**TERMS OF REFERENCE FOR SERVICE PROVIDER**

***WASH in School project***

**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 Tabarre, thomaseau.The overall goal of the ***WASH*** is to help the communities concerning health, sanitation & hygiene issues. In order to promote sanitation in the communities of the West department; UMCOR Haiti seeks service provider/ contractor for providing items mentioned in table. The service provider/ contractor will be responsible to deliver high-quality tools 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 unexpected delay.

**Deliverables: -** Service provider/vendor are responsible to deliver the tools in accordance with specification aforementioned in document.

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

***2:00 pm September 12, 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: ***September 12, 2016***

The bids must include:

1. Completed Items including unit costs. These should include all costs, including tools, transport etc.

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 **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 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.

 **Required items / tools:-**

Category 1. WIS

|  |  |  |  |
| --- | --- | --- | --- |
| Items # | Description Specification / Brand | Quantity | Unit / Measure |
|
| 1 | balai en plastic | 110 | pc |
| 2 | desinfectant/ mistolin | 70 | gal |
| 3 | eau de javel | 70 | gal |
| 4 | gant en plastic | 70 | pc |
| 5 | gant en toile | 70 | pc |
| 6 | cache nez (boite de 10) | 70 | box |
| 7 | poubelle plastique (Large) | 30 | PC |
| 8 | poubelle plastique (medium pour Maison) | 20 | PC |
| 9 | bokit a robinet | 80 | pc |
| 10 | serviette en papier | 200 | pc |
| 11 | savon/ citron | 200 | barre |
| 12 | brosse a manche | 160 | pc |
| 13 | pele | 50 | pc |
| 14 | mop  | 80 | pc |
| 15 | brouette | 40 | pc |
| 16 | sachet plastique pour poubelle | 40 | box |
| 17 | paires de bottes en caoutchouc#4  | 40 | pc |
| 18 | paires de bottes en caoutchouc(#6, )  | 40 | pc |
| 19 | paires de bottes en caoutchouc( #7)  | 40 | pc |
| 20 | paires de bottes en caoutchouc( #9)  | 50 | pc |
| 21 | rateau | 30 | pc |
| 22 | ramassette | 50 | pc |
| 23 | papier hygienique (caisse de 24) | 70 | caisse |
|   | Total: |   |   |