

Annex 4

**INVITATION TO TENDER**

11/07/2018

Tender Reference no.	FCA-REHABILITATION WORKS-2018P9
Title	REHABILITATION WORKS
Contracting Authority	Finn Church Aid (FCA) – South Sudan
Deadline for submission of bids	24 <sup>th</sup> July 2018 at 4:00pm
Location for tender opening	FCA Office in Juba Na Bari, Behind Mindan Rembo

FCA is launching a “Tender”– sealed bids” and invites potential construction companies to carry out renovation of Juba Technical Secondary School.

Juba Technical Secondary School is one of the few functional specialized technical schools under the Ministry of General Education and Instruction in South Sudan. The School is Located in Former Central Equatorial State, Juba City Council, Buluk Quarter Council. In 2015, Part of the school structure was burnt including the entire boy’s dormitory, kitchen complex, and lavatories.

It is on this background that FCA seeks a contractor to rehabilitate the destroyed facility through the funding from the European Union Development Cooperation. FCA is implementing an EU funded 3 years project “Strengthening civil society and enhancing technical and vocational education and training (TVET) for youth employment in South Sudan”, in a joint consortium with Norwegian Refugee Council, BBC-Media Action, Nile Hope, ACROSS and VOSDO in South Sudan

Therefore, the renovation works will be part of the project activity to renovate the dormitory and kitchen complex for Juba technical school as a result of the roof that was burnt by fire.

ITEM / LOT	DESCRIPTION	QUANTITY
1.	• Rehabilitation of Juba Technical Secondary School (Including construction material, labour and material transport cost)	Blocks
a.	• Preliminaries (Site assesement)	1
b.	• Civil works (Super structure, Roofing, ceiling, windows, doors and finishes)	1 structure
c.	• Plumbing, drainange and water supply system	1 structure
d.	• Electrical installations	1 structure

**ITEM/LOT:**

- Civil Works - Rehabilitation of Juba Technical Secondary School. (Pictures of the buildings are attached)**

**Bill of Quantities**

S/N	Description of Work	Quantity	Unit	Rate in USD	Total Amount	Remarks
a.	Preliminaries					
1	Site investigation and setting out	1	item	N/A	N/A	N/A
2	Testing of materials and samples	1	item	N/A	N/A	N/A
3	Tools, plant and scaffolding	1	item	N/A	N/A	N/A
4	Site office and store	1	item	N/A	N/A	N/A
5	Water for the rehabilitation works	1	item			
6	Site security	1	item			
7	Hoarding	1	item			
8	Signboards	1	item			
9	Removing rubbish and site clearance	1	item			
b.	<b>CIVIL WORKS</b>					
	<b>Walling:</b>					
1.01	Remove existing two courses of burnt block on the entire building block and dispose off from site. Hollow concrete block walling on non load bearing walls in cement and sand mortar 1:3 mix, laid in suitable bond, with 6mm $\varnothing$ bars mild steel strips laid horizontally every alternate course.	104.6	m <sup>2</sup>			
1.02	200mm thick walling	104.6	m <sup>2</sup>			
	TOTAL ELEMENT No. 1/2 SUPER STRUCTURE WALL TO SUMMARY					
2	<b>ELEMENT NO. 2/2: ROOF CONSTRUCTION</b>					
	<b>TIMBER STRUCTURE</b> ( Rates should include nails and hoop iron for all joints. Apply creosote or other approved wood preservative on the timber surfaces in two coats) <b>Sawn cypress pressure impregnated with preservative:-</b>					
2.01	50 x 75mm Purlins	814	m			
2.02	50 x 100mm Struts/ties	656	m			

2.03	50 x 100mm Valley	56	m			
2.04	50 x 100mm Ridge	256	m			
2.05	50 x 150mm Tie beam	316	m			
2.06	50 x 150mm Rafters/Principal Rafters	412	m			
2.07	100 x 75mm Wall Plate	264	m			
<b>ROOF CLADDING (Including galvanised roofing nails)</b>						
2.08	Supply & fix gauge 28 pre-painted Super V profile roofing sheets ( 0.5mm ) of approved colour (Green). Fix all roof cladding with approved Galvanized Roofing Nails complete with rubber washers.	661	m <sup>2</sup>			
2.09	28 Gauge (pre-coated) roll top ridge capping.	128	m			
2.10	Ditto, but plain Valley Piece 1000mm girth	28	m			
<b>EAVES</b>						
2.11	25 x 225mm Wrot Cypress in fascia and verge boards	240	m			
2.12	Knot, prime, stop and apply three coats of gloss oil paint to wood fascia 200-300mm girth.	240	m			
<b>TOTAL ELEMENT No. 2/2 WINDOWS TO SUMMARY</b>						
<b>ELEMENT NO. 3/2: CEILING CONSTRUCTION Pressure impregnated sawn Cypress/pines</b>						
3.01	100 x 50 mm brandering and joists in ceiling at 600mm c/c	2060	m			
3.02	100 x 50 mm Struts and ties in the ceiling	360	m			
3.03	30mm thick ceiling plaster boarding using 1:2 mix cement and sand light weight concrete reinforced with expanded metal lath <b>(INCLUSIVE)</b> nailed to tension	496.2	m <sup>2</sup>			
3.04	200 wide, 20mm thick 1:3 mix cement and sand ceiling cornice finished smooth	304	m			
3.05	Prepare and apply three coats of emulsion paint on plastered ceiling	496.2	m <sup>2</sup>			
<b>TOTAL ELEMENT NO. 3/2 CEILING CONSTRUCTION TO SUMMARY</b>						

	<p><b>ELEMENT No. 4/2 WINDOWS</b></p> <p>1. All windows are Purpose made steel casement windows manufactured from strong z sections: All steel scetions to windows have not been affected by fire. Only minor welding required to some sections of some windows.</p> <p>2. All ironmongery comprising approved hinges, stays, fasteners to opening lights have been removed from site and require replacement.</p> <p>3. All Glazing to windows have been destroyed and require replacement.</p>					
	<p><b>IRON MONGERY</b></p> <p>Supply and fix windows with the follwing iron mongery:</p>					
4.01	200mm long stays (England or approved equivalent).	45	pcs			
4.02	Fasteners (BS or approved equivalent).	45	pcs			
	<p><b>GLAZING</b></p>					
4.03	5mm thick ordinary quality clear sheet glazing to window using approved putty in panes not exceeding 0.5m <sup>2</sup>	52	m <sup>2</sup>			
	<p><b>PAINTING</b></p> <p>Prepare, prime and apply one undercoat in red oxide and two finishing coats of gloss oil paint of approved colour to all metal surfaces as per the:</p>					
4.04	1450 x 1450 mm	33	pcs			
4.05	1450 x 1.05mm	3	pcs			
4.06	510 x 700 mm toilet windows	22	pcs			
	<p><b>TOTAL ELEMENT NO. 4/2 WINDOWS TO SUMMARY</b></p>					
	<p><b>ELEMENT No. 5/2 DOORS</b></p> <p>1. All existing doors are solid steel door comprising 142 x 46 x 1.5mm thick door frames 60 x 40 x 1.5mm RHS shutter frame with 5mm thick glazing with clear glass panes complete with permanent vents over at 400mm height including bolts, hinges and mortice locks to detail. All steel scetions to doors have not been affected by fire. Only minor welding required to some sections of some doors.</p> <p>2. All locks to doors have been destroyed and require replacement.</p>					
5.01	5mm thick ordinary quality clear sheet glazing to Doors using approved putty in panes not exceeding 0.3m <sup>2</sup>	15.00	m <sup>2</sup>			
	<p><b>LOCKS</b></p> <p>Locks to include a set of 3 keys (price of locks to be inclusive of handles</p>					
5.02	3 lever steel door lock complete lever furniture	15.00	pcs			
5.03	38mm Ø rubber door stop	27.00	pcs			
	<p><b>PAINTING</b></p>					

5.04	Prepare, prime and apply one undercoat in red oxide and two finishing coats of gloss oil paint of approved colour to all metal surfaces	15.00	pcs			
<b>TOTAL ELEMENT NO. 5/2 DOORS TO SUMMARY</b>						
<b>ELEMENT No. 6/2 FINISHES (EXTERNAL WALL FINISHES) External cement and sand (1:4) render: steel trowelled: on all repaired masonry or concrete:</b>						
6.01	Repair all minor cracks on walls and scab off old paint on all surfaces before applying new paint on walls Externally. Prepare surfaces: apply one undercoat and two finishing coats weather guard emulsion paint as "Plascon" or other equal and approved: on steel trowelled plaster: to	461.4	m <sup>2</sup>			
6.02	External Walls and concrete surfaces	461.4	m <sup>2</sup>			
<b>INTERNAL WALL FINISHES Internal cement and sand (1:4) plaster: steel trowelled and steel float finishing : on repaired masonry or concrete:</b>						
6.03	Repair all minor cracks on walls and scab off old paint on all surfaces before applying new paint on walls internally. <b>Prepare surfaces: apply one undercoat and two coats soft white silky vinyl emulsion paint as "sadolin" or other equal and approved: on steel trowelled plaster: to</b>	772.1	m <sup>2</sup>			
6.04	Plastered wall surfaces	772.1	m <sup>2</sup>			
<b>INTERNAL FLOOR FINISH Cement and sand (1:4) screeds and pavings : steel/wood trowel finish : laid on concrete</b>						
6.05	Cut, scab off and remove from site all existing floor screed; prepare floor slab ready to receive new cement-sand screed.	496.2	m <sup>2</sup>			
6.06	25mm floor screed finish trowelled hard and smooth with a steel float.	496.2	m <sup>2</sup>			
<b>Ceramic Tile Paving Remove all</b>						
6.07	300 x 300 x 15mm thick non slippery bath room CERAMIC floor tiles fixed to	61.6	m <sup>2</sup>			

	floor screed bed with approved adhesive and pointed in white cement or as required					
6.07	200 x 300 x 15mm thick bathroom CERAMIC wall tiles fixed to bathroom walls with approved adhesive and pointed in white cement or as required	132.3	m <sup>2</sup>			
<b>APRON FLOOR FINISH</b>						
6.08	Cut, scab off and remove from site all existing floor screed; prepare floor slab ready to receive new cement-sand screed.	82.7	m <sup>2</sup>			
6.09	25mm apron floor screed finish trowelled hard and smooth with a steel float.	82.7	m <sup>2</sup>			
<b>TOTAL ELEMENT NO. 6/2 FINISHES TO SUMMARY</b>						
<b>BILL No. -3- PLUMBING, DRAINAGE AND WATER SUPPLY SYSTEM</b>						
<b>ELEMENT No. 1/3 SANITARY FITTINGS:</b> <b>All sanitary fittings have been burnt and new installation required.</b> <b>Water supply to the building. Supply, install, connect and set to work the following, all as described in the specifications and Drawings</b>						
1.01	White Vitreous SQUAT WC pan with bottom outlet as ARMITAGE SHANKS, TIFFANY CC C60 S3090 (154702Y), complete with low level 9.0 litre cistern with internal flow S3900 (17730AA), Plastic outlet connector S4325 (90190T8), and all accessories.	14	pcs			
1.02	White Resin Stone, Streamline Shower tray 80cm x 80cm with 2 upstands as ARMITAGE SHANKS, STREAMLINE S5542, with chrome plated top access waste and re-sealing trap assembly L6850AA, complete with 100mm diameter chrome plated shower rose S9335AA (6694A00CP), chrome mixer tap and pipe, with additional 12mm standby tap, and all accessories.	12	pcs			
1.03	White Vitreous urinal system complete with all accessories	4	pcs			
1.04	60cm Acrylic Towel Rail with brackets, as ARMITAGE SHANKS MAYFAIR S5014 (20811TR) or equal approved	6	pcs			

1.05	Screw to wall Semi-recessed toilet roll holder 15cm x 15cm as ARMITAGE SHANKS, MAYFAIR RECESSED S5004 (2053100) or equal approved	14	pcs			
1.06	Polished mirror plate, bevelled edge 600 x 450 x 6mm.	8	pcs			
<b>SUB TOTAL ELEMENT NO. 1/3 SANITARY FITTINGS TO SUMMARY:</b>						
<b>ELEMENT No. 2/3 INTERNAL DRAINAGE</b> All internal pipe network to appliances and fittings have been affected by fire and therefore replacement is required						
2.01	Allow for chiesling and cutting through walls for pipe work	1	item			
2.02	38mm PVC heavy gauge pipes complete with bends and all accessories for WHBs, sinks, in floor, walls, up to manholes/Gully Trap .	144	m			
2.03	50mm PVC heavy gauge pipes complete with bends and all accessories for Showers, in floor, walls, up to manholes/Gully Trap.	96	m			
2.04	110mm PVC heavy gauge pipes complete with bends and all accessories for WCs, in floor, walls, up to manholes/Gully Trap.	72	m			
<b>SUB TOTAL ELEMENT No. 2/3 INTERNAL DRAINAGE:</b>						
<b>ELEMENT No. 3/3 EXTERNAL DRAINAGE</b> All 110mm PVC heavy gauge Pipework buried in the ground to a fall of 1:60 complete with excavations, bedding, backfilling and all accessories have not been affected by fire, therefore, external piping system is in good working order.						
	<b>Septic Tank:</b> The two existing septic tanks are in good working conditions except the covers to the inspection holes that needs replacement. Allow for cleaning of the septic tank to restore its original shape	1	item			
<b>Soak away pit:</b> The soak away pits has not been used since its construction therefore are both in good working conditions.						
<b>Manholes:</b> All manhole 550 x 550mm in masonry blockwork are not affected and have been rendered smooth inside and completed with benching, heavy duty manhole cover made out of concrete and all accessories. All concrete manhole covers to manholes and inspection chambers require replacement.						
<b>Supply and fit heavy guage man hole covers:</b> <b>Supply and fit heavy guage man hole covers:</b>						
	550x550mm	25	pcs			

	650x800mm	2	pcs			
	<b>Supply and fix the following fittings and pipes</b>					
	110mm Ø uPVC soil and vent pipe with and including wire balloon grating	4	pcs			
	Gulley trap 110mm Ø	4	pcs			
	Floor trap 4ways 110mm Ø x50mm Ø	4	pcs			
	<b>SUBTOTAL ELEMENT No. 3/3 EXTERNAL DRAINAGE:</b>					
	<b>BILL No. - 4 - ELECTRICAL INSTALLATION ELEMENT No. 1/4 INSTALLATION PHASE ONE:</b>					
1	Allow for chiesling and cutting through walls	1	item			
	<b>Supply and fix the following pipes and fittings:</b>					
2	Distribution board 3 phsae 8 ways	1	pc			
3	Change over switch 100A	1	pc			
4	MK box single metallic	24	pcs			
5	MK box double metallic	18	pcs			
6	Conduits 20mm Ø PVC pipe	280	lm			
7	Conduits 25mm Ø PVC pipe	120	lm			
8	Circular box 20mm Ø PVC	25	pcs			
9	Circular box 25mm Ø PVC	25	pcs			
10	Coplours 20mm Ø PVC	35	pcs			
11	Bend 20mm Ø PVC	35	pcs			
12	Bend 25mm Ø PVC	15	pcs			
13	Conduit 32mm Ø PVC pipe	30	lm			
14	Bend 32mm Ø PVC	6	pcs			
15	Adaptor box 150x150x70mm PVC	1	pcs			
16	Fan hook	18	pcs			



17	PCV cement	2	kg			
18	Salt cristals	40	kg			
19	Earth electrode pure copper	2	pcs			
20	Earth lead 16mm <sup>2</sup> yellow/green	16	lm			
21	Charcoal dush 50kg	2	bags			
<b>SUBTOTAL ELEMENT No. 1/4 PHASE ONE INSTALLATION:</b>						
<b>ELEMENT No. 2/4 PHASE TWO INSTALLATION:</b>						
<b>Wiring: Supply and install the following approved cables including connectors:</b>						
22	Cable 1.5mm <sup>2</sup> single core (red)	5	roll			
23	Cable 1.5mm <sup>2</sup> single core (black)	5	roll			
24	Cable 1.5mm <sup>2</sup> sigle core (yellow/green)	5	roll			
25	Cable 2.5mm <sup>2</sup> single core (red)	3	roll			
26	Cable 2.5mm <sup>2</sup> single core (black)	3	roll			
27	Cable 2.5mm <sup>2</sup> single core (yellow/green)	3	roll			
28	Cable 16mm <sup>2</sup> single core (red)	40	lm			
29	Insulating tape	15	roll			
<b>SUB TOTAL ELEMENT No. 2/3 PLUMBING PHASE TWO:</b>						
<b>ELEMENT No. 3/4 PHASE THREE INSTALLATION: Supply and fix the following approved fittings:</b>						
30	Fluorescent fitting 600mm complete	5	pcs			
31	Fluorescent fitting 1200mm complete	21	pcs			
32	Security lights	14	pcs			
33	Ceiling fan (propelled)	17	pcs			
34	Socket outlet doule 13A	28	pcs			
35	Ceiling fan switches	17	pcs			

36	Switches (assorted) 10A	18	pcs			
37	Self taping screw	8	pkt			
38	Supply and fix lightening arrestor complete with copper tape	1	pc			
	<b>SUB TOTAL ELEMENT No. 3/4 PHASE THREE INSTALLATION:</b>					
<b>GRAND TOTAL</b>						

Vendors to submit bids to the address below;

**Finn Church Aid (FCA)**

**Juba Na Bari, Bilpham Road, Behind Midan Rembo**

**Juba - South Sudan**

**Tel: +211 924 173 956**

**Note:**

1. All prices must include applicable government taxes, transportation and delivery cost.
2. The vendor shall provide fixed prices for the duration of a contract period of 12 months from the initial date of signing the contract.
3. **NB: To be accompanied by a proforma invoice**
4. **Your bid should contain a maximum of 35 pages inclusive of FCA tender dossier. Do not attach company profiles.**

**Bidding will be conducted through an open tender procedure.**

1. The tender is for FCA projects in Juba, an intervention supported by European Union.
2. All logistics, handling and transport of the construction material from the location of origin to Juba Technical Secondary School is the responsibility of the contractor.
3. The tenderer must have a valid registration and permanent office which is verifiable in Juba South Sudan.
4. All bid prices shall be quoted in USD only.

**TENDER SUBMISSION**

1. Bids shall be delivered by hand to FCA office in the location mentioned above. The bidder is required to register upon submission of tender dossier
2. All bids (sealed), in English language only must be delivered to FCA office at the above-mentioned address by 4:00PM, Tuesday 24<sup>th</sup> July, 2018. Late bids beyond this date and time will **NOT** be

considered. Bid documents must be clearly marked “Invitation to Tender – FCA-REHABILITATION WORKS-2018P9

3. Questions regarding this tender shall be sent in writing to email [admin.ssuco@kua.fi](mailto:admin.ssuco@kua.fi) before the deadline. Tenderers are not allowed to approach the Contracting Authority for oral clarification about this call.
4. **Bid opening will take place on Wednesday 25<sup>th</sup> July 2018 at 2.30pm and all tenderers are invited to participate in the process.**
5. The procurement committee reserves the right to reject unsealed and incorrectly marked bids.

**NOTE:**

1. Bidders must attach copies of valid company registration documents as listed below
  - a. Certificate of Incorporation from the Ministry of Justice including the renewal stamps.
  - b. Membership Certificate
  - c. Tax Identification Certificate
  - d. Tax Clearance Certificate
  - e. Operation Licence from the State Ministry of Finance & Economic Development.
  - f. Evidence of similar construction works executed previously should be attached.
2. This Invitation to Tender document and Instructions for tenderers document must be completed and returned together with your quotation document.
3. Failure to provide or complete the documentations required may lead to disqualification.

The committee shall undertake selection process based on the following parameters:

Criteria	Max Score
Compliance with the tender requirements and instructions	20 points
Reliable cost/price estimates for each of the areas specified under specifications above.	30 points
Demonstrated experience in construction works	30 points
Availability and feasible estimated completion time frame.	20 Points

Thank you,

FCA South Sudan Procurement Committee

**INVITATION TO TENDER (CIVIL WORKS)**

<b>Date of issue:</b>	11/07/2018
<b>Tender no.:</b>	FCA-REHABILITATION WORKS-2018P9
<b>Contract title:</b>	REHABILITATION WORKS/CIVIL WORKS
<b>Closing date:</b>	24/07/2018
<b>Tender opening:</b>	By FCA Procurement Committee
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office E-Mail: <a href="mailto:Admin.Ssuco@Kua.fi">Admin.Ssuco@Kua.fi</a>

**INVITATION TO TENDER**

REHABILITATION OF JUBA TECHNICAL SECONDARY SCHOOL.

Dear Sir/Madam,

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

**A – Instructions to tenderers**
**Annex 3: Tender Submission form (to be completed by the tenderer)**
**Annex 4: Invitation to bid**

In order to enable the tenderer to complete the forms (Tender submission form and Technical data form) electronically a copy of these documents can be forwarded in a PDF word format upon request. It is strictly forbidden to make alterations in the printed text. The tenderer will be bound to the original text in accordance with the document forwarded in PDF format or by letter.

***A. Instructions to tenderers***

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

**A.1. Scope of supply and related services:**

The subject of the contract is the rehabilitation of Juba Technical Secondary School.

**a) Delivery and Project location:**

The rehabilitation works will be carried out in Juba. The construction material will be delivered in the location specified above at Juba Technical Secondary School premises. The cost of materials transportation cost should be included in the financial proposal.

**b) Specifications:**

Tenderers must comply fully with the requirements set out in the tender dossier (technical data form) and conform in all respects with the other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

**A.2. General:**

The rehabilitation works will be for carried out under the EU project.

**A.3. Cost of Tender:**

The tenderer shall bear all costs associated with the preparation and submission of his/her tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

**A.4. Clarification of tender documents and additional information:**

Tenderers may submit questions in writing at the latest on the date specified in the time table in article A.5., specifying the tender no. and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority’s contact person.

Tenderers are not allowed to approach the Contracting Authority for oral clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the time table. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time where this is practical.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

**A.5. Planned time table:**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	20/07/2018	4:00PM
Last date on which clarifications are issued by the Contracting Authority	23/07/2018	5.00PM
Deadline for submission of tenders (closing date)	24/07/2018	4:00PM
Tender opening session (all tenderers invited)	25/07/2018	2.30PM
Contract award	TBC	TBC
Contract start	As soon as possible	TBC

All times are in the time zone of South Sudan.

**A.6. Eligibility and qualification requirements:**

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers shall also be requested to certify that they comply with article 13. "Child Labour & Forced Labour" and article 14. "Mines" of the General Terms and Conditions for Supply Contracts.

To give evidence of their capability and adequate resources Tenderers shall provide the information and the documents requested in the Tender Dossier.

If the tenderer was selected through prequalification, the tenderer must only declare that he still conforms with the eligibility and qualification (selection) criteria applied in the course of that prequalification.

**A.7. Exclusion from award of contracts**

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure;
- (d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

**A.8. Language of Tenders**

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English. Supporting documents and printed literature furnished by the tenderer may be in local language.

**A.9. Documents comprising of the Tender:**

The Tenderer shall complete and submit the following documents with his tender:

- a) Tender submission form (annex 3) with supporting documents and other relevant information that should be made known to the Contracting Authority.

**A.10. Price:**

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

Tenderers must quote prices on one of the following bases:

1. for construction material supplied locally, unit and overall prices must be quoted for delivery to the final place of destination and in accordance with the above conditions, including all domestic taxation applicable and sale including VAT;
2. For construction material to be imported into the country or state of the Beneficiary, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, including all duties and taxes applicable to their importation and VAT<sup>1</sup>, from which they are exempt.)

Prices shall be quoted in USD only.

**A.11. Validity:**

Tenders shall remain valid and open for acceptance for a period stated above and before the closing date for submission.

Prior to the expiry of the original tender and validity period, the Contracting Authority may ask tenderers in writing to extend this period.

**A.12. Submission of tenders and closing date:**

Tenders MUST be hand delivered to the office below on or before the closing date and time as specified in the Annex 4 above. Any tenders received after that time will not be considered. Tenders MUST be submitted in a sealed envelope bearing the following information:

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<sup>1</sup> Value added tax

**Annex 3: Tender submission form**

Submitted by (name of company):	
Contact Person:	

*NB: To be accompanied by a proforma invoice*

**PRICE SCHEDULE (Price Summary and currency to be inserted by tenderer)**

<Item/ Lot>	Description of supplies	Currency: USD	Total Price
	ELEMENT NO. -1- SUPER STRUCTURE		
	ELEMENT NO. -2- ROOF CONSTRUCTION		
	ELEMENT No. -3- CEILING CONSTRUCTION		
	ELEMENT No. -4- WINDOWS		
	ELEMENT No. -5- DOORS		
	ELEMENT No. -6- FINISHES		
	<b>GRAND TOTAL PRICE CIVIL WORKS TO GRAND SUMMARY</b>		
	ELEMENT No. 1/3 SANITARY FITTINGS		
	ELEMENT No. 2/3 INTERNAL DRAINAGE		
	ELEMENT No. 3/3 EXTERNAL DRAINAGE		
	<b>GRAND TOTAL PRICE No. 3 PLUMBING, DRAINAGE AND WATER SUPPLY SYSTEM</b>		
	ELEMENT No. 1/4 PHASE ONE INSTALLATION		
	ELEMENT No. 2/4 PHASE TWO INSTALLATION		
	ELEMENT No. 3/4 PHASE THREE INSTALLATIO		
	<b>TOTAL PRICE No. 4 ELECTRICAL INSTALLATION TO GRAND SUMMARY</b>		
	<b>SUMMARY OF BILL OF QUANTITIES</b>		
	<b>PRELIMINARIES</b>		
	<b>CIVIL WORKS</b>		
	<b>PLUMBING, DRAINAGE AND WATER SUPPLY SYSTEM</b>		
	<b>ELECTRICAL</b>		
	<b>GRAND TOTAL</b>		



Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Quotation Annex	
Company experience	
Implementation for the entire project	

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
Fax. no.:	
E-mail:	
web-site:	
Sales Manager (name)	
Director (Name)	
Other contact (Title & Name)	

General information	
Nature of business – please enclose complete product information in English.	
Year of Establishment	
Number of full-time employees	
Licensing Authority	
Licence number (VAT no./TAX I.D.)	
Does your company have a written statement of its environmental policy?	
Please state in which languages technical documents are available:	
Working language:	

Signature & stamp:

Signed by:

**The Tenderer** :  
 Name of the company :  
 Address :  
 Telephone no. :  
 Fax no. :  
 E-mail: :  
 Name of contact person :  
 Date: :

**NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”**



