

**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, please refer to [www.pah.org.pl](http://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 Banadiir, 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.

### **Invitation to Submit a Bid No. 2020/017.**

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 into 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 **construction of 11 twin latrines in Jowhar health centers** according to the attached Technical Specification.

The offer should be submitted to **PAH Jowhar office near Hotel Ma'ow by 12:00 noon on 27th Aug 2020**

**1. 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; and
- e) Those not subject to exclusion from the tender procedure for the reasons set forth in the attached Candidate's Statement.

**2. 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) Registration certificate from Hirshabele Administration.
  - b) Candidate's General experience in supplying construction materials.
- c) Bids that are complete (Bid submission form, Tenderer's/Candidate's Statement, financial situation form and Bill of Quantity for the tender attached) stamped and signed will only be accepted

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

- 2.2. All blank spaces in the Tender Documents must be filled in by the Company submitting the offer, except for the project contract and the Protocol for the Receipt of Goods/Services, which do not need to be filled out. 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, and the certificate of such authorization must be attached to the offer (in accordance with Clause 2.1(f)). Any and all pages that do not require a signature must be initialed and/or stamped.
- 2.4. No tender document may be copied. Any tender document is 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.

### **3. Requirements for Bid Submission:**

- 3.1. The bid should include a comprehensive description of the subject and 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, Pages that do not require any signature, must be initialed and/or stamped.

The bid should be delivered personally to **PAH Jowhar office near Hotel Ma'ow** by **12:00 noon on 27th Aug 2020**

- 3.2. The Investor shall in no case cover any expenses incurred while preparing the bid, irrespective of the outcome of the tender procedure (or in the event of the cancellation of the tender procedure or delay in the bid's acceptance).
- 3.3. Bids submitted upon the expiration of the submission date and time shall not be considered.
- 3.4. The bid should be submitted in a sealed envelope preventing it from being opened and read before the expiration of the deadline for the submission of bids. Additionally, candidates may fax or e-mail a postmark or deposit slip dated on the day of the deadline at the latest.
- 3.5. Candidates must write the sums in numbers and in words. If the amount written in numbers differs from the amount in words, the amount in words shall be taken as correct. However, if the amounts written in numbers and words differ from each other significantly, the bid may be rejected. If the amount is not written in words, the bid may be rejected.
- 3.6. Regarding construction work contracts, the companies submitting bids should visit the worksite at their own expense and responsibility and obtain any and all information which may be necessary for the pricing of the bid and entering into contracts.
- 3.7. Whenever PAH is not obliged to make VAT payments, the tender shall be priced accordingly.

### **4. Bid Acceptance:**

- 4.1. Bids will be opened after the deadline for submission.
- 4.2. The criteria for bid acceptance ("**Selection Criteria**") are as follows:
  - a) Price – quality ratio;
  - b) Contractual delivery time;
  - c) Experience in the performance of similar projects; and
  - d) Capacity to carry out the activity financially.

- 4.3. The bid process will be comprised of two stages. The first stage involves the opening of the bids in **presence of the contractors or Authorized representative of the contractors immediately of the deadline**, while the second stage is the substantive evaluation according to the Selection Criteria defined by the Tender Commission. Candidates whose bids were not rejected at either of those stages will receive an Invitation to take part in the negotiations. Candidates not invited to take part in the negotiations will receive a Letter of Rejection.
- 4.4. The Tender Commission will select the winning Candidate after the conclusion of the negotiation sessions, who will receive a Letter of Selection. Candidates that are not chosen will receive a Letter of Rejection.
- 4.5. The winning bid shall be chosen by the Investor within **10 DAYS** after the opening of the bids.

**5. Notice of Invalidation of the Tender or Rejection of the Bid:**

- 5.1 Only bids that fulfill the criteria set forth in Clause 1 (Conditions for Participation in the Tender), Clause 2 (Formal Criteria of Tender Documents), and Clause 3 (Requirements for Bid Submission) of this document will be accepted for consideration. The failure to conform to these clauses may result in the rejection of the bid.
- 5.2 A bid will also be rejected or considered invalid if:
- a) The Investor declines any bid of the Candidate or cancels the contract after learning that the Candidate has used corrupt, fraudulent, collusive or coercive practices; or
  - b) The Investor excludes from the procedure Candidates that do not conform to the tender requirements or ascertains that important tender procedure materials are untrue.
- 5.3. The Investor reserves the right to invalidate the tender at any stage, without further explanation.

**6. Annexes to the Bid:**

- 6.1. Together with its bid, the Candidates must submit the Checklist of Annexes.
- 6.2. The forms of the Annexes to this Invitation are as follows:
- a) Bid Submission Form;
  - b) Candidate Statement Form;
  - c) Financial situation form
  - d) Bill of quantity
  - e) Other, if required.
- 6.3. The tender Commission is responsible for delivering any other annexes that are required by this Invitation (Clause 2.1).

**7. Winning Candidate:**

- 7.1. The Candidate that is selected shall be obliged to conclude a contract within the agreed time according to the contract from its receipt of the Letter of Selection under threat of revocation of the bid.

- 7.2. The delivery of goods/services/work shall be executed within the agreed time frame from the date of signing of the contract.
- 7.3. The bid is valid until the final selection is made by the Tender Commission.

**8. 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. Signature: \_

Head of PAH's Mission in Martin Amadi \_\_\_\_\_

Place, Date:

**ANNEXES**

**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 (**date completing the work**) 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.

**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. For the purpose of 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 on the basis of 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

NO.	Description of work	Unit	Qty	Rate(\$)	Amount(\$)
1	Site clearance ( 4 m * 3.5 m)	M2	14		
2	Excavation of foundation trenches 25.6 * 0.4 * 0.8	M3	8.192		
4	Construction of stone foundation & backfilling	M3	10.51		
5	Reinforcement cement concrete(Rcc) over foundation & window level & top lintel(25.6 m * 0.40 m * 0.20 m) + (25.6 * 0.40m*0.20 )2	M3	4.256		
6	Construction of external & internal walls with hollow concrete blocks (25.6 m * 3.2 m)	M2	81.92		
7	Plastering ( internal & external walls.	M2	152.84		
9	8 cm of cement concrete(CC) Layer over ground floor	M3	1.71		
10	Provide & construct perforated blocks	pcs	24		
	Provide & install wooden Doors 0.75 * 2.15	#	4		
12	Corrugated iron sheets roof including nails , washers & Carpentry works	M2	25.392		
14	Apply two coats of lime milk to walls	M2	112		
15	Apply two coats of muralin paint to walls	M2	112		
18	Provide & fixing plumbing items(pipes connected to the latrines from elevated water tank, water taps and accessories)	Item	1		
19	Fixture of squat toilet	#	2		
20	Connection of Pvc waste pipe-16mm diameter from the squat toilet at an angle of 45 to the manholes(pit) in between every toilet and the main septic tank	#	1		
21	Fixture of hand washing basin with water taps and ensure the flow of water to the septic tank nearby.	pcs	2		
	Ramp with rail(see design)				
	Sub-total for ONE twin latrine				
22	<b>Total for ELEVEN twin latrines</b>		11		
<b>Septic Tank</b>					
	Excavation of foundation (3 m X 2 m X 2 m)	m <sup>3</sup>	12		
	Construction of stone wall 10x2x0.40	m <sup>3</sup>	8		
	Constructuion of slab over the septic tank		0.6		

	<b>Sub-total of one septic tank</b>				
	<b>Total of 11 septic tank</b>		11		
	<b>Grand Total</b>				