



WARDI Relief and Development Initiatives

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Terms of References

CONSTRUCTION OF 7 TLS CLASSROOMS, 13 NEW LATRINES, REHABILITATION OF 17 FLOOD-DAMAGED LATRINES, AND RESTORATION OF 16 CLASSROOMS IN BELETWEYNE DISTRICT, HIRAN REGION, SOMALIA."

Tender reference #: ECW through NRC /SOM/4125/001/WARDI/2024

Procurement / Tendering procedure:

Negotiation procedure without a call for competition

The contact person for this tender is:

Maslah Mohamed, daljog114@gmail.com

Timeline

No	Description	Deadline	Hour
1	Date of the call for tender	19/11/2024	
2	Deadline for the submission of the offer	03/12/2024	4:00 pm

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About WARDI and ECW

WARDI Relief and Development Initiatives (WARDI) is a non-profit local organization established during the hunger and conflict crises in Southern and Central Somalia in 1993. Since its inception, it has been working in Hiran, Banadir and Lower Shabelle regions. Its mission is to provide a dignified life for needy people in Somalia through emergency relief and long-term development. WARDI responds to needs ranging from education, protection, water and sanitation, health, agriculture, and environmental conservation. WARDI is excellently integrated into local, national and international networks.

WARDI Relief and Development Initiatives (WARDI) implements Consortium project for Emergency Education for Flood-Affected Boys and Girls in Beletweine Hiran Region, Somalia

1. Description of the work

Type of service tendered: **Construction work**

Construction of 7 t/s classrooms, 13 new latrines, rehabilitation of 17 flood-damaged latrines, and restoration of 16 classrooms in Beletweyne district, hiran region, somalia, See further details in the bill of quantitie (BoQs) attached (annex A).

The services are divided into different lots and alternative offers are accepted.

2. Division by lots

Lot 1: Construction of New 7 TLS classroom and 13 new latrines

Lot 2: Rehabilitation of 17 flood damaged latrines and restoration of 16 classrooms

3. Eligible bidders

This invitation for submission of tenders is open to all construction companies. Any materials, equipment, and services to be used in the performance of the contract shall be sourced from qualified sources.

All bidders shall provide quotation form, qualification information, BoQs, and schedule of the work in line with the specified work and provided layout, 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 Hirshabelle authority,
Experience in works of a similar nature and size.

4. Form of the bid

The bid must contain the following documents

- A financial offer (Annex A)
- Design (Annex B)
- Schedule of work (Annex C), filled, signed, and stamped
- Protection Policies Agreement (Annex D), filled, signed, and stamped

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 on the basis of 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.

5. 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.

6. Clarification of questions from bidders

All questions will be answered until **November 19th, 2024, 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,

7. 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, Protection Policies Agreement) 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 envelope shall:

- 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 Mogadishu situated in 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.

8. 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.

9. Opening of quotations

The bids will be opened on 03-05 December 2024, [02:30PM] to [03:30 PM] pm at WARDI Mogadishu Office; the opening of bids shall be carried out by WARDI in the presence of the rehabilitation and construction work who wishes to attend.

10. 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.

11. 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 are currently under list of UN and EU blacklisted bidders.
- d. The bidders offer imposes certain basic conditions unacceptable to WARDI
- e. 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.

12. 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.

13. 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
Protection Polices Agreement (Annex C) – 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 amount of points (Lowest price\offered price *60 points)	60

14. Notification on awarding of the tender

The selected contractor will be informed in writing that it has won the contract.

15. Contractual conditions

The contract is concluded through the notification of award. By submitting an offer, the bidder accepts its terms. It will be personalized and sent to the tenderer with the notification on the award of the contract. The following elements will form part of the contract:

- ✓ The complete offer was finally accepted.
- ✓ The notification on the award of the contract and acceptance by the contracting organization and the tenderer
- ✓ The confirmation of the order by the tenderer
- ✓ The complete ToR.

16. Annexes

Annex A Bill of quantities

Annex B Design

Annex C Schedule of work

Annex D Protection Polices Agreements