**TERMS OF REFERENCE FOR SERVICE PROVIDER**

***WASH in School construction project in Cabaret***

**Background:-**

UMCOR’s Haiti mission is to provide emergency response, early recovery and transitional development assistance having long history of working in Haiti. UMCOR is implementing integrated program in the Municipality of Cabaret.The overall goal of the ***WASH program at Cabaret*** is to help the communities concerning health, sanitation & hygiene issues. In order to initiate the construction of school latrine; UMCOR Haiti seeks service provider/ contractor for providing items mentioned in table. The service provider/ contractor will be responsible to deliver high-quality material with specification as mentioned in table.

**Description:-**

United Methodist Committee on Relief (UMCOR) Haiti invites sealed Bids from reputed and eligible firms/contractors/Organizations/ registered from Ministry/ Department/ DGI. Applying contractors must have strong financial background to deliver the materials with in time frame of project to avoid any un-expected delay.

**Deliverables: -** Service provider/vendor are responsible todeliver the materials in accordance with specification aforementioned in document.

**Submission of Bids: -** The contractors are requested to submit sealed Bids Before:

***2:00 pm 8th of July, 2016.*** *The* bids should be submitted in ***English***.

**Opening of Bids:**Contractors are invited to the bid opening which will be at: UMCOR Port-au-Prince office On:***3:00 pm 8th of July, 2016***

The bids must include:

1. Completed BOQ including unit costs. These should include all costs, including materials, transport etc.

Bids can be submitted in a sealed envelopeto 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 **16, Delmas 54 office UMCOR-Haiti**

(Separate box is designated for submission of Bids) ,For question & clarification, please contact: ***procurement@umcor-haiti.org***

**Bids Evaluation:-**

The evaluationwill be carried outin accordance with defined policies and procedures of UMCOR. There will be evaluation oftechnical bidswhich represent 60% of the points and then evaluation offinancial 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.

 **Required items /Materials:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items #** | **Description Specification / Brand-AGGREGATES** | **Quantity** | **Unit / Measure** |
|
| 1 | Concrete blocks # 20 | 800 | Unit |
| 2 | Concrete blocks # 15 |  | 1000 | unit |
| 3 | Concrete blocks #10 |  | 70 | unit |
| 4 | Cement | 325 | sac |
| 5 | Sand(lave) | 45 | m3 |
| 6 | Gravel 12/25 | 20 | m3 |
| 7 | Rocks | 7 | M3 |
| Items | Description Specification/Brand- **MATERIALS** | Quantity | Unit/Measure |
| 1 | rebar ½ | 135 | rebar |
| 2 | rebar 3/8 | 175 | rebar |
| 3 | Fil a ligature | 100 | m3 |
| 4 | Timber wood 2x4x16 | 30 | Unit |
| 5 | wood 1x12x16 | 6 | Unit |
| 6 | Plywood ¾ | 6 | Unit |
| 7 | planche |  | 12 | unit |
| 8 | nail 3’’ | 2 | bOIS |
| 9 | bois dur | 3 | dz |
| 10 | Pipe 4’’sch-40 | 9 | Unit |
| 11 | Tole trapeze red | 9 | Unit |
| 12 | Profile 2x2 | 9 | Unit |
| 13 | Profile 1x2 | 9 | Unit |
| 14 | Minim | 3 | Gal |
| 15 | Accord 4’’ | 6 | Unit |
| 16 | Vise tole | 120 | Unit |

* ***Please note that Aggregates should be separated from Materials.***