

TERMS OF REFERENCE FOR SERVICE PROVIDER

WASH FACILITIES REPAIR AND CONSTRUCTIONS

Background:-

UMCOR's Haiti mission is to providing emergency response, early recovery and transitional development assistance in the affected regions of Haiti especially in the South Department. UMCOR innovatively bridging the gap between immediate relief and long-term community development program by partnering with communities on front lines.

UMCOR is implementing integrated program in the South Department, such as shelter, livelihood and WASH. The overall goal of this project is provide water in order to support the communities that suffer from water scarcity in Cavaillon commune. The service provider/ contractor will be responsible to deliver high-quality quality construction work based on agreement and technical input through designated UMCO staff.

Description:-

United Methodist Committee on Relief (UMCOR) Haiti invites sealed Bids from reputed and eligible firms/contractors/Organizations/ registered from Line Ministries / Departments/ DGI. Applying contractors must have strong financial background to complete construction within time frame of project to avoid any un-expected delay. The Project is consisting in construction of one reservoir, 74,000 Gallons with water surface catchment at Cavaillon commune. UMCOR-HAITI seeks service provider/ contractor to carry out construction work in aforementioned area.

Deliverables:-

Service provider/contractor /vendor are responsible to complete construction of water tank in accordance with specification aforementioned in document.

Site visit

Interested contractors must attend a compulsory site visit starting at: 1:00 PM on the 31st of September 2017 Meeting Carrefour 4 chemin in Les Cayes.

After the visit each contracting company will be provided with a CD containing the drawings and BoQ template. Contractors are required to provide their own transport onward to the sites in the South Department/Les Cayes.

Submission of Bids:-

The contractors are requested to submit sealed Bids Before:

12 AM the 1th of September 2017, after advertisement for consideration and bids should be submitted in English.

Opening of Bids: Contractors are invited to the bid opening which will be at: UMCOR office in Port-au-Prince at 23-A, Rue Garoute, Pacot On: 1 PM 1th of September 2017.

The bid must include:

- a) Complete the attached BOQ template by adding the unit costs. These should include all costs, including materials, labor, profit, transport, administration and any other cost.

- b) Complete contact information's on letter head including address of offices/office.
- c) Detailed work plan for completion of construction including number of technical human resources involved directly with project.
- d) List of similar project completed during last 03 years and ongoing as well
- e) Bids must be accompanied by Technical and Financial proposal in separate envelop

Bids can be submitted in a sealed envelope to the following address:

UNITED METHODIST COMMITTEE on RELIEF (HAITI)

P.O Box 15562

HT 6140

Port- au-Prince, Haïti

Or

Sealed bids can be submitted by hand at

23-A, Rue Garoute, Pacot, Port-au-Prince, Haiti

(Separate box is designated for submission of Bids)

For question 7 clarification, please can contact: Ajoseph@umcor-haiti.org / wcelestin@umcor-haiti.org

General Requirements:-

- Contractor/service provider should have demonstrated relevant experience in construction work in Haiti.
- Registration from relevant technical/Ministry/DG office of Haitian Government/Patente/Quitius
- Should have at least 05 years of experience in dealing relevant construction project with National, International Organization
- Should give detailed information about location of business and be ready to accept site visit before signing of contract
- Incomplete Bids will not be considered
- Complete Banking information: name of Bank, Address, Account number, Account Name, any sorting codes are mandatory

Financial statements which should include

- Profit and lost statement
 - Statement of financial position
 - Bank reconciliation
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- Detailed contact information of vendor is required
 - List of available technical equipment involved for aforementioned project

- Bidders shall be responsible to bear all costs associated with the preparation and submission of their tenders. UMCOR has no liability to pay any expenditure of documentation/travelling etc.
- Contact details for at least three organizations for which you have completed similar work and authorization to contact them.

Bids Evaluation:-

The evaluation will be carried out in accordance with defined policies and procedures of UMCOR. There will be evaluation of technical bids which represent 60% of the points and then evaluation of financial bids which represent 40% of the points. The Bidders selected on technical grounds would be eligible to compete for financial evaluation

Refusal of Bids:-

UMCOR Haiti reserves the right to cancel tender process or to reject all bids without incurring any liability to bidders. UMCOR Haiti has no liability of payment incurred for documentation of bids/transportation and any other relevant cost.

Note: - Bids submitted electronically will be considered in-eligible for process.