



**Human Development Concern (HDC)**

**Invitation to bid (ITB) Invitation To Tender (ITB) For Constructing of GBV one stop center In, KABASA IDP Doolow.**

**ITB reference: 00923/ 2022**

Place: ..... Date:

..... Name of the

Company: -----

Address: -----

**Project: SOM 04GFG**

**Donor: UNFPA Subject:**

Dear Mr./Ms. -----

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by HDC in writing at least 1 day before the deadline for submission of tenders. HDC will reply to bidders' questions at least 1 day before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders from 30th September to **10th October -2022 at 10:00AM**

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

**Mohamed Q. Hussein**

Procurement and Logistic officer

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Construction Of DOLOW GBV One Center					
SN#	Description	Unit	Quantity	Unit Cost (US\$)	Total Amount (US\$)
<b>1</b>	<b>Substructure works</b>				
1.1	Site Clearing of beginning work (phase one) and site clearing after completed work (phase two).	M <sup>2</sup>	300	-	-
1.2	Excavate foundation trenches 0.6cm wide commencing from g.l and not exceeding 1000mm deep	M <sup>3</sup>	74.4	-	-
1.3	Foundation walling - 50cm natural rubble stone embedded in 1:3 cem/sand mortar projecting 60 cm from g.l	M <sup>3</sup>	99.2	-	-
1.4	Supply and compact approved natural stone hardcore, thickness 30cm to make up levels	M <sup>3</sup>	66.3	-	-
1.5	10cm thick murrum or other approved blinding material, well compacted and leveled	M <sup>3</sup>	22.1	-	-
1.6	VRC,15cm thick floor slab (1:2:4) with R6 mesh	M <sup>3</sup>	33.15	-	-
	<b>Sub-total for Substructure works</b>				-
<b>2</b>	<b>Superstructure works.</b>				
2.1	20cm thick cement approved sand hollow blocks wall bonded in cement sand ratio 1:3 for super structure walling	M <sup>2</sup>	496	-	-
2.2	V.R.C ( 1:2:4 mix ). Ring and top beams30cm depth, each with 4no. Y12 re-bars & Y8 rings @200mm c/c	M <sup>3</sup>	14.88	-	-
	<b>Sub-total for Superstructure works</b>				-
					-

<b>3</b>	<b>Roof works</b>				-	
					-	
3.1	28g prepainted Iron sheets on 80 x 40 timber trusses at 120cm center to center complete with purlins, struts and ties	M <sup>2</sup>	270		-	-
					-	
3.2	4mm thick laminated ceiling boards inclusive of cornice and painting.	M <sup>2</sup>	208		-	-
					-	
3.3	2 x 2 ceiling timber branderings, 600mm center to center both sides	Ls	1		-	-
					-	
3.4	Supply and fix 200mmx20mm fascia board, including two coats enamel paint	LM	70		-	-
					-	
	<b>Sub-total for roof works</b>				-	-
					-	
<b>4</b>	<b>Plastering and other finishing works</b>				-	
4.1	External & internal plastering, 25mm thick, cement/ sand mix 1:3, with steel float finish	M <sup>2</sup>	992		-	-
					-	
4.2	Apply two coats white wash and emulsion paint to all internal and external plastered walls	M <sup>2</sup>	992		-	-
					-	
4.3	Laying floor tiles with cement screed 1:2 cement/sand floor screed including 100mm skirting.	M <sup>2</sup>	208		-	-
					-	
					-	
	<b>Subtotal for finishing works</b>				-	-
					-	
<b>5</b>	<b>Doors, Windows,Vents &amp; Services</b>				-	
					-	
5.1	Supply and fix t Timber Panel doors complete with door frame and all necessary ironmongeries, inclusive of door painting to approval	No	11		-	-
					-	
5.2	Supply and fix Alomuniuml windows complete with window projection cup frame and all necessary ironmongeries, inclusive of window painting to approval	No	16		-	-
					-	
5.3	Allow for permanent vents above openings	No	16		-	-
					-	
5.4	Supply and fix approved electrical conduits and accessories inclusive of sockets, switches, light points and set to work	Ls	1		-	-

				-	
5.5	Excavate septic tank of 4mx3x3m, and construction of septic tank complete as directed by the engineer.	Ls	1	-	-
				-	
5.6	Supply and fix approved squatting ceramic toilet complete with flushing cistern and set to work	No	2	-	-
				-	
5.7	Supply and fix wall mounted ceramic wash hand basin complete with all necessary accessories and set to work	No	2	-	-
				-	
5.8	Allow for connection of water supply from elevated water tank to the toilet and 1 water tap per toilet	Ls	1	-	-
				-	
5.9	Allow for connection of drainage system from toilet to septic tank rate to include construction of manholes to approval	Ls	1	-	-
				-	
5.11	Technical Supervisor Engineer	Days	10	-	-
				-	
<b>Subtotal forDoors, Windows, Vents and Services works</b>					-
<b>GRAND TOTAL</b>					<b>\$0.00</b>

This ITB document contains the following:

- ✓ This cover Letter.
- ✓ Section 2: Bid Data sheet.
- ✓ Section 3: HDC Invitation to bid general terms & condition.
- ✓ Section 4: Technical description of the Bid
- ✓ Section 5: Bidding form
- ✓ Section 6: Work Schedule
- ✓ Section 7: Company Profile and Previous Experience
- ✓ Section 8: Bill of Quantities
- ✓ Section 9: Suppliers Ethical Standards Declaration
- ✓ ANNEX A: Technical Drawings

## SECTION 2

### Bid Data Sheet Work Contract

#### 1. BACKGROUND DATA

<b>Contract Name:</b> 1. Constructing of GBV one stop center In, KABASA IDP Doolow. Gedo region	<b>Contract Number:</b> <b>ITB reference: 00923/ 2022/</b>
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#### Submission Manner:

The bidders are requested to send their application within an envelope to HDC Doolow office, The deadline for bid submission of the bid is from **30<sup>th</sup> September 10<sup>th</sup> October - 2022 at 10:00AM**. Companies that submit their quotation after the deadline will not be considered.

#### 2. SCOPE OF WORK

Description of the supply contract
<b>Contract Name:</b> 1. Construction of new <b>GBV-ONESTO CENTRE IN DOOLOW</b> , district Gedo Region Somalia

Please refer to the technical specifications, drawings, and BOQs for more details.

**MAXIMUM TIME-FRAME FOR COMPLETION OF WORKS:** The overall schedule for works for each contract must not be more than 45 days . However, you are expected to prepare a schedule to complete the works.

#### 3. SCHEDULE & DEADLINE FOR SUBMISSION

The deadline for submission of bids is **<10:00 am.>** on the **<10<sup>th</sup> October 2022.>**. Late bids will not be accepted.

	DATE	TIME*
Invitation to Bid release	30 <sup>th</sup> September -2022	1:00 PM
Deadline for request for any clarifications from HDC	5 <sup>th</sup> October-2022	3:00 PM
Last date on which clarifications are issued by HDC	9 <sup>th</sup> October, 2022	3:00 PM



Deadline for submission of tenders (receiving date, not sending date)	10 <sup>th</sup> October, 2022	10:00 AM
Tender opening session by HDC	11 <sup>th</sup> October, 2022	10:00 AM
Notification of award to the successful tenderer	15 <sup>th</sup> October, -2022	12:30 PM
Signature of the contract	19 <sup>th</sup> October-2022	02:00 PM

All times are in the local time of Somalia (+3 GMT)

Please note all dates are provisional dates and HDC reserves the right to modify this schedule.

#### 4. MANNER OF SUBMISSION:

Please submit your bids in accordance with the requirements detailed below:

Complete sealed bid documents with your company's name mentioned on the envelop shall be hand delivered at HDC Doolow office on **10<sup>th</sup> October 2022** at 10:00am.

Tenders will be opened on **11<sup>th</sup> October , 2022 at 10:00 AM** in the presence of the tenderers or their representatives who choose to attend.

#### 5. ASSESSMENT CRITERIA

Award of the contract(s) will be based on the following:

##### Step 1: Administrative compliance check

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 5-9 completed, signed, and stamped.
2. Bidder has included a copy of their valid business license.

##### Step 2: Technical Evaluation

A Technical Evaluation of all bids received will be conducted to shortlisted bidders. Criteria that will be used to evaluate and score the bids are outlined in Section 3, Clause 25

##### Step 3: Financial Evaluation

Price in comparison to HDC established expectation and in comparison, to other bidders of comparable technical quality.

## SECTION 3

### HDC Invitation to bid - General terms & conditions.

#### 1. SCOPE OF BID

1.1 The bid is based on the scope of the assignment as determined in Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.

1.2 The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed.

#### 2. CORRUPT PRACTICES

2.1 Human Development Concern requires Employees, Bidders and Contractors, to observe the HDC's standards of ethics during procurement and the execution of contracts. In pursuit of this,





Human Development Concern defines, for the purposes of this provision, the terms set forth below as follows:

- a) "Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- b) "Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Human Development Concern and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Human Development Concern of the benefits of free and open competition.

In any case where fraud or corruption is identified, HDC will:

- reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract.
- remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list.
- liaise with District Officials to report if fraudulent or corrupt practices are identified.
- terminate works.

2.2 Any communications between a Bidder and the Human Development Concern related to matters of alleged fraud or corruption must be made in writing and addressed to the Executive director in HDC.

### 3. **ELIGIBLE BIDDERS**

3.1 A Bidder shall meet the following criteria to be eligible to participate in HDC procurement of Works:

- (a) the bidder, at the time of bid, is not:
  - (i) insolvent.
  - (ii) in receivership.
  - (iii) bankrupt; or
  - (iv) being wound up
- (b) the bidder's business activities have not been suspended.
- (c) the bidder is not the subject of legal proceedings for any of the circumstances in (b) and
- (d) The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In this case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid.

3.2 A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Human Development Concern regarding this bidding process; or

3.3 A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Human Development Concern.

3.4 HDC reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited to: child labor, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labor.

4 **ONE BID PER BIDDER PER WORK**

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder's participation to be rejected.

5 **COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Human Development Concern shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6 **SITE VISIT**

The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the bid and entering a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense.

8 **INSPECTIONS**

HDC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of HDC, the Donor or any organization or person mandated by it, to premises belonging to HDC or its contractors. The right to access shall include all documents and information necessary to assess or audit the implementation of the contract.

9 **OBTAINING AND COMPLETING BIDDING DOCUMENTS**

8.1 Bidders who did not obtain the Bidding Document directly from the Human Development Concern will be rejected during evaluation. Where a Bidding Document is obtained from the Human Development Concern on a Bidder's behalf, the Bidder's name must be registered with the Human Development Concern at the time of issue.

8.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

## 9 CLARIFICATION OF BIDDING DOCUMENT

prospective Bidder requiring any clarification of the Bidding Document shall contact the Human Development Concern in writing. The Human Development Concern will respond in writing to any request for clarification before the deadline for clarification of bids. The Human Development Concern shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

## 10 AMENDMENT OF BIDDING DOCUMENT

- 10.1 At any time and until 48 hours prior to the deadline for submission of bids, the Human Development Concern may amend or cancel the Bidding Document by informing the bidders in writing.
- 10.2 To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Human Development Concern can, at its discretion, extend the deadline for the submission of bids.

## 11 LANGUAGE OF BID

- 11.1 The bid, as well as all correspondence and documents relating to the bid shall be written in English. Or if required in local language
- 11.2 Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

## 12 DOCUMENTS COMPRISING THE BID

The bid submitted by the Bidder shall comprise the following:

- Signed and stamped Contractor's bidding form in Section 6 and 7.
- Any other information and documents requested in Section 5,6 and 7.
- Tenderers relevant qualification and experience (in Section 7)

- 12.1 All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

## 13 BID PRICE FOR SUPPLY CONTRACT

- 13.1 Bid prices are for the complete quantity of items required; quantity in each category of items cannot be reduced.
- 13.2 Items for which no rate or price is entered by the Bidder will be as not quoted.
- 13.3 Unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
- 13.4 For those bidders who are VAT registered, VAT must be specified.
- 13.5 The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered.

## 14 CURRENCIES OF BID AND PAYMENT

All prices shall be quoted by the Bidder in **US DOLLARS**, unless otherwise stated. Similarly, all payments will be made in **US DOLLARS**.

## 15 BID VALIDITY

- 15.1 Bids shall remain valid for a period of 90 calendar days after the date of the bid submission.

deadline as prescribed by Human Development Concern. A bid valid for a shorter period shall be rejected as non-compliant.

15.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Human Development Concern may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.

#### 16 **ALTERNATIVE BIDS**

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in the BDS.

#### 17 **FORMAT AND SIGNING OF BID**

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

#### 18 **SEALING AND MARKING OF THE BID**

18.1 The Bidder shall enclose the bid for each contract in an plain envelope securely sealed

18.2 The envelopes shall:

- (a) be addressed to the Logistics Office, Human Development Concern, in the location specified in the Bid Data Sheet
- (b) bear the Contract number.
- (c) no other markings should be on the envelope.

18.3 If all envelopes are not sealed and marked as required, the Human Development Concern will reject the bid

#### 19 **DEADLINE FOR SUBMISSION OF BIDS**

Bids must be received by the Human Development Concern at the address given and no later than the date and time indicated in the Bid Data Sheet.

#### 20 **LATE BIDS**

The Human Development Concern shall not consider any bid that arrives after the deadline for submission as stipulated in the Bid Data Sheet. Any bid received by the Human Development Concern after the deadline for submission of bids shall be declared late and rejected.

#### 21 **WITHDRAWAL AND REPLACEMENT OF BIDS**

21.1 A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:

- (a) submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked "WITHDRAWAL" or "REPLACEMENT" and
- (b) received by the Human Development Concern prior to the deadline for submission of bids, in accordance with the Bid Data Sheet

21.2 After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.

## 22 **CONFIDENTIALITY**

22.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.

22.2 Any effort by a Bidder to influence the Human Development Concern in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

22.3 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Human Development Concern on any matter related to the bidding process, it should do so in writing.

## 23 **CLARIFICATION OF BIDS**

Human Development Concern may, at its discretion, ask any Bidder for a clarification of its Bid. The Human Development Concern's request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Human Development Concern shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

## 24 **BID VALIDATION**

24.1 The Human Development Concern's determination of a Bid's validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid

24.2 A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect.

24.3 the scope, quality, or performance of the Works specified in the Contract; or

24.4 limits in any substantial way, the Human Development Concern's rights or the Bidder's obligations under the Contract

## **EVALUATION OF BIDS (WORK CONTRACT)**

HDC will evaluate the bids based on criteria it may use, include, but are not limited to the following:

- Valid license from Federal Somali- Authority or Jubal and
- Valid Tax Clearance Certificate from Ministry of Finance, Federal or jubaland
- Delivery Time (detailed Work schedule)
- Company's track record of similar works - Please attach awarded contract, PO or certificate of completion as an evidence.
- Fair Price in comparison HDC's established rate
- Updated and relevant company profile.
- Current bank account statement with stamped this to show whether the company is financially capacitate for pre-financing.
- Company's plant equipment and technical staff names
- Bid validity period (preferably 90 days)

HDC reserves the right to make an award based solely on the quotations received, to modify the requirements prior to awarding, or to negotiate further with one or more suppliers. HDC reserves the right to award a contract to the supplier who, in their sole opinion, provides the best combination of cost and quality benefits.

Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require HDC to verify the identity of the bidder prior to financial transactions. HDC reserves the right to use online screening tools to check the bidder's record with regards to their possible involvement in illegal or unethical practices.

In case of two contractors being scored the same in the evaluation, the one with the highest technical ranking will be awarded the contract.

HDC reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted

## 25 **AWARD PROCEDURE**

- 25.1 The Human Development Concern shall award the Contract in writing, with an Award Letter, to the Bidder whose offer has been determined to be the best before the end of the bid validity period.
- 25.2 Any bidder who has not been awarded a contract will be notified in writing.
- 25.3 Until a formal contract is prepared and executed, the award letter shall constitute a binding agreement between the bidder and HDC.
- 25.4 The Award Letter will state the sum that the Human Development Concern will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
- 25.5 The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.

## 26 **SIGNING OF CONTRACT**

- 28.1 Upon receipt of the Letter of Acceptance, the Human Development Concern shall call the successful Bidder to sign the Contract.
- 28.2 Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Human Development Concern.

## **SECTION 4**

### **WORKS CONTRACT - Technical description of the bid**

The drawings can be found in the attached file; kindly refer them.

## **SECTION 5: BIDDING FORM**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

**1. Bidder's general business details**

**a) General information**

<b>Company name:</b>	
<b>Any other trading names of company:</b>	
<b>Registered name of company (if different):</b>	
<b>Nature of primary business/trade:</b>	
<b>Primary contact name:</b>	
<b>Job title:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Registered Address:</b>	
<b>Business licence number:</b>	
<b>Country of registration</b>	
<b>Registration date:</b>	
<b>Expiry date:</b>	
<b>Legal status of company (eg. partnership, private limited company, etc.)</b>	

**b) Owners/Managers**

Please fill in the below table with the full names and the year of birth of the company's owner(s) and manager(s)\*:

<b>Full name</b>	<b>Year of birth</b>

*\* Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions.*

**c) Employees**

Please list the employees who would be involved with HDC in the event of contract award:

<b>Employee name</b>	<b>Job title</b>	<b>Role on HDC project</b>	<b>Phone</b>	<b>Email</b>
1.				
2.				
3.				
...				

**d) Company bank account details:**

Beneficiary name: .....

Beneficiary account no.: .....

Beneficiary Bank: .....

Bank branch: .....

Bank address: .....

## 2. References

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Please provide details of at least 2 client references whom HDC may contact, preferably from NGOs and UN agencies, for similar related works:

Client/company name	Contact person	Phone	Email	Contract details (works, location, size, value, etc)
1.				
2.				
3.				
4.				

## 3. Equipment

Please provide details of any relevant machinery/equipment/vehicles owned by the company that would potentially be used for construction: (do not mention rented items):

Type of machinery/ equipment/ vehicles	Quantity
1.	
2.	
3.	
4.	
5.	

## 4. Defects Liability/Guarantee Period

HDC is seeking suppliers who can guarantee the works for 3 months as HDC withheld 10% of the contract value bank guarantee on each purchase order. In the event of contract award, please be informed you are obliged to accept the HDC's retention period for all construction works.

## 5. Bid Validity

Please confirm the validity period of your bid offer in the bellow table (in calendar days):

--

## 6. Confirmation of Bidder's compliance

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The following documents are included in our **Bid**: (please indicate which documents are included by ticking the boxes below).

Documents	included
Section 5: Bidding form; completed, signed, and stamped	<input type="checkbox"/>
Section 6: Work Schedule; completed, signed, and stamped	<input type="checkbox"/>
Section 7: Company Profile and Previous Experience; completed, signed, and stamped	<input type="checkbox"/>
Section 8: Pricing Proposal; completed, signed, and stamped	<input type="checkbox"/>
Section 9: Supplier's ethical standards declaration; completed, signed, and stamped	<input type="checkbox"/>
Copy of valid business licence	<input type="checkbox"/>

We understand that HDC is not bound to accept the lowest, or indeed any bid, received.





We agree that HDC may verify the information provided in this form itself or through a third party as it may deem necessary.

**We confirm that HDC may in its consideration of our offer, and subsequently, rely on the statements made herein.**

Name of Signatory:	Tel N°:
Title of Signatory:	Name of Company:
Signature & stamp:	Date of Signing:
	Address:

## SECTION 6

### Work Schedule

Attach the work schedule here:

Schedule to include:

- 1- Duration of each sub-activity
- 2- Total duration of the works



3. Detailed list of proposed **Personnel/Manpower** involved in the activities (e.g. engineers, site supervisors, foremen, masons, carpenters, plumbers, unskilled labors, etc.) with an estimate of the total man-day completed by each of the skills.

The Submission of the Manpower shall follow the below simple format:

#	Proposed Personnel/Manpower	# of workers allocated to this project
1		
2		
3		
4		
...		

**NOTE:** The list shouldn't be limited to this Form in regard to the number of proposed Key Personnel. A comprehensive list must be submitted adapting the Form to the necessary rows.

## SECTION 7



### COMPANY PROFILE AND PREVIOUS EXPERIENCE

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience Table** listing the work or contracts undertaken in the past 5 years similar to the works required under this contract.
3. Submit **evidence of previous experience** in form of Contracts, Completion Certificates, Handover Documents etc.

#	Name of Project / Type of work	Total value of the performed works ( ....)	Duration of the works contract	Starting date	Ending date	Contracting Authority and Place
1						
2						
3						

**NOTE:** The list shouldn't be limited to this Form regarding the number of works reported. A comprehensive list of the last 5 years' experience must be submitted adapting the Form to the necessary rows.

HDC may conduct reference checks for previous contracts completed.

<b>Prepared by:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Stamp:</b>	

**SECTION 8**  
**BILL OF QUANTITIES**  
**SEE ATTACHED BOQs and designs.**

**NOTE:** In case of discrepancy between BoQs and Drawings, the BoQs will prevail. In case of discrepancy between drawings, the one at larger scale will prevail.

**SEE ATTACHED THE BOQ**

**SECTION 9**  
**SUPPLIER'S ETHICAL STANDARDS DECLARATION**

HDC as a humanitarian organization expects its suppliers and contractors to have high ethical standards. Any organization supplying goods to HDC valued at over 10,000 USD (or equivalent) in one year must sign this declaration. This declaration will be kept on file for a period of 5 years and should be updated every year or more often as appropriate.

HDC staff may perform spot checks to verify that these standards are adhered to. Should HDC deem that the supplier fails to meet, or is not taking appropriate steps to meet, these standards, all contracts, and agreements with HDC may be terminated.

Anyone doing business with Human Development Concern shall as a minimum.

1. Comply with all laws and regulations in effect in the country or countries of business.
2. Meet the ethical standards as listed below; or
3. Positively agree to the standards and be willing to implement changes in their organization.

**1. Anti-corruption and supplier's compliance with laws and regulations:**

- 1.1. The supplier confirms that it is not involved in any form of corruption.
- 1.2. Where any potential conflict of interest exists between the supplier or any of the supplier's staff members with any HDC staff member, the supplier shall notify HDC in writing of the potential conflict. HDC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
- 1.3. The supplier will immediately notify senior HDC management if exposed for alleged corruption by representatives of HDC.
- 1.4. The supplier shall be registered with the relevant government authority with regard to taxation.
- 1.5. The supplier shall pay taxes according to all applicable national laws and regulations.
- 1.6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.

**2. Conditions related to the employees:**

- 2.1. No workers in our company will be forced, bonded or involuntary prison workers.
- 2.2. Workers shall not be required to lodge "deposits" or identity papers with their employer and shall be free to leave their employer after reasonable notice.
- 2.3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.

- 2.5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child's opportunity to complete his/ her education.
- 2.6. There shall be no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 2.7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behavior, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- 2.8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
- 2.9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 2.10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
- 2.11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
- 2.12. Workers shall be provided with at least one day off for every 7 day period.
- 2.13. All workers are entitled to a contract of employment that shall be written in a language they understand.
- 2.14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
- 2.15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 2.16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
- 2.17. No Deductions from wages shall be made as a disciplinary measure.

**3. Environmental conditions:**

- 3.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 3.2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
- 3.3. National and international environmental legislation and regulations shall be respected.
- 3.4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

We, the undersigned verify that we are in compliance with all applicable laws and regulations and meet the ethical standards as listed above, or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

DATE: \_\_\_\_\_

NAME OF SUPPLIER/COMPANY: \_\_\_\_\_

NAME OF REPRESENTATIVE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY STAMP: \_\_\_\_\_

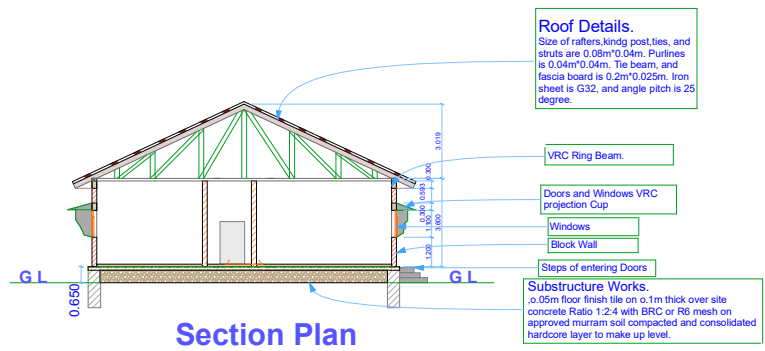


# Construction Of DOOLOW GBV One Center.

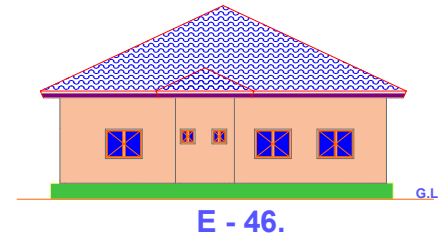
## Introduction.

**Table Contents: This Construction Drawing Plans consists of as following bellow:**

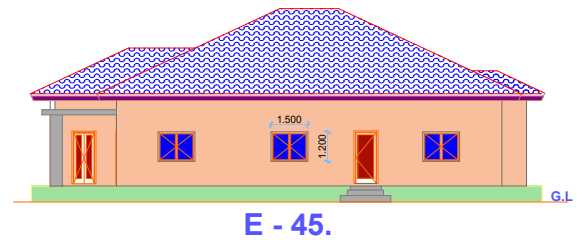
- a. Page 1: All Plans
- b. Page 2: Floor Plan
- c. Page 3: Roof Plan.
- d. Page 4: Section Plan.
- e. Page 5: Left Elevation Plan.
- f. Page 6: Front Elevation Plan.
- g. Page 7: Right Elevation Plan.
- h. Page 8: Back Elevation Plan.
- i. Page 9: Ending.



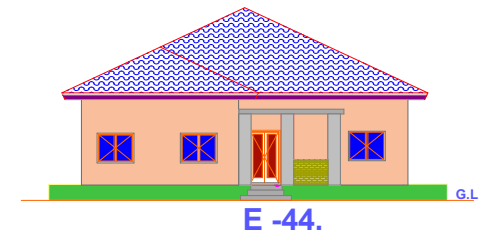
**Section Plan**



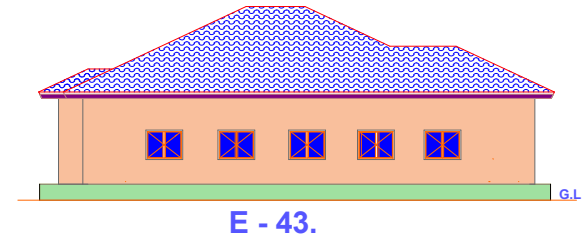
**E - 46.**



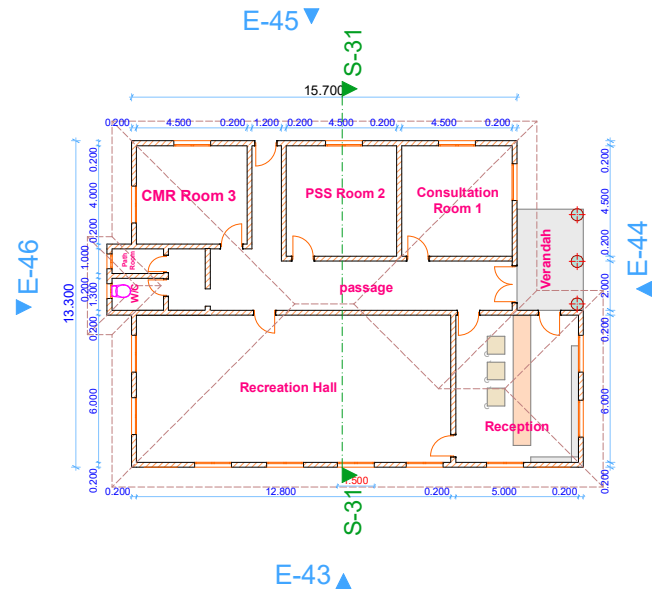
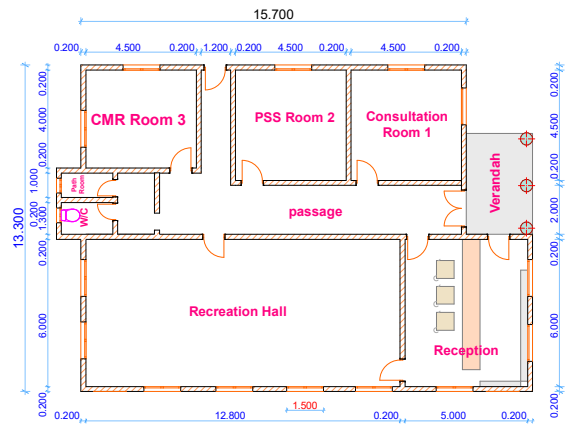
**E - 45.**



**E -44.**



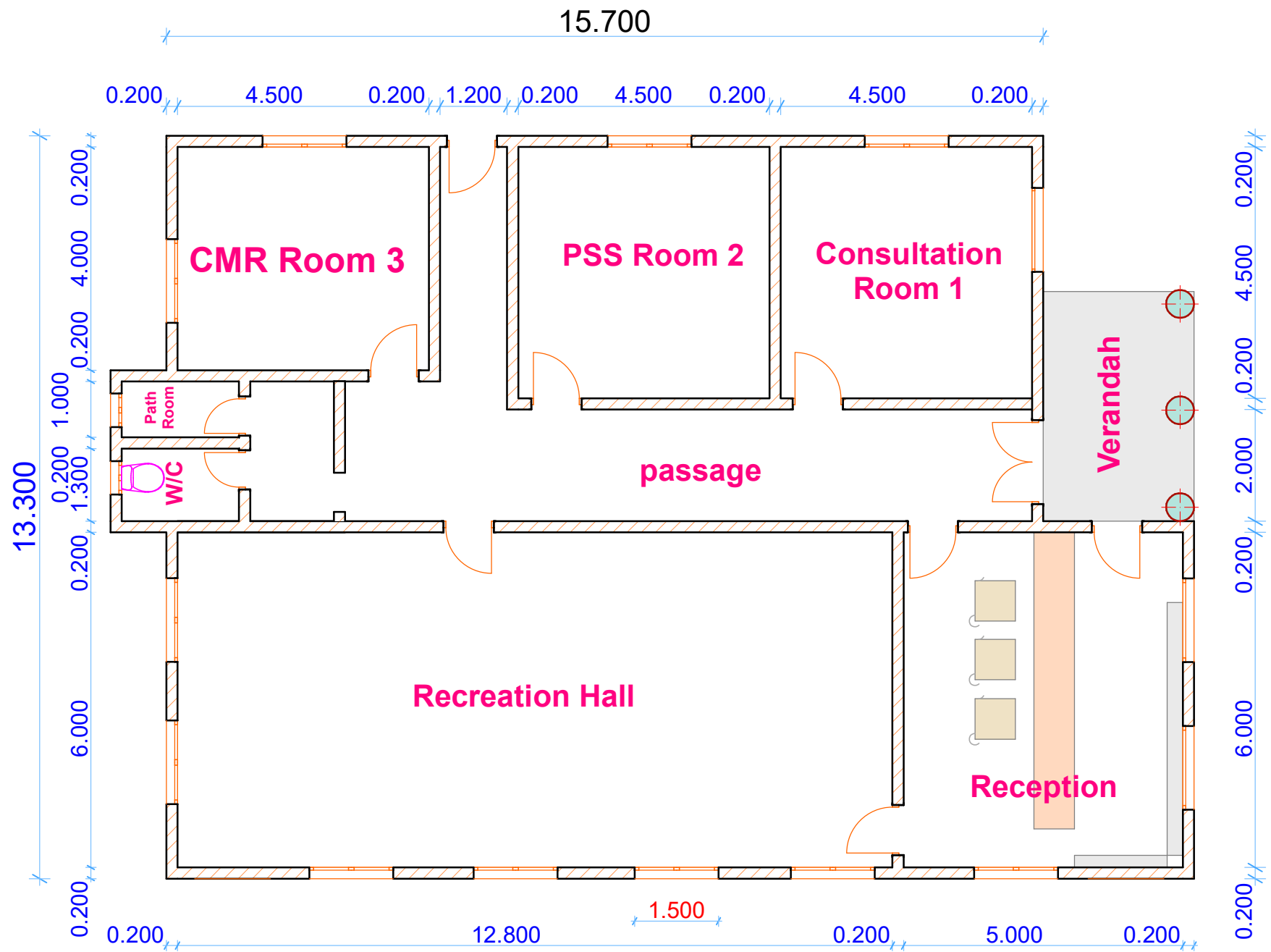
**E - 43.**



**Proposed: Construction  
Of GBV Center.**

**Drawn By: Eng. Abdirashid  
Drawn By: -----**

**Plan:All Plans.**

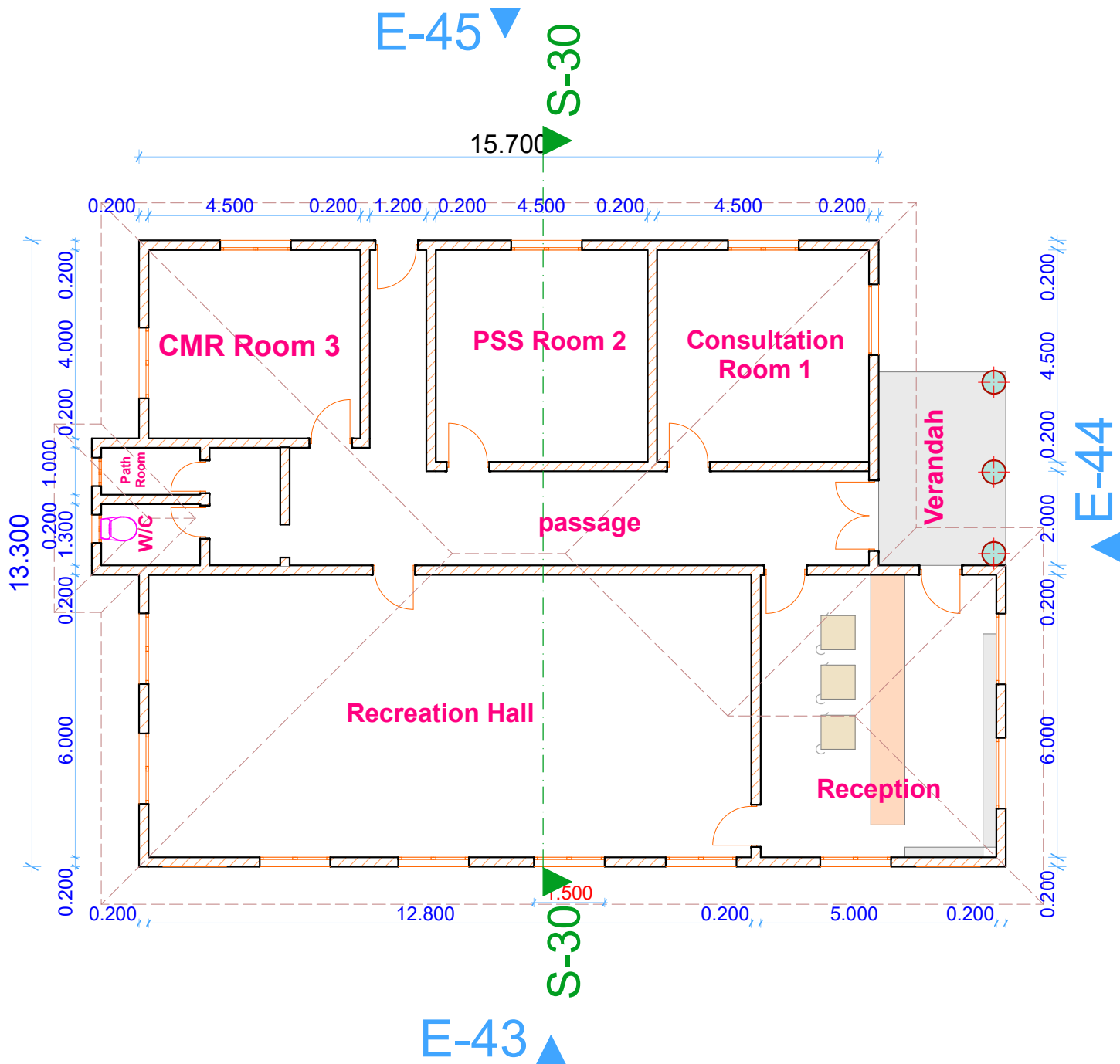


**Proposed: Construction Of  
GBV Center.**

**Drawn By: Eng. Abdirashid.  
Checked By: -----.**

**Plan : Floor Plan.**

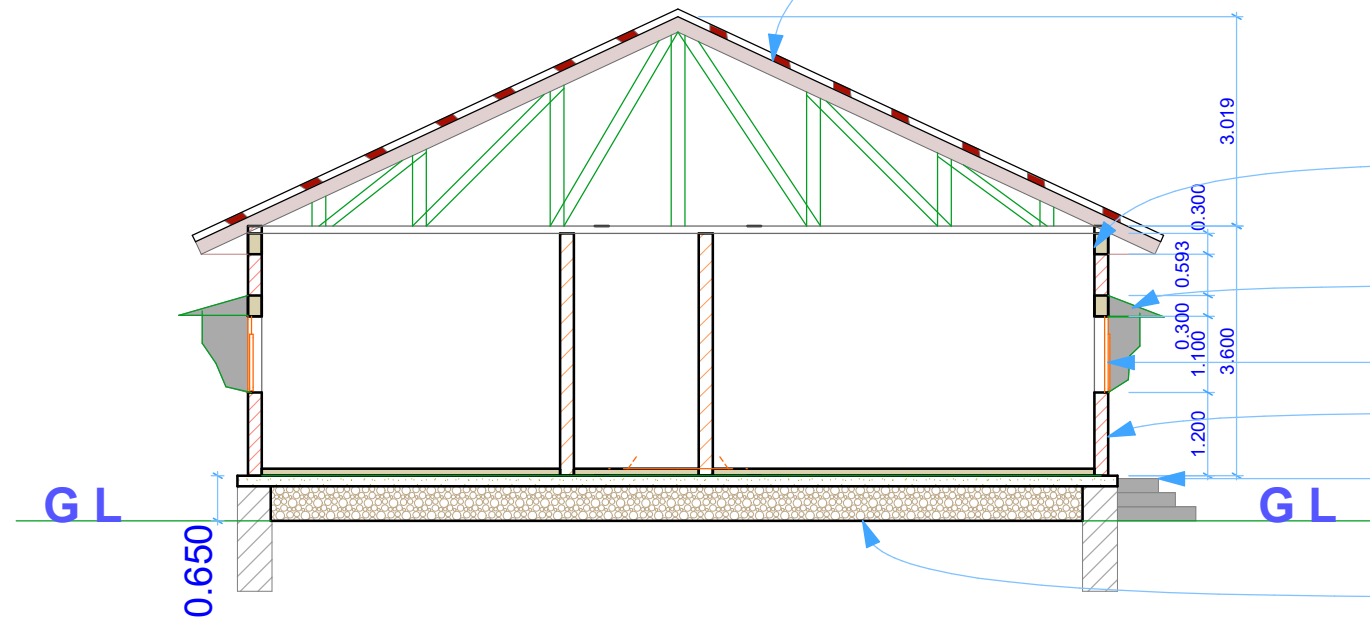
▼ E-46



Proposed: Construction Of GBV Center.

Drawn By: Eng. Abdirashid.  
Checked By: .....

Plan : Roof Plan .



### Roof Details.

Size of rafters, kindg post, ties, and struts are 0.08m\*0.04m. Purlines is 0.04m\*0.04m. Tie beam, and fascia board is 0.2m\*0.025m. Iron sheet is G28, and angle pitch is 25 degree.

VRC Ring Beam.

Doors and Windows VRC projection Cup

Windows

Block Wall

Steps of entering Doors

### Substructure Works.

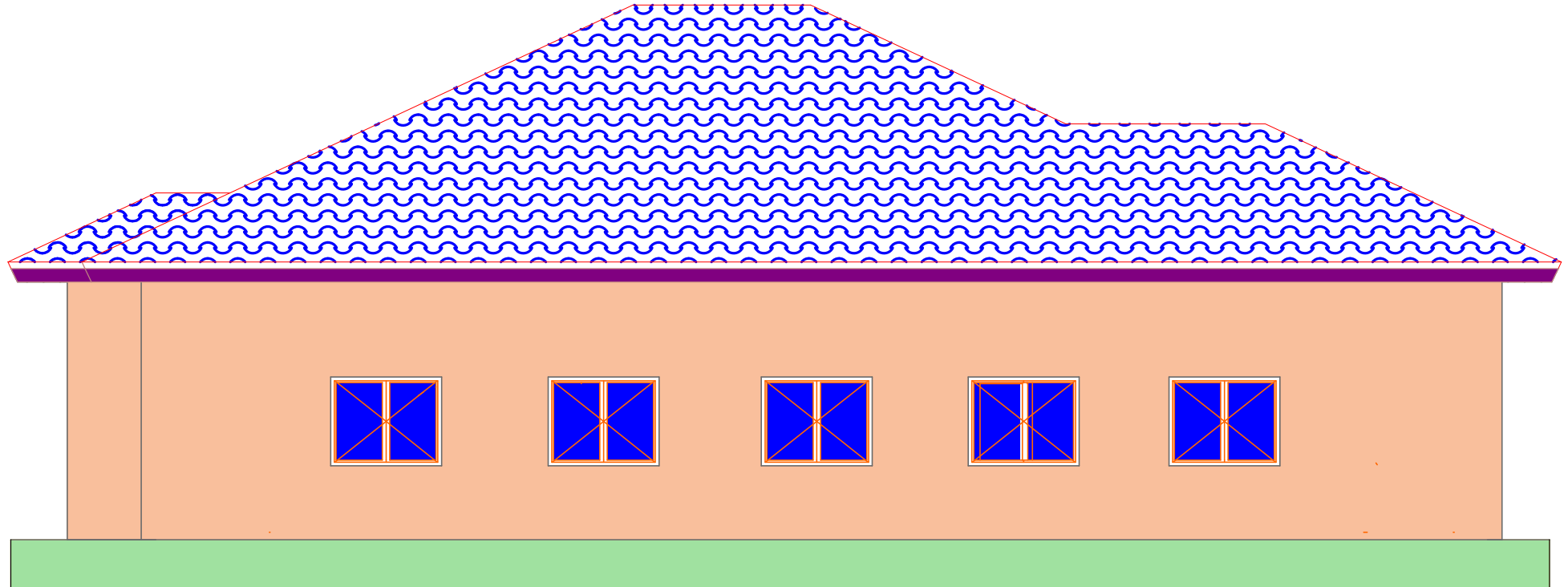
,o.05m floor finish tile on o.1m thick over site concrete Ratio 1:2:4 with BRC or R6 mesh on approved murrum soil compacted and consolidated hardcore layer to make up level.

# Section Plan

Proposed: Construction Of GBV Center.

Drawn By: Eng. Abdirashid.  
Checked By: .....

Plan : Section Plan.

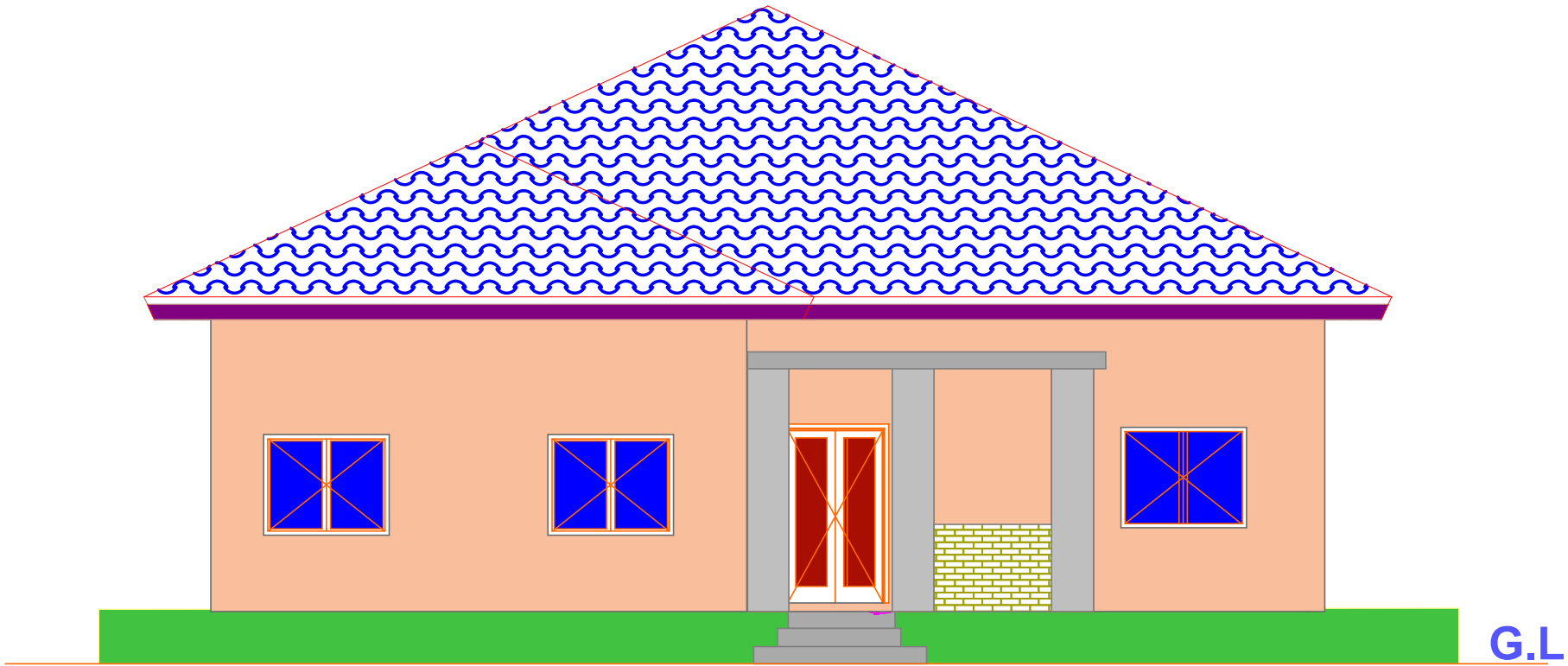


# E - 43.

**Proposed: Construction Of  
GBV Center.**

**Drawn By: Eng. Abdirashid.  
Checked By: -----.**

**Plan : Elevation 35.**

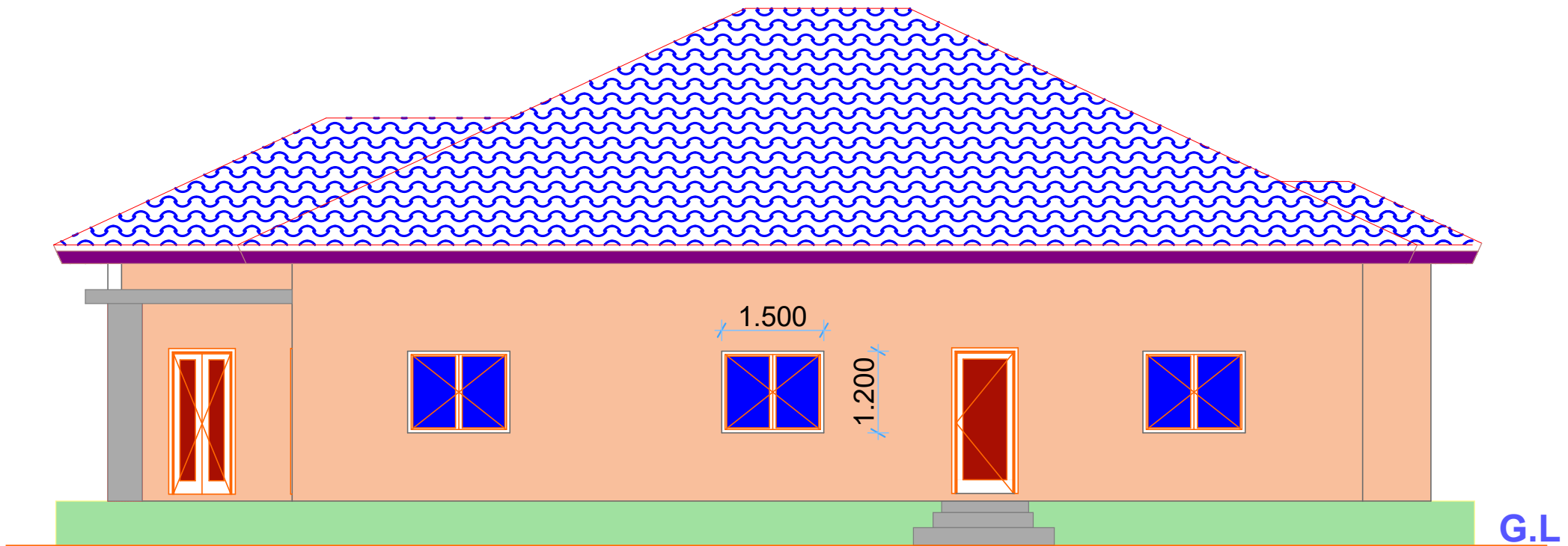


**E -44.**

**Proposed: Construction Of  
GBV Center.**

**Drawn By: Eng. Abdirashid.  
Checked By: -----**

**Plan : Elevation 36.**



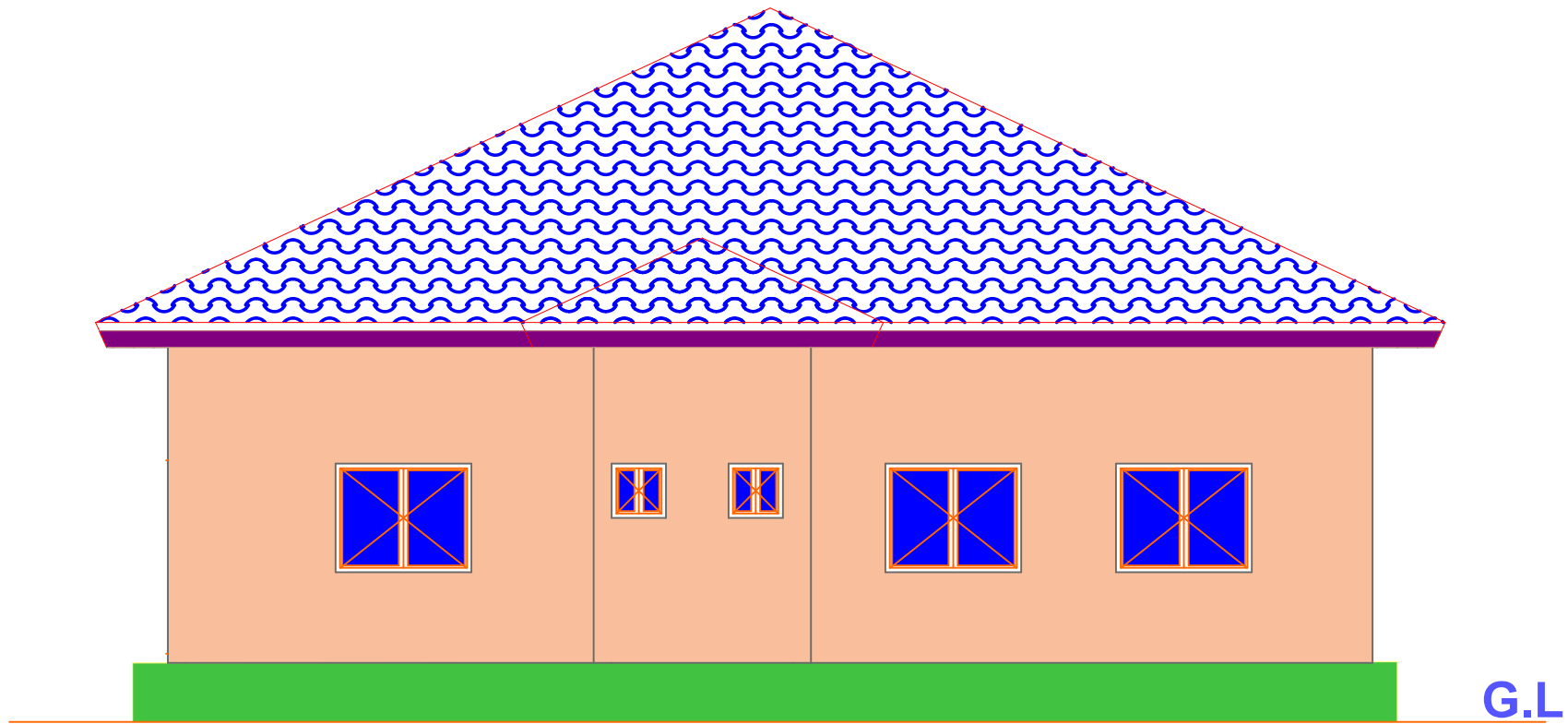
**E - 45.**

**Proposed: Construction Of  
GBV Center.**

**Drawn By: Eng. Abdirashid.  
Checked By: -----.**

**Plan : Elevation 37.**





**E - 46.**

**Proposed: Construction Of  
GBV Center.**

**Drawn By: Eng. Abdirashid.  
Checked By: -----**

**Plan : Elevation 38.**