



## **Grassroot Initiative for Strengthening Community Resilience (GISCOR)**

### **REQUEST FOR PROPOSAL: CONSTRUCTION OF WOMEN AND CHILDREN AND OFFICE EQUIPMENT SUPPLIES IN BAMA AND MONGUNO LOCAL GOVERNMENTS, BORNO STATE, NIGERIA.**

**№ 23/NG/MAI/GISCOR/RFP/ITB/009**

#### **Presentation of GISCOR:**

Grassroot Initiative for Strengthening Community Resilience (GISCOR) is a national humanitarian and developmental organization that is non-governmental, non-profit, and non-political currently actively presence in the North-Eastern and Northwestern part of Nigeria geared towards strengthening the resilience of affected population due to conflict and natural disasters.

Grassroot Initiative for Strengthening Community Resilience (GISCOR) invites qualified suppliers to submit tenders for the Construction of Women and Girls Safe Spaces in Bama and Monguno Local Governments, as well as the supply of furniture for these safe spaces. The project is funded by the United States Agency for International Development's Bureau for Humanitarian Assistance (USAID's BHA).

#### **1. Scope of Work**

The project is divided into three lots:

**Lot 1 - Construction of Women and Girls Safe Space in Bama Local Government**

**Lot 2 - Construction of Women and Girls Safe Space in Monguno Local Government**

**Lot 3 - Supply of Furniture for the Safe Spaces in Bama and Monguno Local Governments**

Suppliers may apply for any one or all of the lots. Specifications for the construction of safe spaces and furniture supply are detailed in the accompanying documents. Sketch for Lot 1 & 2 [Here](#).

#### **2. Commencement and Completion of Work**

The Contractor is required to initiate work within five (5) days from the date of executing the Contract and upon receiving possession of the Site. The work should be executed with utmost diligence and without unwarranted delay.



The Agency will transfer possession of the Site to the Contractor within 24 hours of Contract execution, unless otherwise mutually agreed upon in writing. In the event that the Agency fails to hand over the Site within the stipulated time or within the agreed-upon time-frame in writing, the Contractor reserves the right to serve notice to the Agency.

The scope of work outlined in this Contract must be concluded within a time-frame of 4 weeks commencing from the date of Site handover. Written authorization for project completion will be granted by GISCOR's Program Officer. Any request for an extension of the project timeline will not be considered if submitted later than seven (7) days following the alleged delay.

### 3. Eligibility Criteria

To qualify for participation in this tender process, interested entities must meet the following eligibility criteria:

- a. **Nigerian Entity:** The tenderer must be a legally registered entity in Nigeria.
- b. **Demonstrated Experience:** The tenderer should have a minimum of one (01) year of verifiable experience in the field of construction.
- c. **Capacity Demonstration:** The tenderer must have provided evidence of its capability to successfully execute activities related to construction.

These eligibility criteria are established to ensure that participants in this tender possess the requisite qualifications and experience to effectively contribute to the project's success. Failure to meet any of these criteria may result in the disqualification of the tenderer from the evaluation process.

### 4. Conditions for bidding

#### 4.1 supplier registration Form (see Annex A)

Irrespective of the number of Lots Suppliers and Contractors are bidding for, all bidders are mandated to submit a Supplier Registration Form as specified in [Annex A](#). If a bidder is applying for two or all three lots, they are only obligated to provide one Supplier Registration Form.

The Supplier Registration Form must be submitted utilizing the standardized format provided as an attachment. Bidders are expected to strictly adhere to the prescribed format and the accompanying instructions outlined within the form.

It is of paramount importance that the Supplier Registration Form is completed with utmost clarity and precision, facilitating a comprehensive evaluation. The information furnished in the form should be concise and sufficiently detailed to ensure an accurate assessment.

#### 4.2 Bill of Quantity and Details (see Annex B)

Bidders interested in LOT 1 and LOT 2 are required to diligently complete the Bill of Quantity form, provided in [Annex B](#). This information will serve as the foundation for constructing a



comprehensive budget. Precision and clarity in providing the necessary details are of utmost importance to facilitate an accurate assessment. GISCOR retains the prerogative to propose varying unit costs.

**a) Incorporation of Tender Documents**

Copies of the Conditions, Specifications, Bills of Quantities, and Drawings, duly signed by both the involved parties, are appended herewith and constitute an integral part of this Tender. Together with this Tender, these documents collectively form the Tender Documents.

**a) Adherence to Tender Documents**

The Contractor shall adhere rigorously to the Tender Documents, as well as any additional drawings, details, or specifications that may be issued by GISCOR's Program Officer (or their representative), who will supervise and inspect the project's execution.

**b) Responsibility for Understanding Tender Documents**

The Contractor assumes full responsibility for comprehending and interpreting the Tender Documents and for conducting all requisite inquiries concerning the project and the Site.

**c) Availability of Tender Documents**

Throughout the project's duration, the Contractor must maintain one complete set of the Tender Documents on the Site, ensuring they remain in good order and accessible to GISCOR's Program Officer.

**d) On-Site Presence**

The Contractor or their duly authorized representative shall be present on the Site during regular working hours and shall duly heed the directives of GISCOR's Program Officer.

**e) Access for Inspection**

The Director of Works shall be granted unobstructed access to the Works, workshops, or other locations of the Contractor or sub-contractors where work is in progress.

**f) Precedence of Conditions**

In cases where the Special Conditions or Particular Conditions and Specifications appear inconsistent with the General Conditions, the former shall take precedence.

It is imperative that all bidders thoroughly review and adhere to these provisions as outlined in this Tender document. Failure to comply with these stipulations may result in disqualification from the tender process.

### **4.3 Supplier Offer Form (Annex C)**

This [Offer](#) pertains to the Furniture Supply within Lot 3. Bidders are kindly requested to complete the unit cost form for all the items listed, facilitating the provision of information essential for constructing a comprehensive budget. Precision and clarity are imperative in providing this data, as it will be meticulously evaluated. GISCOR retains the right to propose adjustments to the unit costs as deemed necessary.



#### 4.4 Additional Documents

To accompany your offer, please ensure the inclusion of the following additional documents:

- a) **Company Registration:** A copy of the official company registration documents.
- b) **Company Profile:** A comprehensive company profile outlining your organization's history, capabilities, and experience.
- c) **Tax Identification Number (TIN):** A legalized copy of the TIN up to the year 2021.
- d) **CAC Registration:** A legalized copy of the Corporate Affairs Commission (CAC) registration, confirming the company's legal status.
- e) **Agreements/Order Forms:** A record of agreements or order forms demonstrating prior experience in delivering similar services, including those executed with other Non-Governmental Organizations (NGOs), which may include GISCOR.
- f) An **ID copy** of the legal representative.

#### 5. Submission of Tender Document

Tender submissions can be made both in physical form and online via the GISCOR Procurement Email at [Procurement@giscor.org](mailto:Procurement@giscor.org) The process for both methods is outlined below:

##### **Physical Submission (Hand-delivered or via Courier Service):**

All physical submissions should be enclosed in two separate envelopes:

- a) Financial Offer and/or Bill of Quantity.
- b) Supplier Registration Form (refer to Annex A) and all other relevant documents.

Submissions must be received no later than 9/11/2023.

Tender documents should be placed in a sealed envelope and deposited in the Tender-Specific Box provided at the submission location.

The bidder's Representative delivering the offer should ensure a receipt and tender record of delivery is obtained in the tender-specific log-book.

Submission Address:

***Plot No 174 off Damboa Road, Adamawa Street***

***Opposite Nanne and Boi Hotel, Extension***



## **Maiduguri, Borno State**

We kindly request that all tender submissions adhere to the stipulated deadline of 9/11/2023 to ensure a timely and efficient evaluation process.

For online submissions, please forward the required documents to [Procurement@giscor.org](mailto:Procurement@giscor.org) within the same deadline, mentioning "Tender Submission - [Your Company Name]" in the email subject. Online submissions should include all the required documents in electronic format.

### **6. Questions / Clarification Requests**

Prospective applicants are encouraged to seek clarification or ask questions regarding the call for proposals. However, to ensure a structured and efficient communication process, we kindly request that all questions be submitted via email to the following address: [Procurement@giscor.org](mailto:Procurement@giscor.org)

#### **Please follow these guidelines when submitting your questions:**

- a) Ensure that the subject of the email clearly indicates the reference of the call for proposals.
- b) Questions should be submitted no later than November 6, 2023.

#### **Important Note:**

In the interest of a fair and transparent evaluation process, we kindly ask that all inquiries be directed via email. Phone calls or personal visits for the purpose of seeking clarification are not permitted.

#### **Regarding the Release of Information:**

Please be advised that, until the selection committee has made its final decision, no further information regarding the call for proposals will be provided to applicants. We appreciate your understanding and patience in this matter.

### **7. Evaluation**

#### **7.1 Administrative verification**

An administrative check will be carried out when the application files by the GISCOR Tender Opening Committee. That is to say, it will be checked whether the tenderer is eligible according to the criteria set out in this call for tenders. If any statement by the Bidder is found to be false or misleading, whether the error is intentional or not, the Bid will be declared non-compliant.



Essential criteria	
The envelope was received within the set deadline (date and time)	Yes or no
The envelope is duly closed, with no trace of attempted opening or tinkering	Yes or no
The envelope received, has the reference of the call for tenders	Yes or no
Stamped supplier registration form (Annex A).	Yes or no
Stamped Bill of quantity (Annex B).	Yes or no
Work Plan (ANNEX C)	Yes or no
Stamped Unit Cost form (Annex D).	Yes or no
Company registration, company profile, TIN and CAC registration	Yes or no
Legalized copy of the tax certificate for the year 2021.	Yes or no
Legal Representatives Identification	Yes or no
<u>Note</u> For criteria rated Yes/No, 1 no is enough to eliminate or reject the submission.	

## 7.2 Qualitative/Technical assessment for Lot 1 & 2 (70 Points)

All application forms that have been deemed compliant at the administrative verification stage will be qualitatively assessed by GISCOR according to the following criteria.

Criteria	Points	Explanation
1. Technical Knowledge and Expertise	20	Assesses the depth of the bidder's technical knowledge and expertise in the relevant field, considering qualifications, certifications, and past experience in similar projects.
2. Methodology and Approach	15	Evaluates the bidder's proposed methodology and approach to the project, including clarity, structure, innovation, and alignment with project objectives.
3. Project Plan and Timeline	10	Focuses on the quality of the project plan and timeline, assessing feasibility, realism, and the definition of project milestones and deliverable.
4. Quality Assurance and Risk Management	15	Assesses the bidder's approach to ensuring the quality of project deliverable and the identification and mitigation of potential project risks.
5. Team Expertise	15	Evaluates the qualifications and experience of key team members involved in the project and the adequacy of personnel for their roles.



7. Compliance with Standards and Regulations	5	Assesses whether the project proposal complies with relevant industry standards and regulations.
8. Environmental and Social Impact	5	Considers the bidder's commitment to addressing and minimizing potential environmental and social impacts associated with the project.
10. Communication and Reporting	5	Assesses the clarity and effectiveness of the bidder's communication plan and their commitment to providing regular reporting and progress updates throughout the project.
<b>Total Points</b>	<b>70</b>	

### 7.3 Qualitative/Technical assessment for Lot 3

All application forms that have been deemed compliant at the administrative verification stage will be qualitatively assessed by GISCOR according to the following criteria.

Criteria	Yes/No	Explanation
1. Ability to Supply Furniture and Stationery		Can the bidder provide the required furniture, stationery, and office electronics as specified in the ITB? (Yes/No)
2. Quality Assurance		Will the supplied furniture, stationery, and electronics meet the required quality standards and specifications? (Yes/No)
3. Timely Delivery		Can the bidder guarantee on-time delivery of the ordered items within the stipulated time-frames? (Yes/No)
4. Experience		Please provide details of your company's experience in supplying similar items and projects. (Brief explanation)
5. Company Registration & Tax Clearance		Is your company duly registered, and do you possess valid tax clearance certificates? (Yes/No)

**Note:** The "Experience" criterion allows bidders to provide a brief explanation or description of their relevant experience. The "Company Registration & Tax Clearance" criterion is straightforward, requiring a simple "Yes" or "No" response.

### 7.4 Financial evaluation and Final Evaluation for Lot 1 & 2: (30 points)

This analysis is based on the costs specified in the Bill of Quantity prices, as submitted by Companies and Contractors for Construction Lots 1 and 2.

The Analysis Committee will calculate an average price per article for each tenderer by computing the arithmetic mean of the prices proposed by the tenderer across various sections.



Purchase orders for the successful bidder will be based on the unit prices provided by the bidder per tranche.

A score of 30 points will be awarded to the tenderer with the lowest offer. GISCOR retains the right to reject any offer that is financially unviable, excessively low, or incompatible with the proposed work.

Formula for the financial score:  $(\text{Lowest Bid Amount} / \text{Amount Bid by Bidder}) \times 30$

For budgetary and programmatic reasons, GISCOR may propose the signing of the Tender for all or part of the services outlined in the request for quotation. If the provisional successful bidder declines the proposal, the award passes to the next competitor in order of their ranking.

It is essential to provide cost estimates that are reflective of the market and facilitate a comprehensive evaluation by GISCOR.

**For Lot 3**, GISCOR will exclusively consider Companies, Suppliers, or Contractors with the most competitive prices that have successfully passed the rigorous quality assessment process.

Final Evaluation: The selection committee recommends awarding the Tender to the supplier with the highest combined score from the final technical and financial analyses. In case of a tie in the final score, the Tender is awarded to the supplier with the lowest price.

GISCOR reserves the right to establish framework agreements with multiple suppliers for the same types of services."



