and pages
1	Bid submission form	
2	Tenderer's / Candidate's Statement	
3	Technical Specifications/ Bill of Quantities	
5	Confirmation that the Tenderer read and understood the content of the tender/bid documents	
6	Valid registration certificate from Hirshabelle state of Somalia	
7	References confirming experience in performing similar projects. (Copy of contracts)	
8	Printed active bank statement for the last six month (copy of the statement)	
9	Tax Compliance Certificate	
10	Environmental and waste management policy- attach as document	

Schedule number. 8.
Tenderer's/Candidate's Statement

I/We..... [PLEASE CHOOSE I/we], representing [PLEASE INSERT full name of the company] established in[PLEASE INSERT city and country of company's establishment], under a Power of Attorney attached to the bid, hereby declare that it agrees to participate in the [PLEASE INSERT type of procurement procedure, e.g. open tender, as announced in the Contract Notice] (“**Tender**”), in observance of the principles and declarations made hereunder and that it is fully aware that any failure to comply therewith could lead to its exclusion from the Tender and the rejection of its bid.

I/We..... [PLEASE CHOOSE I/we] hereby declare that [PLEASE INSERT full name of the Tenderer/ Candidate] has no conflict of interest with any other commitment or contracts and that no corrupt, fraudulent, abusive or coercive practice is behind its actions and that it shall carry out its duties to the highest professional standards in the best interests of the Investor with no consideration linked to possibilities for future contracts and that it observes the following principles and minimum basic standards throughout its commercial and procurement activities and has procedures in place to ensure that respect for these principles and standards is upheld by its staff, co-contractors and partners:

LABOR STANDARDS

1. Employment is freely chosen, i.e., there is no forced, bonded or involuntary prison labor, and workers are not required to provide ‘deposits’ or surrender their identity papers to the employer and are free to leave their employment after providing reasonable notice;
2. Freedom of association and the right to collective bargaining are respected, i.e., workers, have the right to join or form trade unions of their own choosing and to bargain collectively. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates and does not hinder the development of parallel means for independent and free association and bargaining.
3. Working conditions are safe and hygienic.
4. Child labor shall not be used. To this statement “child labor” is defined as work that deprives children of their childhood, potential and dignity, and that is harmful to their physical and mental development. There should be no recruitment of children, and children under 18 years of age shall not be employed at night or in hazardous conditions, or for any work which is likely to jeopardize their physical, mental, or moral health.
5. The wages and benefits paid for a standard working week meet the minimum, national legal standards, or industry benchmarks, whichever is higher. The wages paid should always be high enough to meet basic needs and to provide some discretionary income.
6. Working hours are not excessive, i.e., they comply with national laws and benchmark industry standards.
7. Discrimination is not practiced in relation to hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
8. Regular employment is provided, i.e., the work must be performed based on a recognized employment relationship established through national law and practice.

9. No harsh or inhumane treatment is tolerated, i.e., physical abuse/discipline, threat of physical abuse, sexual or other harassment or verbal abuse, or other forms of intimidation are prohibited.

ENVIRONMENTAL STANDARDS

Suppliers must comply with all statutory and other legal requirements regarding the environmental impacts of their business and should aim to:

1. Minimize waste and recycle items whenever practicable.
2. Adopt effective controls of waste with respect to ground, air, and water pollution.
3. Adopt emergency plans related to the use and handling of hazardous materials.
4. Avoid undue and unnecessary use of materials and use recycled material whenever appropriate.
5. Monitor processes and activities as necessary to ensure the conservation of scarce resources.
6. Maximize efficient energy usage to minimize harmful emissions.

TRANSPORT AND CARGO STANDARDS

1. Transport services should be provided by a company which adheres to the highest possible safety and employment standards, does not engage in transporting illicit or illegal goods, ammunition or other conflict-sensitive materials to or from territories subject to a UN embargo, and which respects human rights and observes international humanitarian law. In a situation when the supplier of the goods is the one arranging the transport, the supplier should ensure that the transport services meet these standards.
2. When air transport is required, preference shall be given to providers who are not on the UN Safety Ban List and whose aircraft are registered in countries which meet the International Civil Aviation Organization's standards.

CONFIDENTIALITY

.....[PLEASE insert the company's name]
agrees to hold in trust and confidence any information or documents disclosed to it, discovered by it or prepared by it in the course of or as a result of its participation in the above mentioned procurement procedure, and agrees that shall only be used for the purposes of this procedure.

FINANCIAL RULES

[PLEASE CHOOSE I/we] furthermore hereby declare that
..... [PLEASE INSERT full name of the
Tenderer/ Candidate]:

1. Is not subject to any conflict of interest in the ongoing procurement procedure for this contract with other commitments or contracts recently concluded or to be concluded individually or through any subsidiary or related company.
2. Is not bankrupt or being wound up or having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, is not the subject of proceedings concerning those matters or any analogous situation arising from a similar procedure provided for in national legislation or regulations.

3. Has never been convicted of any offence concerning its professional conduct by a judgment which has the force of res judicata.
4. Had never been proven guilty of any grave professional misconduct by any means which the contracting authority can justify.
5. Has fulfilled its obligations related to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
6. Has never been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity, as well as coercive or collusive, detrimental to the SHF's financial interests.
7. Is not currently subject to any administrative penalty imposed by an SHF funded donor for (i) misrepresentation in supplying information required as a condition for participation in a procurement procedure or failing to supply such information; (ii) a serious breach of its obligations covered by the SHF budget.

..... [PLEASE CHOOSE I/we] shall inform PAH about any of the above circumstances immediately after they arise or immediately after [PLEASE CHOOSE I/we] or any other member of the Company learns of such circumstances.

The[PLEASE insert the Tenderer/Candidate] agrees that the SHF, or persons mandated by the SHF shall exercise their powers of control on documents and on the spot in the relation to the contract founded by SHF.

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.

Name and the seal of the Company _____
 Address _____
 Representative Name: _____
 Position with the Company: _____
 Place, date: _____

Signature _____

Stamp

Schedule number. 9.
Technical Specifications / Bill of Quantities

ITEM	DESCRIPTION	UNIT	QTY	RATE (USD)	AMOUNT (USD)
	BOREHOLE DRILLING AND EQUIPPING				
	<u>Mobilization, Setting up, Demobilization and Shifting</u>				
A	Hydro geological survey of 3 villages villages in middle shabelle	Sum	1		
B	Mobilization costs to drilling area, transport of drilling unit, test pumping equipment, store, personnel, material and other supplies including drilling permit, set up on site and make all requisite preparations such as storage and handling of supplies and equipment during the drilling and well development period	Sum	1		
C	Demobilization of drilling and test pumping equipment from site including for personnel, store and other materials	Sum	1		
	<u>Drilling, Installation, Development, and testing of production borehole</u>				
D	Installation of surface casing and drilling preparation	m	6		
E	15" dia. from ground level to 100 metres. Rate to include for drilling mud and additives. (<i>Drilled diameter shall be 12" if 8" casing is to be installed</i>)	m	100		
F	Ditto but beyond 100 metres	m	100		
G	Ditto but beyond 200 metres (Provisional. Dependent on borehole depth)	m	80		
H	Supply & Installation of 10" dia, UPVC plain casing with bottom plug	m	100		
J.1	Supply and installation of 8" well screen with centralizers or equivalent UPVC. (Provisional)	m	44		
K	Backfill well bore from top of gravel pack seal to surface of the hole	m	120		
	Sub-Total Page 1 to Collection				
A	Supply and installation of good quality gravel pack (siliceous origin) from 2 metres below bottom of screen to 2 metres minimum above top of screen	m ³	8		
B	Supply and install bentonite seal above gravel pack seal surface of minimum depth 5 metres	m	0.5		
C	Test pumping including provision of pump and other associated equipment requisite for carrying out the works satisfactorily	Hrs	48		
D	Recovery test including for necessary equipment	Hrs	12		
E	Grouting, well head and BH cap	m	2		

F	Drilling application, Geological logging and reporting	Sum	1		
G	Analysis of water	Sum	1		
H	Restore site to original state including backfill of mud pits and removal of all rubbish created by the works	Sum	1		
I	Install Reinforced Concrete Apron (slab) around top of borehole <u>Borehole Equipping and commissioning</u>	m ³	1		
J	Supply and installation of 1 GRUNDFOS submersible pump 15hp, 11kw, head 148, flow rate 17m ³ /hr, made in DENMARK	pcs	1		
	Supply and installation of a Control Panel (<i>specified to match the pump power requirement</i>) incorporating TP fused isolator, Starter, Start-Push button, Stop/Reset button, On/Trip indicator light and a selector switch. The panel should also incorporate an appropriate control unit with functions of an ammeter, low level cut out relay, phase control relay and Auto-off hand selector switch all incorporated in a steel enclosure with terminals	Sum	1		
L	Solar panel 415w with ground mounting structure	pcs	70		
M	Solar water pump inventor EURO model 11KW	pcs	1		
N	Solar cable 2cre 6mm (roll 100M)	Roll	3		
O	combiner box Eight way	pcs	1		
P	pump cable 3cre 16mm	m	300		
	Sub-Total Page 2 to Collection				
A	10mm ² 4 Core submersible cable	M	150		
B	0.75mm ² Londex Electrode Cable (<i>provisional dependent on type of control unit incorporated in the control panel</i>)	M	300		
C	Electrodes (pair) (<i>provisional dependent on type of control unit incorporated in the control panel</i>)	No	1		
D	2" Pump Guard	No	1		
E	2" GI class 'B' pipes	No	40		
F	2" Heavy duty Crane sockets	No	41		
G	10mm ² 3 core U/G cable	m	30		
H	10mm ² 4 core U/G cable	m	5		
I	Splicing Kit (Heat shrink joint)	No	1		
J	25mm PVC Airline	No	41		
K	Installation sundries including Cable Insulating tapes, plastic cable ties e.t.c	Sum	1		
L	2" x 6" Borehole Cover complete with all mechanical and electrical sundries	No	1		
M	TPN Fuse (<i>specify Amps depending on the current the pump draws</i>)	No	1		
N	2" Sensus Water meter complete with installation sundries	No	1		

0	Transport and Labour during installation	Sum	1		
	Sub-Total Page 3 to Collection				
	<u>150 METRES DEEP BOREHOLE COLLECTION</u>				
	Total from page 1				-
	Total from page 2				-
	Total from Page 3				
	TOTAL COST OF DRILLING AND EQUIPPING 280 M DEEP BOREHOLE				

	Description of work	Unit	Quantity	U. Pr.\$	Am. (USD)
Construction of Operator room 3m X 3m					
NO					
1	Clearing and preparation of the site 3m X 3m including cutting down and removal of top soil upto a depth of 150mm and disposed of as directed	M ²	9		
2	Excavation of foundation	M ³	6		
3	Remove surpuls excavated materials from site	M ³	2		
5	Construction of stone wall foundation	M ²	8.4		
6	Construction of concrete hallow blocks	M ²	33.5		
7	Plastering of walls on both sides	M ²	18		
8	constuction of lintel on foudation wall steel bar 10 mm	M ³	1.2		
9	constuction of middle & top lintel		2.4		
10	Backfill around foundation	M ³	3		
11	Galvanised corrugated Iron sheet (2.45m X 0.80m)	M ²	9		
12	Chainlink door with burglar	No	2		
15	White wash	M ²	67.6		
	Distempering with paint(Muraline) on both sides	M ²	67.2		
	Water for construction	M ³	1		
	Labelling and drawing of visibility pics, logos	No	1		
	TOTAL				

GRAND TOTAL OF THE WHOLE PROJECT

Schedule number. 25.

Work of a Similar Nature *(please only indicate works related to borehole drilling)*

No	Project name and country	Name of client and contact person	Type of work performed and year of completion	Value of contract

The Tenderer/ Candidate shall enter in this Schedule all of the work it performed as a prime Contractor over the last five years that is similar in nature and volume to the Work of the Tender. Values should be indicated in USD. **Information entered into this schedule MUST be supported by attachment of copy of contracts.**

Authorized signature of Company representative and Date

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.

Schedule No. 26.
Major Items of Contractor's Equipment

Description (Name of Manufacturer, Type, Model and power rating, Make)	No.	Year of Manufacture	Current location	Details of current commitments	New or Used	Owned (O) or Leased (L)	Name of the owner, contact number ¹	Estimated Value

* The Tenderer/ Candidate shall enter in this Schedule all of its major owned and leased (rented), items of Contractor's Equipment that it proposes to bring on Site.

Authorized signature of Company representative and Date

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.

¹ for leased equipment only

Schedule 29.
Current Contractual Commitments²

Name & description of Contract	Contact details of Employer	Value of Outstanding Work [USD Equivalent]	Estimated Completion Date

Authorized signature of Company representative and Date

.1

² Please provide information on all current commitments that have been awarded or for which a letter of intent or selection has been received or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Bidders` workforce is made up of members of the local community or region

Assessment of percentage of local staff working in your constructions

Description	% of local staff working for the company. (please tick only one category)		
Bidders` workforce is made up of members of the local community or region	Above 75%	50%-75%	Below 50%