WARDI Relief and Development Initiatives
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Terms of References

for the Construction of 100 Emergency Gender-Segregated Latrines in Baladweyne and Bulobarde Districts, Hirshabelle State, Somalia.

Tender reference #: ACF/WARDI/SIDAPBA/SOM-2025/01/004.

The contact person for this tender is:

Mohamed Ali, moali@wardi.org

Timeline

No	Description	Deadline	Hour
1	Date of the call for tender	19/10/2025	
2	Deadline for the submission of the offer	01/11/2025	4:00 pm

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1. About WARDI

WARDI Relief & Development Initiatives (WARDI) is a national non-profit making and non-governmental organization founded in 20 June 1993 and subsequently registered under the Ministry of Internal Affairs of the transitional federal government of Somalia through under Article 22, Para 1, 2, 3; Article 26 and Article 67 Para3 of the transitional federal charter of Somalia in 2004, as well as the Article 7, Article 26 and Article 32 of the first constitution of Somalia in 1960.WARDI is also registered in Kenya with the NGO Coordination Board of Kenya though the NGO Coordination Act of 1992.The organization targets the most vulnerable members of the society mainly women and children. In its interventions WARDI focuses on the important sectors of WASH, Health, Nutrition, Livelihood, Education, Skill Development, as well as other human rights issues such as Protection, HIV/AIDs, Gender with special focus on women and youth empowerment through civic education, skill development, intensive employment and income generation activities (IGA).In an attempt to meet the felt needs of its target beneficiaries, WARDI works directly with beneficiary communities at large to identify their needs and play a central role in finding contextually relevant and sustainable solutions

2. About the project

With funding from ACF, WARDI is implementing a health project themed at “Integrated Health, Nutrition, WASH, and Protection Services for Crisis-Affected Communities in Beletweyne and Buloburte.”. WARDI is looking for offers from reputable, well-established, and experienced Construction firms for Construction of 100 Emergency Gender-Segregated Latrines in Baladweyne and Bulobarde Districts, Hirshabelle State, Somalia.

3. Description of the work

Type of service tendered: Construction work
As part of project deliverables, WARDI supports Construction of 100 Emergency Gender-Segregated Latrines.

Beletweyn district: -
- Construction of 70 Emergency Gender-Segregated Latrines

Bulaburte district: -
- Construction of 30 Emergency Gender-Segregated Latrines

The services are not divided into different lots. Alternative offers are not accepted.

4. Eligible bidders

This invitation for submission of tenders is open to all bidders. Any materials, equipment, and services to be used in the performance of the contract shall have their origin in eligible sources.

All bidders shall provide quotation forms, qualification information, BoQs, schedule of the work, and other documents for the work or being proposed for the contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the works, and any of its affiliates, shall not be eligible to bid. Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive, or obstructive practices issued by WARDI.

To be eligible for further technical and financial evaluations, the bidder should provide the major required information and documents with their bids

a) Company profile,
b) Relevant registration (from the Hiran region or the Ministry of Public Works)
c) Experience in works of a similar nature and size for each of the last five years, and details of work underway or contractually committed; and clients who may be contacted for further information on those contracts;

If any information is not submitted with the financial offer, WARDI will ask for submission until the date of the awarding of the tender.

5. Form of the bid

The bid must contain the following documents

- A financial offer
- Schedule of work (Annex B), filled, signed, and stamped
- Child Protection Policy (Annex C), filled, signed, and stamped
- Code of Conduct and Ethics Policy (Annex D), filled, signed, and stamped
- Company profile
- Proof of registration from local or regional authorities and regional state
- Optionally, Dahabshiil international bank account details

Bids must comply with formal requirements; the following bids will be excluded from the tender process:

- Bids received after the submission deadline
- Bids in which changed entries made by the tenderer are not beyond reasonable doubt
- Bids in which changes and/or additions were made to the tender documents
- Offers without prices
- Not authorized alternative offers

In the case that certain documents may be missing from the offer:

☐ The bid will be excluded from the evaluation process.

☒ The tenderer will ask the bidder to complete its offer in 5 days after notification by WARDI. If the offer is still incomplete after this deadline, the offer will be excluded from the evaluation process.

All types of documents related to the economic evaluation of the offer based on the award criteria cannot be submitted or completed after the deadline for submission. Offers missing such documents will be excluded from the tender process.

6. Format and signing of bid

The Bidder shall prepare an original and the number of copies of the bid indicated in the Bidding Data, clearly marking each “ORIGINAL BID” and “COPY OF BID,” as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, as the case may be. All pages of the bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

The Bid shall contain no alterations or additions, except those to comply with instructions issued by the contract giver, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

7. Clarification of questions from bidders

All questions will be answered until **November 01st, 2025** by WARDI. Responses will be shared with all bidders who expressed their interest in WARDI.

Bidders may address their questions regarding the tender to procurement@wardi.org,

8. Submission of bids

The bid (consisting of a financial offer and annexes A-D of qualification information with attachments, bill of quantities, and schedule of the work, Child Protection Policy, and Code of Conduct and Ethics Policy must be hard copies filled in, signed, sealed, and placed in an unidentifiable and sealed outer envelope bearing the inscription "Not to be opened before the bid opening session".

The outer envelopes hall:

a) be addressed to the contract giver at the address provided above;
b) bear the name and procurement number of the Contract

Provide a warning not to open before the specified time and date for Bid opening.

Bids should be dropped at WARDI main office in Mogadishu situated along Laami yare road immediately after the Aden Ade Hospital Mogadishu office, Buloxubey, Wadjir district, Banadir region of Somalia. Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in bidding data. The Employer may, at its discretion, extend the deadline for submission of bids by issuing an amendment in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline as extended.

In addition to the identification required, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late.

If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

9. Modification or withdrawal of offers

Bidders may amend or withdraw their bids by written notification before the deadline for submission of bids indicated in the above, after which date no bids may be amended and any withdrawal of the bid shall result in final non-participation in the bidding process.

10. Opening of quotations

The bids will be opened on **03 November,2025, [10:00AM] to [12:00 PM]** pm at WARDI Mogadishu Office; the opening of bids shall be carried out by WARDI in the presence of the bidders who wish to attend

11. Acceptance of quotation

WARDI is not bound to take an immediate decision on the acceptability or unacceptability of the offers at the time of their opening.

12. Rejection of the offer

The bid offer can be rejected for the following reasons:

a. The bidder is not presented in accordance with this Term of reference;
b. the quotation form or any document which is part of the bid document is not signed;
c. The bidders offer imposes certain basic conditions unacceptable to WARDI
d. The offered price is above the approved budget by more than 5%.

WARDI is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Bidders.

13. Evaluation process

The tender bids will be registered in an appropriate document immediately after reception and the bidder will receive prove of its consignment. This deadline has to be considered as a fix term and WARDI will not accept any delay justification even if due to the post service.
If WARDI, either on its own initiative or in response to a request from a prospective contractor or supplier, provides additional information on the bid documents, it must send such information in writing to all other prospective contractors or suppliers at the same time.

14. Tender evaluation

The evaluation steps:
a) Preliminary evaluation

The aim at this stage is to check that bids comply with the requirements of the TOR. Bids that are submitted with missing or incomplete documentation are dismissed before further evaluation.

Preliminary check	**Criteria**
Bill of Quantities form with the financial offer (Annex A) – signed and stamped	Pass/Fail
Schedule of the work Form (Annex B) – signed and stamped	Pass/Fail
Child Protection Policy (Annex C) – signed and stamped	Pass/Fail
Code of Conduct and Ethics Policy (Annex D) – signed and stamped	Pass/Fail

b) technical evaluation

After analyzing the bid deemed to comply in administrative terms, the evaluation committee will rule on the technical and quality admissibility of each bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on both the task to be carried out under the bid, and the professional ability of the contractor or supplier.

To facilitate the examination, evaluation, and comparison of bids, the evaluation committee may ask each contractor individually for clarification of their bid, including breakdowns of prices. The request for clarification and the response must be in writing only, but no change in the price or substance of the bid may be sought, offered, or permitted, except to correct arithmetical errors or formulae.

After checking the completeness of the offer and the qualification of the bidders, the following technical and qualitative criteria are used to evaluate and compare the offers:

Criteria	**Score**
1. Completion of rehabilitation:	
This category is based on the proposed time to complete the proposed work. Delivery/completion days, lowest number of days/offered number of days	40
2. Financial criteria	
The offered prices will be weighed in relation to the lowest price and receive the proportional number of points (Lowest price\offered price *60 points)	**60**

A maximum of 40 points can be given per bidder. After the technical evaluation, only those proposals that have passed this stage will be evaluated financially.

c) financial evaluation

After the steps above, the remaining valid quotations will be evaluated financially. The offered prices will be weighed in relation to the lowest price and receive the proportional number of points (lowest price\offered price*60 points).
d) Award criteria

The evaluation committee will not choose based on the lowest price alone but will be awarded the best, and receive an offer based on value for money, price, quality, compliance with international norms, and delivery time. The experience of the contractor in the performance of similar contracts (if any) will be as well a criterion for selection.

15. Notification on awarding of the tender and signature of the contract

The selected contractor will be informed in writing that it has won the contract. For this purpose, WARDI will send to the company a contract to be signed in two original copies. After 48 hours, the selected contractor will have to return the signed contract if it does not find observations. Otherwise, the contractor or company will have to seize WARDI for erratic omissions or observations. WARDI will not be responsible for any error or omission when the company has already signed the contract. The company will also send WARDI all payment details to facilitate payments.

16. Methods of payment

The contractor will receive 90% of the total payment after completing 100% of the work, which must be verified by WARDI's engineer. Upon reaching 100% completion, contingent on verification by the engineer and the presentation of a commercial invoice. After verification, a certificate of completion will be issued, and both parties must sign a handover certificate. The final 10% of the total payment will be held as retention and will be released three months after all, Construction of 100 Emergency Gender-Segregated Latrines once the completion certificate is issued and the handover certificate is signed by both parties. Payments will be made via bank cheque or bank transfer within 14 days of the presentation of the invoice.

Progress Payment Number	**Description**	**Amount**
Progress Payment 1	After completion of 100%, Verified by WARDI engineer	
Retention Payment 2	2 months after the full Construction of 100 Emergency Gender-Segregated Latrines	
Total		

Annexes

Annex A Bill of quantities
Annex B Schedule of work
Annex C Child Protection Policy
Annex D Code of Conduct and Ethics Policy