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**Invitation to Tender (ITT) for** **the construction of two (2) milk processing units, four (4) cattle crushes and one (1) small training hall, and renovation of one (1) milk unit**

**Open tender process**

**Competitive Bidding No: CBA-Q4420**

|  |
| --- |
| **Self Help Africa is completely against fraud, bribery and corruption**  **Self Help Africa does not ask for money for bids. If approached for money or other favours, or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email** [confidentialreporting@selfhelpafrica.org](mailto:confidentialreporting@selfhelpafrica.org)  **Please provide as much detail as possible with any reports** |

1. **About SELF-HELP Africa**

Self Help Africa is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. Headquartered in Ireland, in 2021, Self Help Africa merged with United Purpose. This doubled our size and created an international NGO that is implementing projects to end extreme hunger and poverty across 17 countries, mainly in sub-Saharan Africa. with offices in the UK (Cardiff, London and Shrewsbury). SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages.

Collectively a part of the wider Gorta Group, which also includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance, the organisation will work with close to six million people this year. We believe in market-based solutions to the alleviation of long-term poverty and our primary clients are smallholder farmers in Africa. We work with all participants in the agricultural value chain and believe that you can only achieve long term sustainable growth by creating profitable businesses (whatever the size) and farmer organisations that can operate at scale. SHA is implementing a project entitled Transforming Smallholder Dairy Producers through promoting Climate-Smart Dairy Value chains is designed to be undertaken for initial period from June 2023 to December 2024. It focuses on boosting rural livelihoods and nutrition by enhancing production techniques, strengthening value chains and improving the genetics of dairy cows in Abichu Gna’a and Siya Debrna Wayu districts district, North Shewa zone of Oromia and Amhara Regions. The project builds on SHA Ethiopia’s previous experience both in the target woreda and in the livestock and dairy value chains across Ethiopia. The project will address and reach a total of 2000 direct beneficiaries of which (50% are female) and 10,000 indirect beneficiaries.

1. **Proposed Timelines**

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| 1 | ITT published | 28th /August/2024 |
| 2 | Closing date for clarifications | 09th /September /2024 at 4:00 PM East African Time |
| 3 | Closing date and time for receipt of Tenders | 16th /September /2024 at 10:00 AM East African Time |
| 4 | Tender Opening Date and time | 16th /August/2024 at 10:.30 AM East African Time |
| 5 | Tender Opening Location | SHA Ethiopia, Addis Ababa, Head Office |

1. **Overview of requirements**
   1. **Specification for construction work**

Self Help Africa is an international NGO, invites eligible bidders to submit their offer in sealed envelopes for Milk Units and cattle crush construction in **Abichu Gna’a** **Woreda, North Shewa zone of Oromia region and Siya Deberna Wayu woreda of North Shewa zone of Amhara region.**

Contractors must have Category GC, five (5) & above certifications to be eligible to bid on this bid. Prospective contractors must also be able to complete the construction works within one hundred twenty days (120) calendar days and the winning bidder(s) will be required to enter into a contract agreement with Self Help Africa.

* 1. **THE CONSTRUCTION WORK BEING OFFERED MUST BE IN LINE WITH THE FOLLOWING REQUIREMENTS**

Self Help Africa would like to see the following issues addressed in the response:

3.2.1. Technical proposal

The bidder is required to show their methodology, equipment, personnel, work schedule and attach related work experience in the technical offer document which will enable them to complete the works with efficiency and time frame. These include the following:

a) Schedule Form 1 – Bidders Visit to Work Sites (SF1)

b) Schedule Form 2 - Summary of similar works carried out (SF2)

c) Schedule Form 3 - Schedule of Intended Work Programme (SF3)

d) Schedule Form 4 - Methodology of Work – one-page summary (SF4)

* The bidder shall incorporate in the work methodology the specific sites as well as the type of work he is bidding for.
* The contractor must be aware of the regulations when working with governmental departments/sectors. Please describe in your methodology how you will work in coordination with the government departments as well as the experience you have in working in thus two specified woredas.
* Supply of construction materials for the two Milk Units and four cattle crushes and one hall.
* Methodology of performing construction activities for Milk Units and crush construction (including Excavation & Earth, Concrete, Sundry, masonry, concrete and superstructure work details). Please describe how you will perform these activities.
* A short description of the team that will manage these works should be included. Also, the experience of the staff in such construction works should be mentioned as well as their CVs.
* The methodology should include a description of construction equipment.
* About clearing construction sites after completion of work and disposing of all surplus excavated and waste construction materials in an environmentally friendly manner and contractor should be able to do the work as well as leave a decent place after the works.

1. **Terms of the Procurement** 
   1. **Procurement Process**

This competition is being conducted under SHAs Open Tender Procedure.

The Contracting Authority for this procurement is SHA

This procurement is funded by SHA and any contracts or agreements that may arise from it are bound by the regulations of this entity.

* 1. **Clarifications and Query Handling**

SHA has taken care to be as clear as possible in the language and terms it has used in compiling this ITT. Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any other document relating to this tender, the meaning and interpretation attributed to that word or term by SHA will be final. SHA will not accept responsibility for any misunderstanding of this document or any others relating to this tender.

Requests for additional information or clarifications can be made up to the deadline noted in section 2 above, and no later. Any queries about this ITT should be addressed in writing to SHA via email on [tenders@selfhelpafrica.org](mailto:tenders@selfhelpafrica.org)and answers shall be collated and published online at <https://selfhelpafrica.org/ie/category/tenders> in a timely manner

* 1. **Conditions of Tender Submission**

4.3.1 Tenders must be completed in English.

4.3.2 Tenderers must respond to all requirements set out in this ITT and complete their offer in the Response Format.

4.3.3 Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to resubmit a correctly formatted tender within 3 (three) working days of such a request will result in disqualification.

4.3.4 Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with SHA. Any attempt to withhold any information that the tenderer knows to be relevant or to mislead SHA and/or its evaluation team in any way will result in the disqualification of the tender.

4.3.5 Tenders must detail all costs identified in this ITT. Additionally, tenders must detail any other costs whatsoever that could be incurred by SHA in the usage of services and/or the availing of options that may not be explicitly identified/requested in this ITT. Tenderers’ attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.

4.3.6 Any conflicts of interest (including any family relations to SHA staff) involving a tenderer must be fully disclosed to SHA particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

4.3.7 SHA will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.

4.3.8 SHA will conduct this tender, including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. Tenders will be opened by at least three designated officers of SHA.

4.3.9 SHA is not bound to accept the lowest, or any tender submitted.

4.3.10 SHA reserves the right to split the award of this contract between different bidders in any combination it deems appropriate, at its sole discretion.

4.3.11 The Supplier shall seek written approval from SHA before entering any sub-contracts for the purpose of fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to SHA.

4.3.12 SHA reserves the right to refuse any subcontractor that is proposed by the Supplier.

4.3.13 SHA reserves the right to negotiate with the Supplier who has submitted the lowest Bid that fully meets the technical requirements, for the purpose of seeking revisions of such Bid to enhance its technical aspects and/or to reduce the price.

4.3.14 Information supplied by respondents will be treated as contractually binding. However, SHA reserves the right to seek clarification or verification of any such information.

4.3.15 SHA reserves the right to terminate this competition at any stage.

4.3.16 Unsuccessful tenderers will be notified.

4.3.17 SHA’s standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by SHA.

4.3.18 This document is not construed in any way as an offer to contract.

4.3.19 SHA and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any contract(s) that arise from this ITT may be financed by multiple donors and those donors and/or their agents have rights of access to SHA and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes Service Provider acceptance of these conditions.

4.3.20 Terrorism and Sanctions: SHA does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. SHA shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

**Safeguarding:**

 The service provider and relevant suppliers who may have access to SHA programme participants on account of their involvement with SHA] shall:

(a)     Take all appropriate measures to prohibit and prevent actual, attempted and threatened harm, exploitation and abuse, particularly sexual exploitation and abuse (SEA) by its employees or any other persons engaged and controlled by it to perform activities under this Agreement (“other personnel”). For the purpose of this Agreement, SEA shall include:

* Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favour or activities, including humiliating or degrading treatment of a sexual nature; abusing a position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
* Engaging in sexual activity with a person under the age of 18 (“child”).

(b)    Prohibit its employees or other personnel having sexual relationships with Self Help Africa programme participants.

(c)     Report in a timely manner to Self Help Africa any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.

(d)    Ensure that the SEA provisions are included in all subcontracts.

(e)     Adhere to above commitments at all times. Failure to comply with (a)-(d) shall constitute grounds for immediate termination of this Agreement.

**4.4 Quality Control**

3rd party companies may be contracted by SHA to carry out random quality inspections of supplies delivered/supplied by the contracted party. The cost of the quality control inspections will be covered by SHA.

**4.5 Submission of Tenders**

Tenders must be delivered in one of the following two ways:

1. Electronically with your financial and technical offers in separate emails to [tenders@selfhelpafrica.org](mailto:tenders@selfhelpafrica.org) and in the subject field state:
   1. ***CBA Q-4420.***
   2. ***Name of your firm with the title of the attachment***
   3. ***Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.***

If electronic bid submission is not possible please submit in a sealed envelope marked for the construction of milk processing unit, cattle crush and farmer Training centre under the restricted Competitive Bidding (RCB) REF: PR 1028***,*** with the words ‘*not be opened before the deadline 16th* **of September 2024 at 10.30 AM East African Time** *by the tender committee’* with your financial and technical offers inside in two separate envelopes marked as Financial Offer and Technical Offer and drop into the Tender Box at the Self Help Ethiopia Addis Ababa office which is located at:

**Yeka Sub City, Kebele 08, House No 912 (Next to Afropolitan Hotel near 22 rounds about), Addis Ababa Ethiopia. Or**

**Abichu woreda agriculture and Siya Deberna Wayu Agriculture Office,**

Envelopes may be sent through courier services or delivered by hand; and will be accepted during normal working hours for the country of submission. Please note that the SHA office will not be open during weekends or public holidays.

Proof of sending is not proof of reception. Late delivery will result in your bid being rejected. Envelopes found open at the tender opening will be rejected. All information provided must be perfectly legible. All documents attached to email must be in PDF or scan format. Offers submitted with technical or financial offers in soft copy (word, excel or similar) will be rejected.

**4.6 Tender Opening Meeting**

Tenders will be opened as per section 2 above, the following location:

**SHA ETHIOPIA**

**(Yeka Sub City, Kebele 08, House No 912 (Next to Afropolitan Hotel near 22 rounds about), Addis Ababa Ethiopia, TEL. 011-6-62-06-59/0118182556, FAX 011-6-619724]**

**OR**

**Abichu woreda agriculture and Siya Deberna Wayu Agriculture Office,**

One **authorised representative** of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending an e-mail at least 48 hours in advance to the following e-mail address: [tenders@selfhelpafrica.org](mailto:tenders@selfhelpafrica.org) This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf. Suppliers are invited to attend the Tender Opening Meeting at their own cost.

1. **Evaluation Process**

**5.1 Evaluation stages**

Tenderers will be considered for participation in the Contract subject to the following qualification process:

|  |  |  |
| --- | --- | --- |
| **Phase #** | **Evaluation Process Stage** | **The basic requirements with which proposals must comply with** |
| *The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.* | | |
| 1 | **Administrative instructions** | 1. **Closing Date:**   Proposals must have met the deadline stated in section 2 of these Instructions to Tenderers, or such revised deadline as may be notified to Tenderers by SHA. Tenderers must note that SHA is prohibited from accepting any proposals after that deadline.   1. **Submission Method:**   Proposals must be delivered in the method specified in section 4.5 of this document. SHA will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.   1. **Format and Structure of the Proposals:**   Proposals must conform to the Response Format laid out in section 6 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by SHA. **Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.**   1. **Confirmation of validity of your proposal:**   The Tenderers must confirm that the period of validity of their proposal is not less than 120 **(one hundred twenty) days**. |
| **2** | **Essential Criteria** | 1. Attach a certificate of competency for similar work types for GC Grade Five (5) and above. 2. Include bid security in the form of a certified payment order (CPO) amounting to 1% of the bid offer for the works, made payable to Self Help Africa from a recognized bank. 3. Contractors must provide at least three letters of previous good work performance from government or non-government organizations for similar types of work. 4. A confirmation letter about the site visit, verified by SHA field staff, must also be attached. |
| *The second stage of the evaluation will involve an assessment of the Tenderer’s personal and legal circumstances, economic and financial standing, to fulfil the obligations of the contract* | | |
| **3** | **Legal, Economic & Financial Criteria** | In-depth review of financial accounts and other documents submitted; tenderer is judged to have requisite financial stability.   1. Copies of AUDITED financial accounts for the last three years, including details of profit and loss and cash flow, as deemed necessary. 2. Bank statement of last six months. |
| *Each proposal that conforms to the Essential and Qualification Criteria will be evaluated according to the Award Criteria given below by SHA.* | | |
| **4** | **Award Criteria** | Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders  1. Price (40%) - The cost component of the bid will account for 40% of the total score.  2. Technical/Quality (60%)  This component will be assessed based on the following sub-criteria:  a) Work Plan (Implementation Plan) Bidders must complete the SF3 form, outlining a detailed work plan.  b) Proposed Methodology for the Works  Bidders must provide at least one page detailing their methodology for the construction activities.  This should include:   * A detailed description of the construction activities such as masonry, concrete , block ,roofing and cladding, joinery, metal works ,finishing, glazing, electricity works) * A step-by-step explanation of how these activities will be performed, including the process for clearing the construction site. This should be documented in the SF4 form. * A brief description of the team that will manage these works, highlighting their roles and responsibilities. * An explanation of how the bidder will collaborate with relevant government departments during the project. * The methodology should include a description of construction equipment.   c) Previous Work Experience  Bidders are encouraged to submit multiple reference letters. Bidders providing more than three reference letters will be awarded full mark for their previous work experience. |
| **5** | **Post selection** | References and other checks are found to be clear and quality is assessed. |

**5.2 Tender Evaluation**

SHA will convene an evaluation team which may include members of the Finance, Logistics, Programmes.

During the evaluation period clarifications may be sought by e-mail from Tenderers. Clarifications may include testimonials from customers in support of particular aspects of a tender, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Tender or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from Tenderers will not be entertained during the evaluation period.

Bid validity: All offers submitted must be valid for 120 days

**Currency: All prices must be in birr, where applicable**

**Delivery address Self Help Africa ETHIOPIA Yeka Sub City, Kebele 08, House No 912 (Next to Afropolitan Hotel near 22 round about), Addis Ababa Ethiopia**

**OR**

**Abichu woreda agriculture and Siya Deberna Wayu Agriculture Office,**

***Contact name: Getachew Mulu, email getachew.mulu@selfhelpafrica.org***

***Mobile +251(0)*** ***911357188, Office +251116620659***

**5.3 Award Criteria**

A comprehensive and clear breakdown of prices must be shown as part of the financial offer as per the Bill of Quantity document – any transport fees, taxes, customs charges, component parts, packing fees etc. must be shown separately.

Prices offered will be evaluated on full cost basis (including all fees and taxes).

Marks for cost will be awarded on the inverse proportion principle (shown below):

**Scorevendor = 40 x (pricemin / pricevendor)**

Scores for the Financial Offer will be calculated by comprising maximum available marks (30) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

|  |  |  |
| --- | --- | --- |
| **No** | **Qualitative award criteria** | **Weighting (maximum points)** |
| 1. | **Technical offer:** | **60** |
| 1a. | Bidders are encouraged to submit multiple reference letters. Bidders providing more than one reference letter will be awarded additional marks for their previous work experience. | 30 |
| 1b. | Workplan (Timeline and order of works) | 15 |
| 1c. | Methodology | **15** |
| 2. | **Price** | **40** |
|  | **Total number of points** | **100** |

Note:

1. The bidder’s technical document shall be opened first and evaluated according to the set criteria. Following the technical evaluation, bidders who score 50%(30 points) from technical evaluation and above pass for further financial evaluation.

2. The financial offer of those bidders who scored 50%(30 points) and above in the technical proposal shall be opened in the presence of the bidders. The financial offer shall be read out but will be checked for accuracy. The bid amount after checking shall be the amount for comparison.

**Variant Bids:** Variant bids are not acceptable and only one bid may be submitted by each bidder. Any alternative bids submitted will be rejected**.**  For the avoidance of doubt,it is permissible to submit an alternative element within the Bid Specification but only where such alternatives are called for in the specification and on the basis that the alternative does not materially change the requirement of the specification. Self Help Africa reserve the right to determine at its absolute discretion whether any such alternative does materially change the requirement of the Bid Specification**. If in** Self Help Africa **s’ opinion, any such instructions have not been adhered to then** Self Help Africa r**eserve the right at its absolute discretion to reject the bid.**

1. **Response Format**

**6.1 Introduction**

All proposals must conform to the response format laid out below. Where a tender does not conform to the required format the Tenderer may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

By responding to this ITT, each Tenderer is required to accept the terms and conditions of this ITT and to acknowledge and confirm their acceptance by returning a signed original and copy of Financial and Technical documents with its response. And, each bidder must submit their COP with financial offer envelopes and each lot must be separated.

If the Tenderer wishes to supplement their Response to any section of the ITT specifications with a reference to further supporting material, this reference must be clearly identified, including section and page number.

**6.2 Submission Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Item** | **How to submit** | | **Tick attached** |
| **Electronic submission** | **Physical submission** |  |
| 1 | This checklist | Ticked, scan and save as ‘Checklist’ | Tick and submit. |  |
| 2 | Appendix 1- Company Details: Contact Details (1), Professional Or corporate Memberships (1.1), Profiles (1.2), References (1.3). | Complete, sign & stamp, scan and save as ‘Company Details’ | Complete, sign, stamp and submit original doc |  |
| 3 | Appendix 2 – Declaration of Personal and Legal circumstances. | Complete, sign & stamp; scan and save as ‘Declaration of Personal and Legal circumstances’ | Complete, sign, stamp and submit original doc |  |
| 4 | Appendix 3 - Self Declaration of finance and Tax. | Complete, sign & stamp; scan and save as ‘Self declaration of finance & tax’ | Complete, sign, stamp and submit original and copy |  |
| 5 | Appendix 4 - Technical Offer. | Complete, sign & stamp, scan and save as ‘Technical Offer’ and also submit in excel format | Complete, sign, stamp and submit Original and Copy |  |
| 6 | Appendix 5 - Financial Offer | Complete, sign & stamp, scan and save as ‘Financial Offer’ | Complete, sign, stamp and submit original and Copy |  |
|  | Appendix 6 – Drawing | stamp, scan and save as ‘Drawing’ | stamp and submit original and Copy |  |
| 7 | Appendix 7 - SHA GDRP Terms and Conditions including 7.a, 7.b, 7.c, 7.d, and 7.e | Sign, scan and save as ‘SHA GDRP Terms and Conditions’ | Sign, stamp and submit |  |
| 8 | Copies of the last 3 years financial years AUDITED financial accounts, including details of profit and loss and cash flow  1. These must be audited by an external independent party (either a company or an Independent Accountant) | Attach copies of audited accounts, and save as ‘Financial Accounts’ | Submit copies of audited accounts. |  |
| 9 | Valid business registration certificate. | scan and save as ‘Valid business registration certificate’ | Submit copy of Valid business registration certificate |  |
| 10 | Certificate of Authorized Construction license or proof of an equivalent. | scan and save as ‘Certificate of Authorized Construction license or proof of an equivalent’ | Submit copy of Certificate of Authorized Construction License or proof of an equivalent |  |
| 11 | Tax Registration certificate and /or tax clearance certificate. | scan and save as ‘Tax Registration certificate’ | Submit copy of Tax Registration certificate |  |
| 12 | At least 3 references/copies of successfully completed supplies’ contracts of a similar nature | scan and save as | Submit copy of At least 3 references/copies of successfully completed supplies’ contracts of a similar nature |  |

**Appendix 1 - Company details**

1. **Contact Details**

This section must include the following information regarding the Individual or Company and any partners or sub-contractors:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the prime Tenderer |  | | |
| Registered address of the prime Tenderer |  | | |
| Company Name |  | | |
| Address |  | | |
| Previous Name(s) if applicable |  | | |
| Registered Address if different from above |  | | |
| Registration Number |  | | |
| Telephone |  | | |
| E-mail address |  | | |
| Website address |  | | |
| Year Established |  | | |
| Legal Form. Tick the relevant box | 🞏 Company  🞏 Partnership | | 🞏 Joint Venture  🞏 Other (specify): |
| VAT/TVA/Tax Registration Number |  | | |
| Directors names and titles and any other key personnel |  | | |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract (SHA compliance matter) |  | | |
| Parent company |  | | |
| Ownership |  | | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per **Contact Details** | 🞏Yes 🞏No | | |
|  | **Primary Contact** | **Secondary Contact** | |
| Name |  |  | |
| Current Position in the Organisation: |  |  | |
| No. of years working with the Organisation: |  |  | |
| Email address |  |  | |
| Telephone |  |  | |
| Mobile |  |  | |
| Other Relevant Skills: |  |  | |
| Institution (Date from – to) |  |  | |
| Degrees or Diplomas |  |  | |

**Professional or Corporate Memberships**

These are with external professional bodies that your company is registered with (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name of the body | Year of registration | Membership Number |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Profile**

Tenderers should note that the information requested below will be required under the Essential Criteria. In total the answers to these questions should take no more than 2 pages

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Response** | |
| 1 | An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature |  | |
| 2 | Provide details of four contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  | |
| 3 | The number of years the Tenderer has been in business in its present form |  | |
| 4 | A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table: | | |
| **Year** | **Overall Turnover ETB** | **Offered similar Goods Turnover ETB** |
| **2023** |  |  |
| **2022** |  |  |
| **2021** |  |  |
| 5 | Where the Contructor proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the Supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria |  | |
| 6 | Any other relevant information |  | |

**References**

At least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be SHA personnel or related to a SHA contract. Respondents should supply this information for each of the references in the following format:

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 2 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 3 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 4 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

**Declaration of Personal and Legal circumstances**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERERS’ ORGANISATION. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation | | | Yes | No |
| 1 | The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations | |  |  |
| 2 | The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations | |  |  |
| 3 | The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business | |  |  |
| 4 | The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ethiopia. | |  |  |
| 5 | The Tenderer, a Director or Partner has been found guilty of fraud | |  |  |
| 6 | The Tenderer, a Director or Partner has been found guilty of money laundering | |  |  |
| 7 | The Tenderer, a Director or Partner has been found guilty of corruption | |  |  |
| 8 | The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation | |  |  |
| 9 | The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency | |  |  |
| 10 | The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application | |  |  |
| 11 | The Tenderer has colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has had improper contact or discussions with any member of SHA staff and/or members of their family | |  |  |
| 12 | The Tenderer is fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations | |  |  |
| 13 | The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| 14 | Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), SHA is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of SHA to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, **the Tenderer undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.** | |  |  |
| I certify that the information provided above is accurate and complete to the best of my knowledge and belief.  I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders. | | | | |
| Date | |  | | |
| Name | |  | | |
| Position | |  | | |
| Telephone number | |  | | |
| Signature and full name | |  | | |

**self-declaration of finance and tax**

|  |  |  |
| --- | --- | --- |
| **Turnover history** | | |
| **Turnover figures entered into the table must be the total sales value before any deductions**  ‘Turnover of related products’ is for companies that provide items or services in multiple sectors. Please enter information on turnover of items or services that are similar in nature to the items or services requested under this tender. | | |
| **Trading year** | **Total turnover** | **Turnover of related products** |
| **2023** |  |  |
| **2022** |  |  |
| **2021** |  |  |
| Include a short narrative below to explain any trends year to year | | |
|  | | |
| **2. SHA operates within the law of the country of operation and within international legal requirements. SHA expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to SHA’s attention.** | | |
| *Please continue on a separate sheet if necessary.* | | |

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Signed: (Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 4 - Technical Offer**

Note that SHA has the full discretion to issue a separate or one contract depending on the Lots as deemed necessary.

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate with YES/NO which LOTS the bid documentation is provided for:

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Summary of activities** | **Location** | **Yes/No** |
| Lot 1 | Milk Processing unit and two cattle crushes | Abichu Gna’a woreda of North Shewa zone, Oromia Regional state. |  |
| Lot 2 | Farmers training centre Hall | Abichu Gna’a woreda of North Shewa zone, Oromia Regional state |  |
| Lot 3 | Milk Processing unit and two cattle crushes | Siya Debrna Wayu woreda of North Shewa zone, Amhara regional state. |  |
| Lot 4 | Renovation of Adere Milk Processing unit | Abichu Gna’a woreda of North Shewa zone, Oromia Regional state. |  |

“By submitted this offer, I confirm that all data subjects have specifically consented to the use and storage of their data by Self Help Africa for the purpose of analysing the offers and awarding a contract under this bid; and further understood that the personal data may be shared internally within Self Help Africa and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract.”

Signed: (Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE OF FORMS (STANDARD FORMAT)**

**CERTIFICATE OF BIDDER’S VISIT TO THE WORK SITES**

**SCHEDULE FORM 1**

**LOTs 1, 2, 3 & 4**

For Milk Units construction work in Abichu Gna’a and Siya Deber districts

Note that SHA has the full discretion to issue a separate or one contract depending on the Lots as deemed necessary.

| **No.** |  | **LOT 1** | **LOT 2** | **LOT 3** | **LOT 4** |
| --- | --- | --- | --- | --- | --- |
| **1** | **Date/ Duration of Visit** |  |  |  |  |
| **2** | **Site (s) Visited** | Milk Processing unit and two cattle crushes - Abichu Gna’a | Farmers training centre a Hall - Abichu Gna’a | Milk Processing unit and two cattle crushes- Siya Debrna | Renovation of Adere Milk Processing unit - Abichu Gna’a |
| **3** | **Visitor’s Name (CONTRACTOR)**  **Name:**  **Signature:** |  |  |  |  |
| **4** | **Visitor’s Guide (Client/EMPLOYER)**  **Name:**  **Signature:**  **Stamp:** |  |  |  |  |
| **5.** | **Remarks** |  |  |  |  |

**Name of Bidder’s representative visiting site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY OF EXECUTED WORKS CARRIED OUT BY THE BIDDER**

**SCHEDULE FORM 2 [SF2]**

**For Lots 1, 2, 3 & 4**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **Type of construction work** | **Employer/Client** | **Value of Contract**  **(in Birr)** | **Duration**  **(weeks)** | **Dates**  **(From-to)** | **Please put YES if the construction is done by your own company or NO if it is outsourced.** | **Reason for not the construction is done by your company/ Reason for outsourced.** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Official Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHEDULE OF INTENDED WORK PROGRAM**

**SCHEDULE FORM 3 [SF3].**

**For (Lot 1, Lot 2, Lot 3 and Lot 4)**

**Lot Number: 1 (use separate form if bidding on specific Lots)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **WORK ITEM** | **Duration in Days** | **Weeks** | | | | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **1** | **Advance processing, Site Hand over** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Mobilization of material in each work site** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Site Clearing and excavation for Masonry work.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **Sub Structure work** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **Super Structure work** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | **Finishing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note: Use bars to fill chart **

|  |  |
| --- | --- |
| **Total days required for the execution of the WORKS** |  |

**Date of WORKS commencement is 4 days after ‘’order to commence’’ is received by the CONTRACTOR.**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFFICIAL SEAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**AT LEAST ONE PAGER METHODOLOGY OF WORK**

**SCHEDULE Form 4[SF4]**

**For All Lots**

|  |
| --- |
|  |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Official Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 5 – Financial Offer:** **Separately attached**

**Appendix 6 – Drawing: Separately attached**

**Appendix 7.a – Code of conduct: Separately attached**

**Appendix 7.b – Anti fraud & Anti-corruption: Separately attached**

**Appendix 7.c – Conflict of interest: Separately attached**

**Appendix 7.d – Child & Adult safe Guarding: Separately attached**

**Appendix 7.e – Data safe Guarding**