



**TENDER FOR CONSTRUCTION OF CHILD FRIENDLY SPACE, FENCING AND LATRINE**

**TENDER NOTICE**

Help a Child is a Christian international development organization, founded in 1968 in the Netherlands. Help a Child provides future for the children in need, their family and their entire family. By empowering vulnerable communities, we help them change their own living conditions and opportunities in a sustainable way. Help a Child works across India, Kenya, Malawi Burundi, Rwanda, DRC, and Uganda and in South Sudan.

Help a child South Sudan, is inviting tenders for

**Construction of Child Friendly Space in Toni North Warrap state :**

Reference number	Service Description
Help a child SS/2022/002	Construction of: Child Friendly space 1 (one), Fencing of Child Friendly space 1 (one) and construction of Latrine for CFS 1 (1) in Tonj North Warap State

Detailed instructions and Tender Response documents are to be printed by bidders. All interested bidders can submit their application to our office from **10<sup>th</sup> February to 25<sup>th</sup> February 2022**. Whoever shall be submitting the application or bidding documents is expected to register his/her name, company's name, contact number, and e-mail address. All applications must be submitted during working hours from **8:30 am to 17:00 pm**.

**LAST DAY TO SUBMIT BIDS: Tuesday 25<sup>th</sup> February, 2022 17:00 HRS**

You must bring your bid in a sealed envelope addressed to help a Child South Sudan.

Thank you for your interest and participation. For more information, please call

0925355025/0923422227/0919074760.



PROJECT REF NO:



## FENCING OF THE CHILD FRIENDLY SPACE IN TONJ NORTH

### GENERAL SUMMARY

		Cost Unit USD.	Amount USD.
	Nos.		
2	BILL NO. REF NO: Help a child south sudan ss 2022/002	1	-
<b>SUB-TOTAL I</b>			-
<b>ADD</b> PROVISIONAL SUM FOR CONTINGENCY (5%)			
<b>TOTAL CARRIED TO FORM OF BID.</b>			-

Amount in Words:

Date: \_\_\_\_\_

Authorized Signatory and Stamp:





**HELP A CHILD - South Sudan**  
**Parameter Fence With Steel poles and Wire Mesh**  
**Priced BOQ**

Date:

To:.

Sub: **Constructing A Parameter fence 50x60m With steel poles & wire mesh in Tonj North New**

Item	Description	Unit	Qty	Rate	Amount
<b>2</b>	<b>CIVIL &amp; ARCHITECTURAL WORKS</b>				
<b>2.1</b>	<b>Site Preparation</b>				
2.1.1	Rate should include clearing the site from bushes grass trees (If Any) and dispose of the remain {site resdy for setting out}	Job		-	-
	<i>Carried to Summary</i>				-
<b>2.2</b>	<b>Excavations and Poles</b>				
2.2.1	Rate include Supply & Install steel Angles 50x50x4mm to work as fence poles to be installed on 40x40 holes filled with C20 concrete base	No.		-	-
	<i>Carried to Summary</i>				-
<b>2.3</b>	<b>Fencing</b>				
2.3.1	Rate Must include supply and install wire mesh ,Shilling wire ,Binding wire and binding wire for shilling fence along the premeter with the galvanized steel wire as horizontal support	M2		-	-
	<i>Carried to Summary</i>				-
<b>2.4</b>	<b>Gate</b>				
2.4.1	Metalic gate with metalic frame and wiremess cover and two supporter with minimum Dia of 30cm	No.		-	-
<b>2.5</b>	<b>Summery</b>				
2.5.1	Total				-
2.5.2	5% Mobilization And Transport				-
	5% Design & Supervision				-
<b>2.6</b>	<b>Grand Total</b>				-

Total in words:

Company Name	
Company Stamp	
Signature	
Date	



PROJECT REF NO:



## CONSTRUCTION OF 3 DOOR ONE LATINE IN TONJ NORTH

### GENERAL SUMMARY

		Cost Unit USD.	Amount USD.
	Nos.		
2	BILL NO. REF NO: Help a child south sudan ss 2022/002	1	-
<b>SUB-TOTAL I</b>			-
<b>ADD</b> PROVISIONAL SUM FOR CONTINGENCY (5%)			
<b>TOTAL CARRIED TO FORM OF BID.</b>			-

Amount in Words:

Date: \_\_\_\_\_

Authorized Signatory and Stamp:







## **Bill of quantity for three door Latrine for Tonj North**

**TO:**

S/no	Description	Unit	QTY	Rate (USD)	Amount (USD)
	Element No. Structure				
	<b>Site Preparation</b>				
A	Excavate to reduce level not exceeding 300mm deep and remove from site	M <sup>2</sup>	55		
	<b>Excavations and Earthwork</b>				
B	Excavate pit hole 2m width 3m length and 4.5m depth.	M <sup>3</sup>	27		
	<b>Disposal of excavation materials</b>				
C	Surplus excavated material: load up, cut, deposit, spread and level on site where directed.	M <sup>3</sup>	15		
	Reinforcement in-situ concrete class 25,20mm aggregate in				
D	Grade Beam	M <sup>3</sup>	0.25		
E	100mm floor slab this included ramp and steps as shown on the drawing.	M <sup>2</sup>	8		
F	12mm diameter for the grade beam	M	44		
G	10mm diameter bars for the slab layout	M	88		
H	8mm diameter bars as rings	M	25		
I	Binding wire	Kg	50		
J	Steel fabric wire mesh reinforcement in floor slab	M <sup>2</sup>	8		
	Sub-structure walls				
	Solid standard burnt clay bricks (230x115x75mm) reinforcement with hope iron at every three courses and bedded, jointed and pointed in cement and sane mortar				
L	Plinth wall 360mm wide wall (thick)	M <sup>2</sup>	8		
M	15mm cement and sand (1.3) render: steel trowelled smooth	M <sup>2</sup>	8		
	<b>Substructure carried to summary</b>				



S/no	Description	Unit	QTY	Rate (USD)	Amount (USD)
	Element No.2 RC. Superstructure				
	Insitu reinforcement concrete class 25/20: vibrated: in				
A	Leantles (ring beam at the door)	M <sup>3</sup>	2		
	High yield tensile steel bar reinforcement to BS 4461 as				
B	12mm diameter bars for the leantles	M	12		
C	8mm diameter bars as rings	M	24		
D	Binding wires	M	10		
	<b>Superstructure carried to summary</b>				
	Element No. 3 Walling				
	External and internal walling Walling of solid standard burnt clay bricks in cement and sand mortar ratio 0r 1:4 reinforced with hoop iron after two alternative courses with cement and sand mortar ratio 1:4on:-				
A	230mm tick external and internal walling	M <sup>2</sup>	45		
	<b>Total elements No.3 (walling) carried to summary</b>				
	Element no 4. Roofing construction				
A	28gauge pre-painted iron roofing sheets fixed with 11/2 side corrugation laps and 150mm end laps with and including approved roofing nails or galvanized steel drive screws with plastic washers to manufacturer's instructions	M <sup>2</sup>	16		
B	Roof timber purlins size 20x100mm	M	20		
C	Roof timber truss rafters and tie beams 50x150mm	M	25		
D	Roof timber struts and ties 50x100mm	M	20		
E	Timber wall plate 75x100mm	M	12		
F	225x20mm fascia and barge board	M	12		
	Roof construction carried to summary				





S/no	Description	Unit	QTY	Rate (USD)	Amount (USD)
	<b>ELEMENT NO. 5 DOORS AND WINDOWS:</b>				
	<b>Metallic steel single-leaf door size 800mmx2000mm locally made of steel tubes 30x50x2.5mm frame with metal plate pad bolt, hedges to the design detail.</b>				
A	Door size 800mmx2000mm high	No	2		
B	Vent windows size 500x500	No	2		
	<b>Doors and windows carried to summary</b>				
	<b>ELEMENT NO 6 FLOOR FINISHES</b>				
	Floor finishes				
	Cement and sand (1:3) screeds and paving: one coat: steel trowel finish: laid on concrete				
A	25mm tick screeding	M <sup>2</sup>	16		
	Prepare surface: apply three coat vinyl emulsion paint: on				
B	General surfaces:75-150mm width in skirting	M	16		
	<b>Floor finishes carried to summary</b>				
	<b>Element No 7 Wall finishes</b>				
	<b>External wall finishes</b>				
	<b>12mm (minimum) two coat plaster of mix ratio of 1:4 as described on:-</b>				
A	15mm tick to wall and concrete surfaces	M <sup>2</sup>	55		
	<b>Prepare surfaces: apply three coats weather guard emulsion</b>				
B	Rendered surfaces: walls	M <sup>2</sup>	55		
	<b>Internal wall finishes cement/lime putty/sand (1:2:9)</b>				
C	15mm plaster to: walls and concrete surfaces: steel troweled	M <sup>2</sup>	30		
	<b>Prepare surface: apply three coats vinyl silk soft white</b>				
E	Wall and concrete surfaces internally	M <sup>2</sup>	30		
	<b>Wall finished carried to summary</b>				

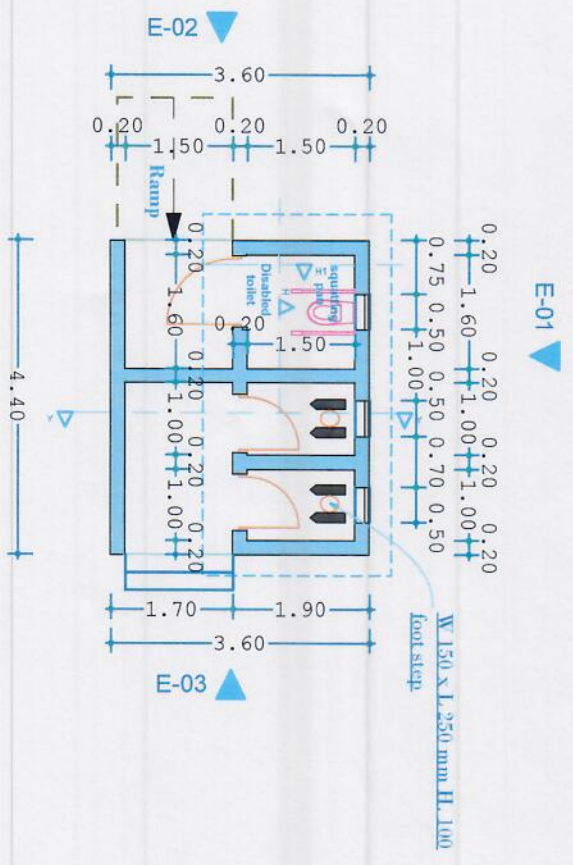
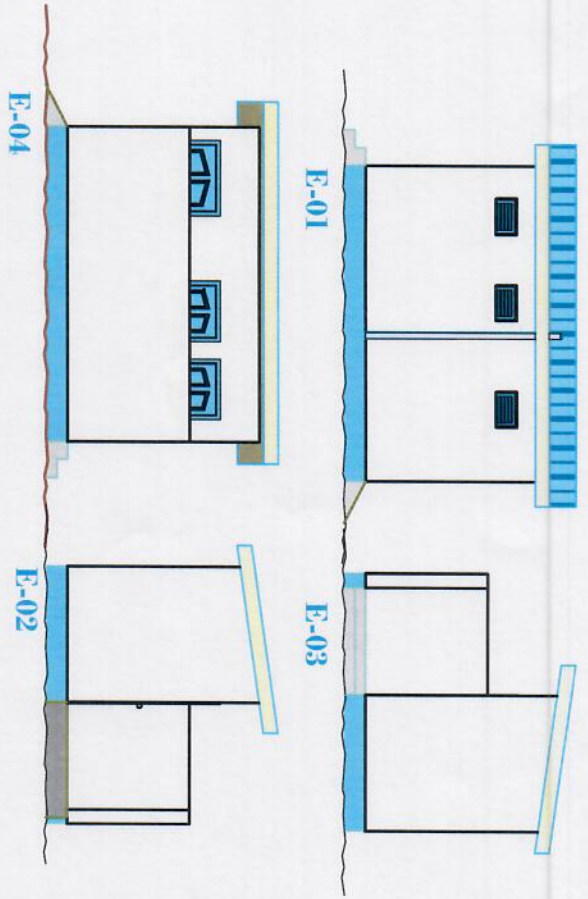


S/no	Description	Unit	QTY	Rate (USD)	Amount (USD)
	<b>Bill No1</b> <b>1- Three Doors Toilet</b> <b>Summary</b>				
<b>No.</b>	<b>Elements</b>				
1.	Substructure				
2.	Superstructure				
3.	Walls				
4.	Roof Construction				
5.	Doors And Windows				
6.	Floor Finishes				
7.	Wall Finishes				
	<b>GRAND TOTAL FOR THREE DOORS PITLATRINES BLOCK</b>				

Amount In Words:







E-04 ▲ GROUND PLAN

**GENERAL NOTES**

1. All dimensions are written in meters and mm to be checked on site, written dimensions to be followed in preference to scaled dimensions.
2. All walls to be reinforced with hoop iron at intervals of 3 courses.
3. All reinforced concrete work is to be in accordance with structural engineer's details
4. All sanitary work to be in accordance with Local Authorities rules and regulations.
5. All door frames to be rebated & moulded and be full width of wall with moulded architraves to detail, provide rubber door stops to all doors.
6. All internal plaster to be two coats - steel float.
7. samples of fittings, materials, e.t.c, to be produced & approved before commencing.
8. All painting to be 3 coats.
9. Timber roofing frames & purlins to be painted with 2 coats of approved oil preservative.

Proposed Three doors toilet block:  
to be build at. Wau, Baggari  
South Sudan:

Help A child - NGO

Drawn by <b>K.ANDREW</b>	Date
-----------------------------	------

Drawing Scale <b>as shown</b>	OWNERS SIGN:
----------------------------------	--------------

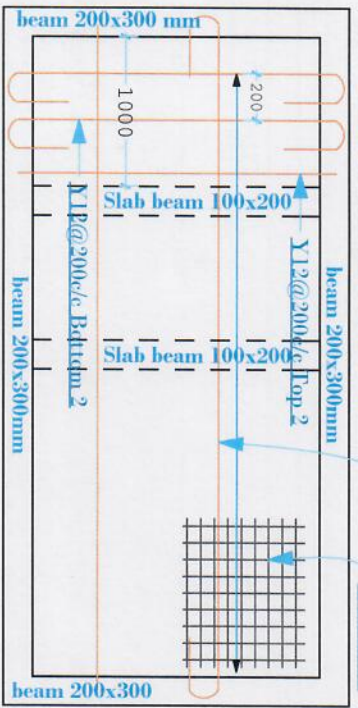




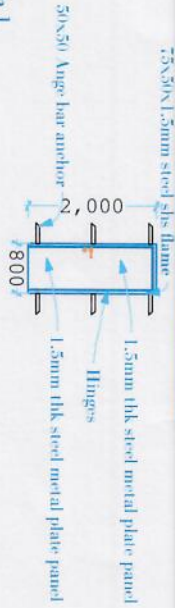
**SLAB DETAILS**

SLAB 100MM THICK DETAILS

Grade beams (200x300) detail: Y12 bar 3 on top 3 bottom  
R8 stirrup (rings) @ 200c/c

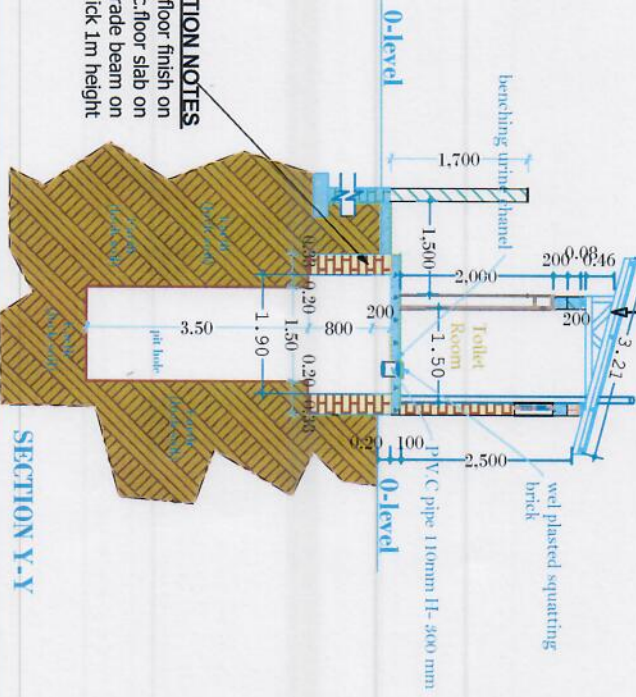


**DOORS / WINDOWS DETAILS**



**ROOF CONSTRUCTION**

Roof pitch 10,  
Gauge 28 prepainted iron sheets on,  
50x100mm timber purlins on,  
50x150mm timber principle rafters on,  
50x100mm timber ties and struts on,  
50x150mm timber the beams on,  
75x100mm timber wall plate,  
250x20mm timber fascia boards.



**FOUNDATION NOTES**

25mm cmt.snd.scrd floor finish on  
100mm thick conc.floor slab on  
200x300 grade beam on  
330mm plinth walls thick 1m height



**SECTION Y-Y**

**GENERAL NOTES**

1. All dimensions are written in meters and mm to be checked on site, written dimensions to be followed in preference to scaled dimensions.
2. All walls to be reinforced with hoop iron at intervals of 3 courses.
3. All reinforced concrete work is to be in accordance with structural engineer's details
4. All sanitary work to be in accordance with Local Authorities rules and regulations.
5. All door frames to be rebated & moulded and be full width of wall with moulded architraves to detail, provide rubber door stops to all doors.
6. All internal plaster to be two coats - steel float.
7. samples of fittings, materials, e.t.c, to be produced & approved before commencing.
8. All painting to be 3 coats.
9. Timber roofing frames & purlins to be painted with 2 coats of approved oil preservative.

Proposed Three doors toilet block:  
to be build at. Wau, Baggari  
South Sudan:

Help A child - NGO	
Drawn by <b>K.ANDREW</b>	Date
Drawing Scale <b>as shown</b>	
OW VERS SIG: A	



PROJECT REF NO:



## CONSTRUCTION OF ONE CHILD FRIENDLY SPACE IN TONJ NORTH

### GENERAL SUMMARY

		Cost Unit USD.	Amount USD.
	Nos.		
2	BILL NO. REF NO: Help a child south sudan ss 2022/002	1	-
<b>SUB-TOTAL I</b>			-
<b>ADD</b> PROVISIONAL SUM FOR CONTINGENCY (5%)			
<b>TOTAL CARRIED TO FORM OF BID.</b>			-

Amount in Words:

Date: \_\_\_\_\_

Authorized Signatory and Stamp:



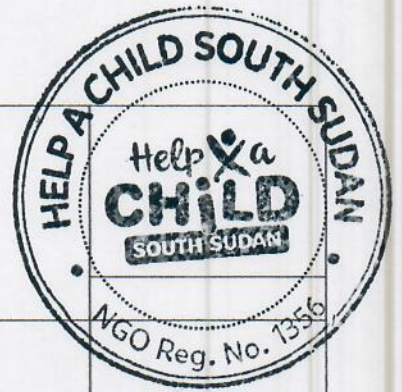


BOQ FOR CONSTRUCTION OF CHILD FRIENDLY SPACE.



S/No	Description	UNIT	QTY	Rate in USD	Amount USD
	<p><u>Project Description</u> Construction of child friendly space.</p> <p><u>Preliminary.</u> Mobilization of equipment, tools, materials and labors.</p> <p><b>Total for preliminaries</b></p>	1.00	Item		
A.	<p><u>Excavation</u> Clear the site cut bushes and grab up roots to prepare for construction.</p>	1.00	Item		
B.	Excavation over site 150mm deep to repair to soil	M3	8.78		
C.	Excavation foundation trenches starting from tripped level for trip footing	M3	20.01		
1.1	<p><u>Filling</u> Filling and ramping around foundation strip with gravel or other equal and approved good quality selected excavated materials</p>	M3	48		
D	Filling under floor beds to make levels with hard cores equal and approved good quality imported filling material :- spread and compact in layers not exceeding 150mm thick.	M3	68		
1.2 E	<p><u>Disposal</u> Carry away surplus excavated material to deposit as directed by engineer.</p>	M3	15.2		





1.3 F	Anti – termite treatment Anti – termite treatment to stabilized compacted floor area, filling and top of foundation walls: - Collection for earth work	M3	68	
2.0 A B C D	<u>Concrete work</u> Concrete class 25/20/1/2=4) in Trip footing 100mm thick floor slab. 100mm thick for pavement and ramps. 200X200mm ring beam. <b>Total for concrete work.</b>	M2 M2 M3 M3	16.4 68 7.28 3.97	
2.2 2.2.1 E F	<u>Form work</u> 25mm thick saw cypress form work to Side and soft fits of ring beams Edges of floor slab height not exceeding 150mm high. <b>Total for form work.</b>	M2 M M	35 26 24	
2.3 G H I J K 2.3.1 L	<u>Reinforcement</u> For steel reinforcement (to Bs 4449 and characteristic strength $F_y = 250n/mm^2$ R6 mild steel reinforcement bar Y12 high yield reinforcement bars Y10 high yield reinforcement bars Binding wire Hoop iron Mesh fabric reinforcement Lay fabricated mesh Ref BRCA142 to Bs4483 in ground floor slab <b>Total for reinforcement</b>	Kg Kg Kg Rolls Rolls M2	98 95 185.3 125 1 68	
3.1 3.1.1 A	<u>Masonry work</u> Block work Sub – structure 200mm thick red burn bricks bedded in English bond and jointed cement and sand (1.3) mortar trips foundation.	M2	22	





3.1.2 B	Super – structure walls 200mm thick red burn bricks in cement and sand (1.4) mortar reinforcement with hoop iron wall ties	M2	165.3	
3.2 3.2.1 C	Thermal and moisture protection Damp proof courses 225mm wide horizontal bituminous damp proof courses laid on screened 20mm thick (1.3) bed ready to bricks walls.	M2	6.8	
3.2.1 D	Damp proof membrane Horizontal damp proof membrane 1000-gauge polythene membrane laid on compacted ground floor. <b>Total for masonry work</b>	M2	68	
4.0	<u>Roofing work (timber work)</u> Definitions			
4.1	Roofing structures All timbers members shall be applied primary black and two coats of wood preservative.	M2	25	
A	Supply and fixing 50x75x4mm thick timber purine. <u>The following to: - timber trusses</u>	Lm	112	
B	Supply and fixing of 50x100mm rafters as show on.	M2	27	
C	Ditto ties and struds	M	14	
D	Supply and fixing of 50x150 tie beam	Lm	50	
E	Supply and fixing of wall plate hard wood 75x100	Lm	22	
4.2 G	<u>Roofing covering and roof drainage</u> Supply and fixing of 28 gauge pre-painted super eco roofing sheet (0.32mm) of approved color rate shall include nails, hoop iron, rubber washers.	M2	121	
4.2.1 F	<u>Ridges cap</u>			





<p>H 4.3 I</p>	<p>Supply and fixing 28 gauge pre-painted Ridges caps <u>Facial board</u> 25X225mm high timber board 1x9</p> <p><b>Total for roofing</b></p>	<p>Lm</p>	<p>13</p>		
		<p>Lm</p>	<p>32</p>		
<p>5.0 A</p> <p>5.1</p>	<p><u>Doors and windows</u> Steel casement windows to fit structural opening size 150cmx150cm high comprising of steel frames including all iron monger and hardware.</p> <p><u>Steel doors</u> Supply and fix in place steel door structure opening size 100cmx 240cm high comprising of steel frames pluse all the required painting of the doors &amp; windows with all the excessive</p> <p><b>Total for doors and windows</b></p>	<p>No</p>	<p>10</p>		
		<p>No</p>	<p>3</p>		
<p>6.2</p>	<p><u>Finishing.</u> Wall finishing 25mm thick cement (sand mortar 1.3) plastic finished smoothen with white lime internal wall 20mm thick cement sand (1.4) plaster finished external wall</p> <p><b>Total for wall finishing</b></p>	<p>M2</p>	<p>142</p>		
		<p>M2</p>	<p>142</p>		

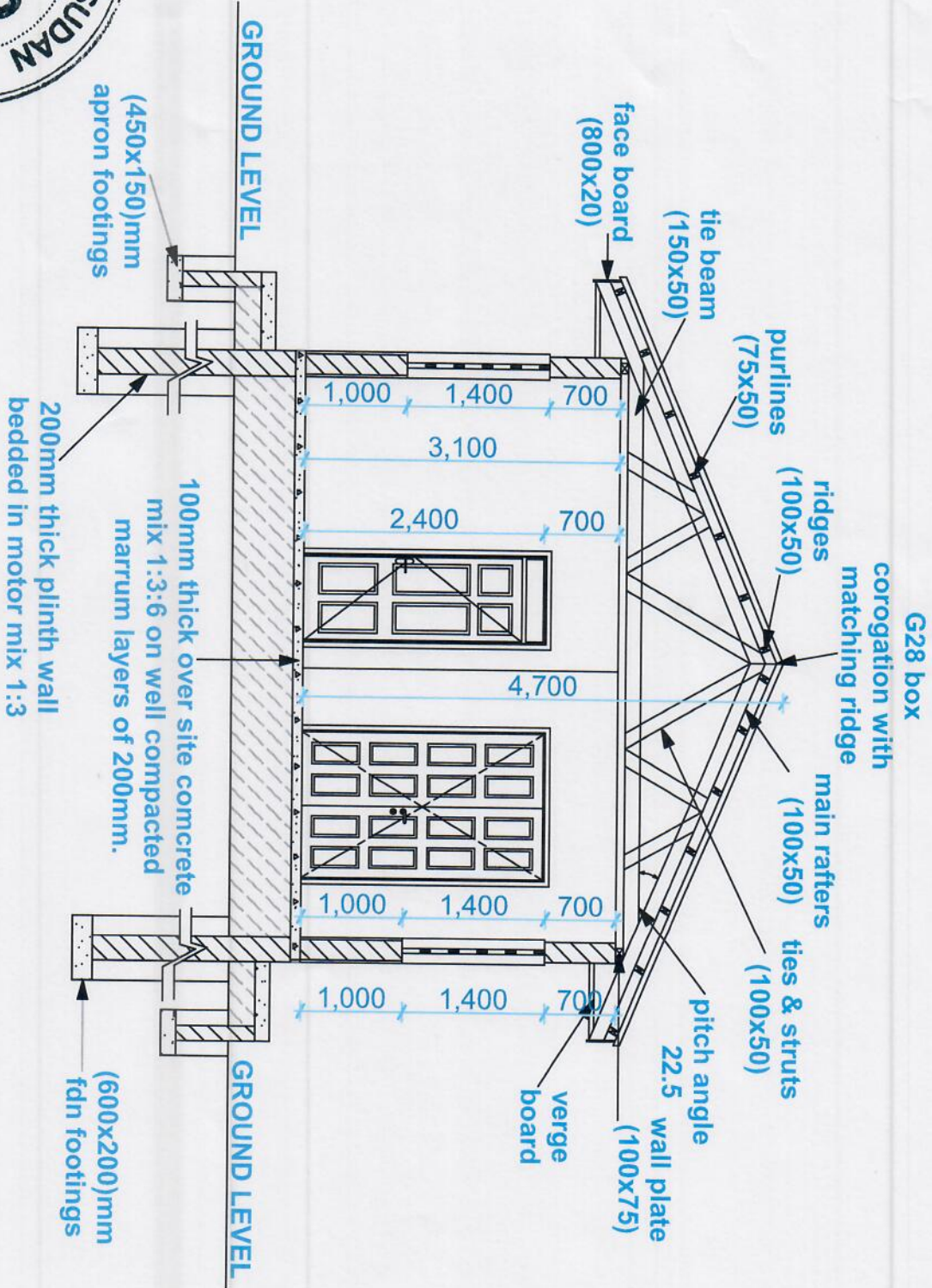


6.1	<u>Floor finishing</u> - Supply and place 40mm thick cement and sand mortar (1.3) screed laid horizontal on the floor slab surface finished with shurry steel float finished.  <b>Total for floor finishing</b>	M2	92		
6.4	<u>Painting and decoration</u> - Rate shall include preparation of surface, cleaning down smoothing and protecting the floor. <u>wall painting</u> - Prepare and apply 2 coat of under coat both internal and external - Prepare and apply 2coat of emulsion paint (virial silk paint) paint and weather guard for internal and external of approved coloures.  <b>Total for painting</b>	M2	130		
		M2	130		

PREPARED BY: Engineer Fred







# SECTION T-T





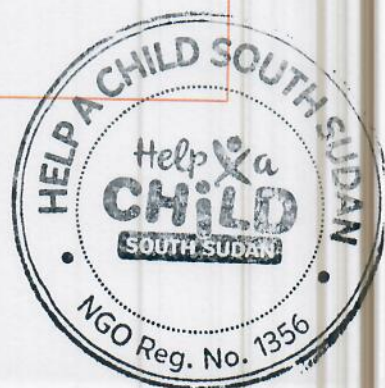




ELEVATION E02-E02



ELEVATION E01-E01







**ELEVATION E04-E04**



**ELEVATION E03-E03**







## SECTION 1: INTRODUCTION

Help a Child is a Christian international development organization, founded in 1968 in the Netherlands. Help a Child provides future for the children in need, their family and their entire family. By empowering vulnerable communities, we help them change their own living conditions and opportunities in a sustainable way. Help a Child works across India, Kenya, Malawi, Burundi, Rwanda, DRC and Uganda and in South Sudan

## SECTION 2: CONSTRUCTION OF CHILD FRIENDLY SPACE, FENCE AND LATRINE IN TONJ NORTH.

The categories of the SUPPLIES to tender for is as indicated above:

## SECTION 3: TENDER INSTRUCTIONS:

### 3.0 INTRODUCTION.

**HELP a CHILD South Sudan** hereinafter referred to as "**Procuring entity**" intends to look for a firm for **Construction**. The tender is open to eligible firms as indicated in the instructions.

### 3.1 TENDER OBJECTIVES.

The main objectives of this part is to qualify a firm to perform the relevant tenders/quotations and proposals as and when required.

### 3.2 LANGUAGE.

All the information requested for the bidding process shall be provided in English language.

### 3.3 INVITATION FOR QUOTATION.

Firms registered with the registrar of companies under the laws of South Sudan with respect to merchandise or services are invited to submit their tender documents to the Procurement/Tender Committee, **Help a Child South Sudan** in Tonj North. Any eligible and interested firm must provide all mandatory information.

### 3.4 EXPERIENCE.

Prospective firms must have carried out successful provision of similar supplies to institutions of similar size and complexity. Potential firms must demonstrate the willingness and commitment to meet the tender criteria. Attached recommendations letters to proof evidence of work done from other agencies.

### 3.5 TERMS AND CONDITION - APPENDIX 2.

Eligible and interested firms shall be required to read and be willing to abide by the **Help a Child Policy**

### 3.6 ANTI-TERRORISM CERTIFICATION.

Eligible and interested firms should certify that they:

- have not provided support of any kind in violation of applicable law to a person or entity that the firm knows or has reason to know advocates terrorism or engages in terrorist activity.





will undertake to inform **Help a Child South Sudan** of any individual or organization engaging in such activities, when it receives new information.

### **3.7 TENDER DOCUMENTS.**

A complete set of tender documents may be accessed by any interested firms or individuals from **Help a Child** Wau office as indicated above and will send to the selective bidders. The document includes questionnaire forms 1 to 8 to fill by the prospective vendors/suppliers. All eligible and interested vendors must provide required information in the attached questionnaire forms 1-8.

### **3.8 SUBMISSION AND DEADLINE FOR TENDER DOCUMENTS.**

One hard copy of tender document containing all the requirements and filled forms 1 - 8 shall be submitted in plain sealed envelope clearly marked "**TENDER FOR CFS, FENCING AND LATRINE CONSTRUCTION**":

**HELP A CHILD SOUTH SUDAN LOCATED IN SCANDIC PREMISES – AIRPORT ROAD**

The duly filled and stamped tender document should be dropped at the office not later than 25<sup>th</sup> Feb. 2022 before 5.00 pm Juba

All eligible and interested firms will be required to bind a **COMPREHENSIVE** tender document with company profile detailing **ALL** the requested information

### **3.9 TENDER CONDITIONS**

Suppliers applying for this tender shall only be limited to the supplies within the area required.

**Note:**

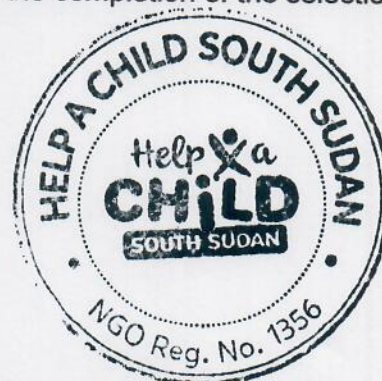
1. **Help a Child South Sudan reserves the right to accept or reject any TENDER and is not bound to give reasons thereof.**
2. **Those who do not attach a copy of duly stamped and signed tender documents will be disqualified.**

### **3.10 ADDITIONAL INFORMATION.**

**Help a Child** reserves the right to request the submission of additional information from prospective firms.

### **3.11 INVITATION TO TENDER/QUOTATION.**

Bidding documents is printed by bidders who receives invitation to tender for the said project and must be accepted by **Help a Child South Sudan** after the completion of the selection of the firms as required.





### **3.12 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS.**

Successful firms will be notified in writing/call one week after the selection is complete.

## **SECTION 4: TENDER GUIDELINES/REGULATIONS AND CRITERIA:**

### **4.1 INCOMPLETE TENDER DOCUMENT.**

The tender forms, which are not filled and duly stamped and submitted in the prescribed manner, will not be considered.

### **4.2 THE TENDER DATA.**

It is understood and agreed that the tender data of the prospective firms is to be used by **Help a Child South Sudan** in determining, according to its sole judgment and discretion the qualifications of prospective firm to perform in respect to category (ies) as described by the client.

### **4.3 QUALIFICATION REQUIREMENTS.**

Prospective firms will not be considered qualified unless in the judgment of **Help a Child South Sudan**, they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for the services

### **4.4 ESSENTIAL CRITERIA FOR SELECTION.**

#### **4.4.0 EXPERIENCE.**

(a) The prospective bidder shall have at least three years' experience in the similar field or its equivalent, services and allied items. Potential firm should show competence, willingness, capability and capacity to service the contract.

(b) Prospective firm should have special experience and capability to organize, supply and deliver items or services at short notice.

#### **4.4.1 FINANCIAL CONDITION.**

The firm's financial condition will be determined by latest updated bank statement for three months submitted with the tender documents. Potential firms will be qualified on the satisfactory information given.

#### **4.4.2 PAST PERFORMANCE.**

Past performance will be given due consideration during the selection evaluation. Letters of reference from past customers should be included in form 5 where applicable

### **4.3 WITHDRAWAL OF PRE-QUALIFICATION.**

**Help a child** South Sudan reserve the right to reject the tender from a qualified firm even though the firm was initially qualified, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the **Help a Child** South Sudan could substantially change the performance and qualification of the bidder or his/her ability to perform such as but not limited to bankruptcy, change in ownership or change of company names, location without prior notice.





#### 4.4 QUALIFICATION CRITERIA.

S/No.	Information Required	Form Type	Points to Score
1	General Information	FORM 1	10
2	Specific Requirements (Legal certificate )	FORM 2	15
3	Financial position (Bank Statement)	FORM 3	15
4	Past experience (Certificate of Completion)	FORM 4	20
5	Lawsuit History	FORM 5	10
6	Bank Details	FORM 6	20
7	Declaration statement	Appendix 7	10
<b>Total Points to be Scored</b>			<b>100</b>

#### FORM1: GENERAL INFORMATION

Category Applied for (1) \_\_\_\_\_

Business Name of the firm: \_\_\_\_\_

Legal name of firm if different from business name: \_\_\_\_\_

Place of incorporation/ Year of incorporation/Registration: \_\_\_\_\_

Post office Address: \_\_\_\_\_

Street/Road: \_\_\_\_\_

City/Town: \_\_\_\_\_

Country: \_\_\_\_\_

Telephones: a) Office \_\_\_\_\_ b) Mobile \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_





**FORM 2: SPECIFIC REQUIREMENTS.**

**Please Tick the appropriate box and attach the copies:**

(a) Copies of Certificate of Incorporation or Registration.

No  Yes

(b) Copy of V.A.T Registration Certificate if any.

No  Yes

(c) Copy of Pin/Tin Number Certificates of firm/Company/Individual and Valid Tax clearance certificate.

No  Yes

(d) List of at least 3 ongoing Contracts/Projects (goods, services if any).

No  Yes

(e) Membership to professional body for professional services if any.

No  Yes  not applicable

(f) Indicate willingness to provide services on 30 days' credit terms

No  Yes

Signed and stamped by: \_\_\_\_\_

**FORM 4: FINANCIAL POSITION.**

A. Please attach copies of the company's bank statement for the last three months i.e. **November, December and January 2022.**

No  Yes





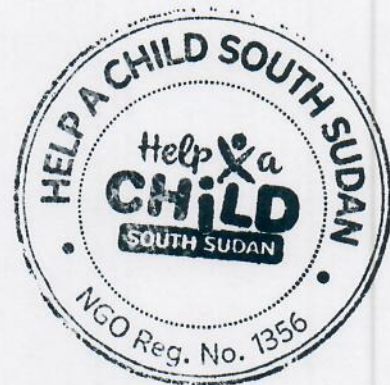
**FORM 5: PAST EXPERIENCE.**

**Provide a list of 4 clients/customers that you have done business with and values of the contract (NGOs if any) for the past three years.**

Particulars	Client 1	Client 2	Client 3	Client 4
Name of Client (organization)				
Address of Client (organization)				
Name of Contact person at the client office (Organization)				
Telephone/Email address of the client				
Value of contract signed				
Duration & time of the contract				

**Note:**

Please attach copies of documents in support of work done





**FORM 6: CONFIDENTIAL BUSINESS QUESTIONNAIRE.**

You must provide details requested in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

Please note that providing false information shall lead to disqualification to give false information on this form.

**PART 1: GENERAL**

Business name: .....

Physical Location of Business Premises: .....

Plot No .....

Street/Road.....

Postal Address if any.....

Tel:.....

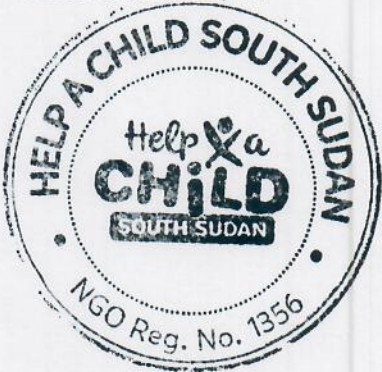
Email address .....

Contact personnel.....

Nature of business .....

Current Trading License No. .... Expiring date.....

Number of years the firm has been in business .....





**A) FOR USD ACCOUNTS:**

**BANK NAME** .....

**BRANCH NAME**.....

**BANK ADDRESS**.....

**SWIFTCODE**.....

**ACCOUNT NAME** .....

**ACCOUNT NUMBER** .....

**APPENDIX 1: DECLARATION STATEMENT.**

Having read the tender information for the above supplies we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) Have read and understood the terms and condition for **Help a Child** including the credit period of 30 days.
- c) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- d) If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e) We enclose all the required documents and information required for the prequalification evaluation.

Date .....

Applicant's Name .....

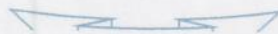
Represented by .....

Signature .....

Designation .....

**(Full name and designation of the person signing and stamp or seal if available)**

**APPENDIX 2: TERMS AND CONDITIONS**





**PRICE.** The prices stated in this B.O.Q are complete and supplier shall add no additional charges of any kind. supplier warrants that the prices to be charged for the supplies is competitive with prevailing market rates and do not exceed prices charged to other customers for similar supplies and quality. In connection with any cash discount specified in this Order, time will be computed from the date of the complete and final signing of the Contract, or from the date deliveries are received in the **Help a Child's** office, if later. Supplier shall specify all applicable costs, including taxes, duty, export and transportation fees and other charges on Vendor's invoice as separate items, and shall bear all such costs as part of the total Price charged.

**QUALITY.** Supplier warrants the items offered are: -

(a) free of all deficiencies and defects in materials, design for the period of one (1) month from the date of delivery,

(b) does not infringe the rights of any third parties, and (c) are free of any lien or encumbrance. Supplier warrants it shall vest all title and rights to the items in. If no quality is specified in this document delivered must be of the best quality as recognized by the market and conforming to or exceeding all specifications provided by client.

**DELIVERY.** Time is of the essence and delivery of items shall be strictly in accordance with this Contract. Delays or otherwise shall be reported immediately to **Help a Child**, and the Order payment shall be subject to a late arrival penalty if specified on the Contract. Partial deliveries may not be accepted; contact **Help a Child** in advance if a partial delivery is requested.

**INSPECTION AND ACCEPTANCE.** All items shall be subject to inspection and test at any time and place, including at place of manufacture if required. **Help a Child** may reject and hold at Supplier's expense. subject to Supplier's disposal, all items not conforming to this Contract or other applicable specifications, B.O.Q, samples, or descriptions.

**PAYMENT TERMS.** Invoices in original are required. **Help a Child** will pay supplier as specified in this Contract, including pursuant to any discount terms; if no time of payment is indicated, payment shall be made within thirty (30) days after **Help a Child** accepts the items supplied. Any adjustments in supplier's invoices due to shortages, late deliveries, rejection or other failure to comply with the requirements of this Contract may, at **Help a Child's** option, be made by **Help a Child** before payment, but failure to do so shall not deprive **Help a Child** of the right to do so later. **Help a Child** may withhold ten percent (10%) from payment of the final invoice to ensure that all items conform to this Contract and all necessary documentation has been properly received.

