

# WORLD VISION SOMALILAND

## Hay Store Construction Beerato Odweyne District

© NOVEMBER 2022

14<sup>th</sup> November 2022

World Vision Somalia (WVS, (a non-profit making and Development Agency with projects in most parts of Somaliland/Somalia) invites tenders from registered, approved and reputable Contractors for the above works for WVS Project **Hay Store Construction Beerato Odweyne District**

### PROJECT OVERVIEW

#### 1. LOCATION:

Approximate Distance Xagal village	WV office: Beerato is 15km away from Odweyne
District	Odweyne
Location	WV office -Hargeisa

### Submission of Proposals

The Proposal should be sent as per timeline set on address provided below.

The Secretary  
Procurement Committee  
World Vision Somaliland  
Hargiesa Office

**Tender prices must remain valid for 90 days from the date of tender closing.**

*“World Vision Somalia reserves the right to accept or reject any Bid and is not bound to give reasons for its decision”*

### INSTRUCTIONS TO TENDERERS

## 1. General/Eligibility/Qualifications/Cost of tendering

1.1 World Vision Somalia invites tenders for the **Hay Store Construction Beerato Odweyne District** as described in these documents.

1.2 To qualify for the award of the Contract, tenderers shall meet the following minimum qualifying criteria;

**Eligible bidders should attach valid documentation and be able to meet the following minimum requirements: -**

1. Must be a registered company in Somaliland (Attach Certificate of Incorporation)
2. Valid Tax Registration Documents with Somaliland Government
3. Show proof of experience as a contractor in similar works of at least 2 works of a nature and complexity equivalent to these works over the last 5 years (to comply with this requirement, works cited should be at least 70 percent complete). Completion certificates are the only evidence required to prove certification of satisfactory completion of awarded works. Contracts may only be attached for ongoing ones.
4. Technical capability to include list of relevant equipment's owned/hired and skilled staff (Site agents, masons, plumbers etc), give details and provide proof of the same (copies of logbooks or copy of agreements for equipment hire / copies of academic certificates and CVs for proposed personnel)
5. Sound Financial standing (Only Attach; **Statement of Financial Position from financial statements for the one year (2022)**)
6. Program of works showing contractor's proposed schedule of undertaking the construction.
7. Your prices MUST include all applicable government taxes
8. World Vision Somalia payment terms for all construction works is 30 days upon issuance of invoice and fully signed completion certificate for the milestone invoiced
9. **Bidders MUST visit the site on 17<sup>th</sup> November 2022** and familiarize themselves with the context before preparing and submitting this tender. They must sign the list of attendance and be issues with a pretender site visit certificate signed by themselves and the supervising engineer (**Mohamed Abdi Duale-0634338345**). This certificate must be submitted as part of this bid

1.3 The tenderer shall bear all costs associated with the preparation and submission of his tender, and the World Vision will in not be responsible or liable for those costs.

- 1.4 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and be familiar with the road network and delivery location and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract. The costs of visiting the site shall be at the tenderers own expense.

## **Tender Documents**

- 1.5 The complete set of tender documents comprises the documents listed below ;
  - i. These Instructions to Tenderers
  - ii. Specifications
  - iii. Bills of Quantities
  - iv. Drawings
- 1.6 The tenderer shall examine all Instructions, Forms to be filled and Specifications in the tender documents. Failure to furnish all information required by the tender documents, or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderers risk and may result in rejection of his tender.
- 1.7 A prospective tenderer making an inquiry relating to the tender documents may notify the World Vision Somalia in writing at the address indicated in the letter of invitation to tender. The World Vision Somalia will only respond to requests for clarification received earlier than seven days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 1.8 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all tenderers.

## **2. Preparation of Tenders**

- 2.1 All documents relating to the tender and any correspondence shall be in English language
- 2.2 The tender submitted by the tenderer shall comprise the following:
  - (a) These Instructions to Tenderers
  - (b) Priced List Bills of Quantities
  - (c) Qualification Information Form and Documents

- (d) Any other materials required to be completed and submitted by the tenderers
- 2.3 The tenderer shall fill in rates and prices for all items of the materials described in the Bill of Quantities. Items for which no rate or price is entered by the tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause relevant to the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the tenderer.
- 2.4 The unit rates and prices shall be in USD
- 2.5 Tenders shall remain valid for a period of Ninety (90) days from the date of tender closing. However in exceptional circumstances, the Employer may request that the tenderers extend the period of validity for a specified additional period. The request and the tenderers' responses shall be made in writing. A tenderer agreeing to the request will not be required or permitted to otherwise modify the tender
- 2.6 Tenderers shall submit offers that comply with the requirements of the tendering documents. Alternatives will not be considered, unless specifically allowed in the invitation to tender.
- 2.7 The tenderer shall prepare only one original of the documents comprising the tender documents. The original of the tender 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 tenderer. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.
- 2.8 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.9 World Vision Somalia shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

### 3. Submission of Tenders

- 3.1 **Bids Submission:** Bids inclusive of the BOQ's should be received at World Vision Hargeisa Office and drop the tender box or sent via email [Somaliland\\_Supply\\_Chain@wvi.org](mailto:Somaliland_Supply_Chain@wvi.org)
- 3.2 **Submission Deadline;** 4.00 pm date: 20<sup>th</sup> November, 2022

- 3.3 Tenderers may modify or withdraw their tenders by giving notice in writing before the deadline. Each tenderers modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with the outer and inner envelopes additionally marked **“MODIFICATION”** and **“WITHDRAWAL”**, as appropriate. No tender may be modified after the deadline for submission of tenders.
- 3.4 Tenderers may only offer discounts to, or otherwise modify the prices of their tenders by submitting tender modifications or be included in the original tender submission.

#### 4. Tender Opening and Evaluation

- 4.1 Tenders will be opened by World Vision Somalia, including modifications made by World Vision Appointed Tender opening panelist
- 4.2 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may ask any tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered in the evaluation of the tenders
- 4.3 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender (a) meets the eligibility criteria defined in the invitation to tender, ( b) has been properly signed; and (c) is substantially responsive to the requirements of the tendering documents. A substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tendering documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the works; (b) which limits in any substantial way, inconsistent with the tendering documents, the Employer’s rights or the tenderers obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.
- 4.4 If a tender is not substantially responsive, it will be rejected, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 4.5 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
  - (b) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities, the amount as stated in the Form of Tender shall prevail.
- 4.6 The Employer will evaluate and compare only the tenders determined to be substantially responsive
- 4.7 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in tender evaluation.
- 4.8 The tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

## **5. Award of Contract**

- 5.1 The award of the Contract will be made to the tenderer whose tender has been determined to be substantially responsive to the tendering documents and who has offered the lowest evaluated tender price
- 5.2 WVS reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.
- 5.3 The tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the "Letter of Acceptance") will state the sum (hereinafter and in all Contract documents called the "Contract Price") that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract.

The contract shall be formed on the parties signing the contract.

- 5.4 The Agreement will incorporate all agreements between the Employer and the successful tenderer.

5.5 WVS may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

5.6 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future World Vision Somalia procurement.

## 6. Corrupt and Fraudulent practices

6.1 The procuring entity requires that tenderers observe the highest standards of ethics during procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.

## EVALUATION CRITERIA

### Stage 1: Preliminary Bid Responsiveness Assessment (Mandatory Requirements)

This will involve assessing whether bidders have complied with submission requirements and have also attached copies of mandatory eligibility and statutory documents. Evaluation at this stage will be conducted on **Yes/No**, and bidders are expected to comply with ALL required items so as to proceed to the next stage of evaluation.

	<b>Completeness and Responsiveness Criteria</b>	<b>Requirement</b>
1.	Valid Tax Compliance Certificate	- Copy of Certificate

	<b>Completeness and Responsiveness Criteria</b>	<b>Requirement</b>
2.	Registration with Relevant Ministry to undertake construction work	- Copy of Government approval
3.	Certificate of Incorporation/Registration	- Copy of certificate

### **Stage 2: Technical Responsiveness Evaluation Stage**

Tenders will be evaluated to ensure that they are substantially responsive to the technical specifications and contract conditions stated in the Tender Document. The determination of a tender's technical responsiveness will be based on the contents of the tender itself, subject to any clarifications received in the preliminary examination of Tenders. Items of this evaluation will be scored.

	DESCRIPTION	POINT SCORE SCALE
	<p><b>EXPERIENCE</b></p> <p>Attach completion certificates ONLY for past successfully delivered projects as evidences</p>	Max 30
	<p><b>1.1 Value of similar/related construction works handled in USD.</b></p>	
	Three similar/related projects of equal or higher value done in the last three years @ 5Mrks	10
	Three similar/related projects of value between 50% and 100% of value @ 3Mrks	9
	Three similar/related water work projects of less than 50% value of the tendered works @ 2Mrks	6
	No submission of project record	0
	<p><b>1.2 Nature, scope and specificity of works handled</b></p>	
	Three Unrelated projects of similar nature , but matching this value of works @ 5Mks	10
	Three projects of Unrelated nature but of value between 50% and 100% of value @ 3Mrks	9
	Three other Unrelated construction works of less than 50% value of the tendered works @ 2Mrks	6
	No submission in details works undertaken	0
	<p><b>1.3 Site Familiarity</b></p>	10
	The contractor has evidence of site visit and has attached certificate of site visit signed by Engineer	10
	The contractor has evidence of having worked in the same area and therefore familiar with the location but has not attached certificate of site visit signed by Engineer	5
	The contractor has not attached any evidence of having worked in the same area and therefore most likely is not familiar with the location.	0
	<p><b>KEY PERSONNEL</b></p>	Max 25
	<p><i>Technical skill in terms of human resource. Attach CVs and certified copies of academic certificates detailing qualifications of at least (3) key personnel who shall be involved in this assignment. The persons must be working with the organization or sign an undertaking to work with the firm by the time of</i></p>	

	<b>submitting this tender. Each of the 3 personnel will be evaluated on the following parameters:</b>		
	Project Manager/Site Agent/Civil Engineer (Max 10 marks)	Technical qualification - Degree (5) Experience in years (min 4 years) (5)	10
	Foreman/Site Supervisor (Max 8marks)	Technical qualification _ Diploma (4) Experience in years (Min 2 yrs) (4)	8
	Plumber /Water technician (Max 7 marks)	Technical qualification _ Certificate (4) Experience in years (Min 2 years) (3)	7
	<b>PLANT AND EQUIPMENT</b>		<b>Max 10</b>
	Relevant Equipment	Equipment and plant owned by the company.  Provide a list of relevant equipment attaching evidence of ownership or lease agreement for any related equipment.  (2 marks for each relevant equipment for the proposed works)	0-10
	<b>WORK METHODOLOGY</b>		<b>Max 20</b>
		Program of works logically applicable to this task	0-10
		Detailed Methodology_ Logically articulated	0-10
	<b>FINANCIAL CAPACITY</b>		<b>Max 15</b>
	a) 'Statement of Financial Position' from financial statements for the last Six Months		15
	<b>TOTAL</b>		<b>MAX 100</b>

The technical evaluation pass mark shall be **70% of which** bidders who pass will be subjected to tender price comparisons.

World Vision Somalia will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price.

### 3. Financial Requirements:

- i. Correctly Completed BOQ quoted in USD
- ii. Payment terms that implement the work.
- iii. **Bidders are required to stamp BOQ once they indicate the prices. Any unstamped BOQ/QUOTE will be DISQUALIFIED**

Cost evaluation will be based on the cost quoted for the attached BOQ (Annex 1).

All pages and corrections should be counter signed (if any)

**Bids received after deadline shall not be considered.**