

# Invitation to tender for the Drilling of a Borehole

NADEV is desirous of a contractor to drill a borehole at its head office premises in Molyko New Lay out, Buea. NADEV invites interested bidders to submit their tender as per the specifications below:

This ITB document contains the following:

* Submit an application as a cover Letter
* Technical description of the Bid
* Company Profile and Previous Experience
* Quotation for the item

1. **BACKGROUND DATA**

# Bid Data Sheet

This bid is issued by NADEV (NGO Street Besides HIBMAT New Lay Out Molyko,, Buea)).

Any correspondence can be addressed to the following address: NADEV Buea Or by email to: info@nadev.org

### NADEV SHEDULE & DEADLINE FOR SUBMISSION

The deadline for submission of bids is on the 29th November 2023. **Late bids will not be accepted.**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME\*** |
| Invitation to Bid release | 4/7/2024 | 15h:30 |
| Deadline for request for any clarifications from NADEV | 9/7/2024 | 15h:30 |
| Last date on which clarifications are issued by NADEV | 10/7/2024 | 15h:30 |
| Deadline for submission of tenders (receiving date, not sending date) | 11/7/2024 | 15h:30 |
| Tender opening session by NADEV | 12/7/2024 | 10h:30 |
| Notification of award to the successful tenderer | 12/7/2024 | 17h:30 |
| Issue of PO | 12/7/2024 | 17h:30 |

All times are in the local time of Cameroon.

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

### MANNER OF SUBMISSION:

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

Complete sealed bid documents shall be hand delivered at NADEV Office at: NGO Street Besides HIBMAT New Lay Out Molyko,, Bueaon/or before the due date indicated above.

### ASSESSMENT CRITERIA

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

### Step 1: Administrative compliance check (min qualification criteria)

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

* 1. Bidder has included a copy of their valid business license
  2. Bidder has submitted a copy of their tax registration.
  3. Localization plan (physical address of the company

### Step 2: Technical Evaluation& Financial Evaluation

A Technical Evaluation of all bids received will be conducted to shortlist bidders. Criteria that will be used to evaluate and score bids will be: price quoted, experience with similar contract/supplies, lead time, guarantee offered and readiness to negotiate.

# SECTION 3

**NADEV Invitation to bid –General Terms & Conditions**

### NADEV SCOPE OF BID

* 1. The bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
  2. The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed

### CORRUPT PRACTICES

* 1. **NADEV** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, NADEV defines, for the purposes of this provision, the terms set forth below as follows:
     1. “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
     2. “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of NADEV, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non- competitive levels and to deprive NADEV of the benefits of free and open competition;
     3. In any case where fraud or corruption is identified, NADEV will:
        + reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
        + remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
        + liaise with District Officials to report if fraudulent or corrupt practices are identified
        + terminate works
  2. Any communications between a Bidder and NADEV related to matters of alleged fraud or corruption must be made in writing and addressed to the Coordinator of NADEV using the following email: [info@nadev.org](mailto:info@nadev.org)

### ELIGIBLE BIDDERS

* 1. A Bidder shall meet the following criteria to be eligible to participate in NADEV procurement:
     1. the bidder, at the time of bid, is not:

1. insolvent;
2. in receivership;
3. bankrupt; or
4. being wound up
   * 1. the bidder’s business activities have not been suspended;
     2. the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
     3. The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid. A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of NADEV regarding this bidding process
   1. A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform NADEV.
   2. NADEV reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited to: child labour, discrimination, non-freedom of association, non- payment of the legal national minimum wage, and forced labour or conducts any activity which is contrary to the objectives of the UEFA Children Foundation.

### ONE BID PER BIDDER PER WORK

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid

per contract will cause all the bids with the Bidder’s participation to be rejected.

### COST OF BIDDING

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

### INSPECTION

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

### OBTAINING AND COMPLETING BIDDING DOCUMENTS

* 1. Bidders who did not obtain the Bidding Document directly from NADEV will be rejected during evaluation. Where a Bidding Document is obtained from NADEV on a Bidder’s behalf, the Bidder’s name must be registered with NADEV at the time of issue.
  2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

### CLARIFICATION OF BIDDING DOCUMENT

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

### AMENDMENT OF BIDDING DOCUMENT

* 1. At any time prior and until 48 hours prior to the deadline for submission of bids, NADEV may amend or cancel the Bidding Document by informing the bidders in writing.
  2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, NADEV can, at her discretion, extend the deadline for the submission of bids.

### LANGUAGE OF BID

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

### DOCUMENTS COMPRISING THE BID

* 1. The bid submitted by the Bidder shall comprise the following:
* Legal company documents and banking details of bidder.
* Price quotation for the items described including lead time
* Company Profile and Previous experience
* Guarantee offered
* Signed and stamped Supplier Ethical Standards Declaration.
  1. All forms must be completed without any alterations to the format, and no substitutes shall be accepted.

# SECTION 4

**Technical description of the bid**

1. Drill a borehole with sufficient depth based on geotechnical recommendation to ensure pure water flows throughout the year.
2. Instal an electric pump to pump water into storage tanks in the roof as well as a reservoir
3. Provide a manual for users of the borehole
4. The manual should also include specifications on maintenance and spare parts
5. An undertaking specifying the guarantee period for the regular use of the borehole

**Duration of Execution of Works**

Six weeks from date of award of contract

# SECTION 5 BIDDING FORM

### Please provide information against each requirement.

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

1. **Bidder’s general business details**
   1. **General information**

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

## Owners/Managers

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

|  |  |
| --- | --- |
| **Full name** | **Year of birth** |
|  |  |
|  |  |
|  |  |
|  |  |

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

## Company bank account details:

|  |  |
| --- | --- |
| Beneficiary name:  Beneficiary account no.:  Beneficiary Bank:  Bank branch: |  |
| SWIFT: |  |
| IBAN: |  |
| Bank address: |  |

1. **References**

Please provide details of at least 3 client references whom NADEV may contact, preferably from NGOs and UN agencies, for similar related works:

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

## Confirmation of Bidder’s compliance

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

The following documents are included in our **Bid**: **(please indicate which documents are included).**

|  |
| --- |
| **Documents** |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |

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

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

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

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

# SECTION 7

**COMPANY PROFILE AND PREVIOUS EXPERIENCE**

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience Table** listing the work or contracts undertaken in the past 3 years similar to the one required under this contract
3. Please be informed that NADEV reserves the right to request evidence at any point of this tender to support any claims made here.

### # Name of the client

**Amount of Contract**

### No of contracts

**Date Comments**

### completed

**1**

### 2

**3**

### 4

**5**

### …

**NOTE**: The list shouldn’t be limited to this Form in regards to the number of works reported. A comprehensive list of the last 3 years’ experience has to be submitted adapting the Form to the necessary rows.

NADEV may conduct reference checks for previous contracts completed

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

*DATE:*

*NAME OF SUPPLIER/COMPANY:*

*NAME OF REPRESENTATIVE:*

*SIGNATURE:*

*COMPANY STAMP:*

Done in Buea

The 3rd 0f July 2024

CEO NADEV