



Terms of Reference

Procurement of Rehabilitation of one borehole through hybrid system complete with water point infrastructure in beletweine Hiiran Somalia.

Tender reference #: WARDI/ CBPF-SOM-25-S-NGO-36522/2025/01

Procurement / Tendering procedure:

Negotiation procedure without a call for competition

The contact person for this tender is:

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1. About WARDI, Caritas and the project

WARDI is one of the leading national non-governmental organizations in Somalia with operational presence across six regions in South Central. Founded in 1993 and dully registered with the Federal Government of Somalia, WARDI’s mission is to provide dignified support to people affected by crises to enable them to lead a dignified and prosperous life. WARDI has offices in Mogadishu, Beletweyne and Buloburte in South Central, Wanlaweyn in Lower Shebelle as well a liaison office in Nairobi. WARDI specializes in responding to humanitarian emergencies, bridging the gap between crisis and resilience as well as long-term developmental projects with track record in implementing high quality health and nutrition, food security and livelihood, education, protection, and WASH interventions. Our programming has the distinct attributes of applying bottom-up approach that puts the communities, local authorities, and governments (National and Federal states) we work with at the centre of our programmes.

2. About the project

With funding from SHF WARDI is implementing a project titled “Provision of lifesaving and sustainable WASH assistance to vulnerable communities in Beletweyne district, Hiiran region WARDI Relief and Development Initiatives invite interested bidders to place their bids for Procurement of Rehabilitation of one borehole through hybrid system complete with water point infrastructure in beletweine Hiiran Somalia

Description of the goods/services/trade or construction work

Type of service tendered: Construction work

As part of project deliverables, WARDI Rehabilitation of one borehole through hybrid system complete with water point infrastructure in Beletweine Hiiran Somalia

Serial	Description	Unit	Quantity
1	Rehabilitation of one borehole through hybrid system complete with water point infrastructure in Beletweine Hiiran Somalia	Lumpsum	1

The description and the details of the works are provided in the bill of quantities and layout design attached as annexes.

Alternative offers are not accepted.

a. Bill of quantity / Description of the service

The bill of quantity can be found in the Annex A. It includes the description of all the articles, as well as the unit and quantities demanded.

3. Application Process

This procedure is a negotiation procedure without a call for competition.

a. Relevant dates

No	Description	Date / Days
1	Publication / sending date of the call for tender	30/10/2025
2	Deadline for the submission of the first offer	12/11/2025
3	Date of the opening of the offers	13/11/2025
4	Minimum validity period of the offers	60 days
5	Planned evaluation date(s) of offers	17/11/2025
6	Planned notification of contract awarding / Conclusion of contract	18/11/2025
7	Proposed date for contract signing (a mere formality)	19/11/2025

These dates are fixed by WARDI, **offers submitted after the deadline will not be considered.**

b. Form of the bid

The bid must contain the following documents.

- The offer, signed by the person in charge and with the date of validity of the offer, in so far as the binding period is longer than required (annex A), filled, signed, and stamped.
- 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
- Registration
- Minimum of 2 reference of previous experiences with similar nature.

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.

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 2 days after the opening of the quotation. 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 the submission. Offers missing such documents will be excluded of the tender process.

c. Instructions for the bidder

- All correspondence and documents related to the quotation procedure, contracts and reporting must be made in English.
- All bids must be submitted per sealed envelope at the following address:
WARDI Mogadishu office, Buulo hubey, Wadajir district, Mogadishu, Somalia

- Please send all further questions and inquiries at the following address procurement@wardi.org , jabir@wardi.org or info@wardi.org
- To maintain equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.
- The price of the offer must be indicated in USD.
- Prices must include all taxes and transportation costs as well as any other fees that may be incurred.
- Contract performance by subcontractors is only permissible with the prior written consent of the client.
- The bidder can withdraw and change its offer at any time until the deadline for the submission. All offers submitted now of the submission deadline are final.

4. Requirements for the bidder / Eligibility of the bidders

This tender is addressed to construction contractors in Somalia. Bidders must meet these eligibility criteria to be considered for the award:

No	Description
1	Filled, signed, and stamped annex A of bill of quantities
2	Filled, signed, and stamped annex B of schedule of work
3	Filled, signed, and stamped annex C Child protection policy
4	Filled, signed, and stamped annex D Code of conduct and Ethics Policy
5	Must be submitted a company profile
6	The company needs to be registered
7	Minimum of 2 previous experiences with similar nature

Bidders, which do not meet these criteria, will be excluded from the procedure.

Additionally, bidders can be excluded at any time if it comes to the attention of WARDI that a person whose conduct is attributable to the company has been convicted of a crime by a court of law or if a fine has been imposed by a court of law on the company for a criminal act.

5. Evaluation process

a. Other exclusion criteria

The offer will be excluded from the procedure, if:

1. It does not include all the documents as listed in 3. b., and is therefore incomplete
2. The bidder does not meet all the criteria listed in 4., and is therefore not eligible for this tender.

Additionally, the offer must comply with the following criteria or be excluded from the procedure. These criteria are merely highlighted here. They are part of the technical description or the bidder eligibility.

No	Description	Status
1	Company profile	Minimum
2	Registration	Minimum
3	Minimum of 1 reference of previous experience with similar nature;	Minimum

b. Award criteria

The award will go to the offer with the lowest price.

The award will be made according to the following criteria and go to the offer with the highest number of points:

No	Description	Weight
1	Delivery/completion days; lowest number of days/offered number days	30 points
2	Price: lowest financial offer/quoted financial offer	70 points

The successful bidder will be informed in writing through a Notification of award that its tender has been accepted. Through this notification, the contract is concluded and becomes legally effective.

6. Terms and conditions

a. The contract

The contract is included in annex F: By submitting your offer, you agree to its terms. Divergent contractual conditions such as delivery periods, payment modalities, etc. are inadmissible and cause the exclusion of the bidder. The conclusion of the contract occurs at the award of the bid. The signing of the contract, done after the award of the tender, is only a matter of formality.

b. (For the delivery of service) Defects

In the event of delivery of defective or inadequate products or services, the tenderer shall be obliged to replace them within a maximum of two weeks from the date of detection of the defect and the tenderer shall be obliged to bear all costs of analysis and destruction of the defective products. The customer/organization, in turn, undertakes to report any defects to the contractor without delay after becoming aware of them.

c. Payment conditions

Payment will be made in USD after fulfillment of the contractual obligations within 14 days after presentation of the invoice, and after completion of all the agreed upon services.

Further information on the payment conditions can be found in the contract in the annex F.

d. Cancellation or modification the procedure

Changes to deadlines or the ToRs, as well as a transfer back to a previous state of the procedure are possible at any time.

A cancellation, transfer back or modification to the procedure is possible at any time and may occur for example if:

- The bidding procedure has been unsuccessful, for example if not qualitatively or financially worthwhile quotations have been received or there has been no response at all,
- The economic or technical parameters of the project have been fundamentally altered,
- exceptional circumstances or force majeure render normal performance of the project impossible or all technically compliant quotations exceed the financial resources available,
- There have been irregularities in the procedure if these irregularities have prevented a fair competition.

In the event of the quotation procedure's cancellation, WARDI will notify the contractors. If the quotation procedure is cancelled before any bid has been opened, the sealed envelopes will be returned, unopened, to the contractor.

In no circumstances is WARDI liable for damages, whatever their nature (damages for loss of profits) due to the modification of the procedure or the cancellation of a bid, even if WARDI has been advised of the possibility of damages. The publication of a procurement notice does not commit WARDI to implement the program or project announced.

Annexes

Annex A Bill of quantities.

Annex B schedule of work

Annex C Child protection policy

Annex D Code of conduct and Ethics Policy