

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION  
INVITATION TO BID**

Reference: <b>ITB_067_A_SOM_2022_Amendment</b>	<b>Date: May 6, 2022</b>
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Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Re-advertise Prefabricated Office Construction Services inside MIA**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

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For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarification ITB\_067\_A\_SOM\_2022** in the subject section of your email.

Deadline for Submission of Proposals: On or before

**Date: May 21, 2022**

**Time: 15:00 hours Rome, Italy local time.**

Sincerely yours,

International Development Law Organization | IDLO

**Somalia Country Office**

**ANNEX A  
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in <b>USD</b></p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before <b>Date: May 21, 2022</b> <b>Time: 15:00 hours Rome, Italy local time.</b></p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p>The works and services are to be provided and completed within 20 weeks after receipt of contract from IDLO, and the work and services will be delivered based on mutual Implementation project plan.</p>
7. Customs clearance, if needed, shall be done by:	<p><input type="checkbox"/> IDLO <input checked="" type="checkbox"/> <b>Supplier</b> <input type="checkbox"/> N/A</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/> Yes,</p>
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> <li>1. Bid Submission Form (see Annex D);</li> <li>2. Bidder Information Form (see Annex E)</li> <li>3. Price Schedule (Annex F)</li> </ol>
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation</p>

	Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention <b>Clarification ITB N_067_SOM_2022</b> in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The letter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> with the Subject: "<b>Submission for ITB N_067_A_SOM_2022</b>"</p>

14. Joint Venture, Consortium, or Association

If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.

The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.

The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.

A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

- a) Those that were undertaken together by the JV, Consortium or Association; and
- b) Those that were undertaken by the individual entities of the JV, Consortium or Association.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association

	Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) 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 regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</li> <li>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
16. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
17. Validity Period of Bids	All Bids will be valid for <b>90 days</b> from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.

<p>18. Modification and withdrawal of Bids</p>	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
<p>19. Amendment of the Bid</p>	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>

<p>20. Bidders' Conference and Site Visit,</p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p> <p>A Bidder's conference will be conducted online on 12 May 2022 at 10:00 Hours Mogadishu, Somalia local time.</p> <p>All Bidders are encouraged to attend and confirm their attendance by sending an email to <a href="mailto:som-tenders@idlo.int">som-tenders@idlo.int</a> with subject: 'ITB N_067_A_2022 Bidder's Conference' by no later than 11 May 2022. The meeting will be held through Zoom.</p> <p>IDLO will send credentials to attend the conference to all interested Bidders. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on IDLO's website and shared by email to Bidders that attended.</p> <p>No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p> <p><b>Site Visit:</b></p> <p>Bidders interested in participating to this Bid should attend the physical site visit to have a complete understanding of the Scope of Work prior to sending the formal bid to IDLO.</p> <p><b>Note:</b> All the information concerning the site visit will be shared with all interested bidders irrespective of their attendance.</p> <p>The Site Visit shall be conducted on:</p> <p><b>Date: May 17, 2021</b>  <b>Time: 11:00 a.m.</b>  <b>Venue: Mogadishu International Airport zone near The Chelsea Village, Somalia</b></p> <p>The IDLO focal point for the arrangement is : Interested bidders are requested to confirm attendance of the site visit via email to Email: <a href="mailto:som-tenders@idlo.int">som-tenders@idlo.int</a> with the subject line Confirmation of Attendance of Pre-Bid Site Visit for ITB Ref: ITB N_067_A_SOM_2022" by non-later than <b>16 May 2022</b></p>
<p>21. Right to accept, reject, or render non-responsive any or all Bids</p>	<p>IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.</p>
<p>22. Clarification of Bids</p>	<p>To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its</p>



	Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified: <ul style="list-style-type: none"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done similar nature business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on</li> </ul>

	<p>the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<p><input type="checkbox"/> <del>N/A for Framework Agreement</del></p> <p><input checked="" type="checkbox"/> <b>Yes - At the time of Award of the contract, IDLO reserves the right to vary the quantity of works (goods and services) by up to a maximum twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions.</b></p>
31. Contract Award	<p>Contract Award shall be granted according to:</p> <p>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</p> <p>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</p> <p>c) Full submission of Bidder Information Form (Annex E);</p> <p>d) Full submission of Price Schedule (Annex F) signed and stamped;</p> <p>e) Lowest priced, most technically acceptable/compliant offer;</p> <p>The contract will be awarded to the most eligible and responsive offer meet the requirements and terms mentioned under this ITB.</p>
32. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO

	procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Payment Terms	IDLO will make the payment within 30 days after satisfactory implementation of the project in accordance to the agreed terms of conditions, project plan and milestones set forth for the payment.
35. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.  The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.
36. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes  <b>For late delivery of <u>Goods</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</b>  <b>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b>  <b>For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b>  <b>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</b>
37. Partial Bid	<input checked="" type="checkbox"/> Not permitted (All or Nothing) <input type="checkbox"/> Permitted

**ANNEX B  
PRELIMINARY SCREENING CRITERIA**

**A. MINIMUM ELIGIBILITY CRITERIA**

Subject	Criteria	Document Submission Requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor must be legally registered.	Certificate of Public Works, Reconstruction and Housing of the Federal Government of Somalia
	Vendor shall submit their valid Business Registration Certificates issued by the Somalia Ministry of Commerce. To be checked by SCO IDLO and clarified if necessary	Certificate of Incorporation/Registration in Somalia
<b>Tax Revenue</b>	Vendor shall submit their Valid Tax Compliance Certificate in Somalia (Quarter 2 2022 ). To be checked by SCO IDLO and clarified if necessary	Valid Tax Compliance Certificate in Somalia
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 21.	Self-Attestation Letter
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter
<b>Company profile</b>	Description of all related works offered, physical address and contact details for office.	Full Company Profile

## B. QUALIFICATION CRITERIA

QUALIFICATION	Evaluation Criteria	Document Submission Requirement
<b>Previous Experience</b>	<p>Minimum <b>three (3)</b> years of relevant experience.</p> <p>Minimum of <b>three (3) contracts</b> for construction works of similar scope implemented over the last <b>five (5) years (please submit copies of past contracts)</b>.</p> <p>List and value of completed projects performed and completed over the past five (5) years, plus clients' contact details (details (name, email and telephone number) who may be contacted for further information on those contracts in table format.</p>	<p>Copies of a minimum of three (3) contracts for construction works of similar nature and value implemented over the past five (5) years and Reference Letters with contactable domain email addresses for verification &amp; reference check</p>
	<p>Statement of satisfactory performance from the top three (3) client's or more in terms of contract value for the past five (5) years</p>	<p>Statements of satisfactory performance from top 3 clients or more for similar works conducted in the past 5 years</p>
<b>Technical Evaluation</b>	<p>Suitability of implementation timetable: Maximum of 20 weeks completion timeframe</p>	<p>Bidder must submit the Implementation timetable.</p>
<b>Financial Standing</b>	<p>Minimum average annual turnover of <b>USD 100,000.00 for the last 4 years</b>.</p> <p>Bidder must provide audit reports of year <b>2017-18, 2018-19 and 2019-20</b>. The average annual turnover will be calculated on the basis of audit reports.</p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years.</p>	<p>Financial Statements for the past three (3) years</p>

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## TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

### A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

### B. Background

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law. IDLO is implementing a Technical Assistance Project that aims to build a soundly regulated financial sector in Somalia that can operate efficiently and consistently with international standards. The Project aims to strengthen the capacity of the Somali Financial Reporting Centre (FRC). Part of the support IDLO will be provided to the FRC relates to the construction of a prefabricated office for the FRC located inside the secure Mogadishu airport area.

### C. Scope of Works

IDLO is looking for a Supplier to undertake the construction of a two-floor prefabricated office as specified in the below bills of quantities and site drawings.

The proposed civil works will be at the Somali Financial Reporting Centre (FRC) inside the secure Mogadishu airport area, Mogadishu Somalia. The main activities proposed for the civil works include a two-floor prefabricated office. The construction works are detailed below under the Bill of Quantities (BoQ).

Under the supervision of the IDLO FRC consultant Engineer, the Contractor shall:

- Perform works in conformity to quality/quantity and accuracy as stipulated in the detailed specification
- Implement the project based on a detailed Construction Work Schedule which shall be approved by the IDLO FRC consultant engineer;
- Institute a quality control system to ensure adequate monitoring of work progress at all times;
- Maintain all the required licenses during the contract period.
- Technical qualifications shall comply without any deviation from those specified in the Bill of Quantities without deviations.

#### D. Bill of Quantities

The selected Bidder shall perform the construction works in strict compliance with the Bill of Quantities detailed in the table below and Drawing under H technical drawings.

Item #.	Description and type of action	Unit	QTY
<b>FRC AIRPORT OFFICE BUILDING</b>			
<b>1</b>	<b>OFFICE BUILDING (GROUND FLOOR)</b>		
<b>1.1</b>	<b>ELEMENT NO 1 - SUBSTRUCTURE (PROVISIONAL)</b>		
	<b>Excavation</b>		
1.1.1	Clear site of all bushes and debris, including grubbing up roots and clearing away.	m <sup>2</sup>	343.4
1.1.2	Excavation of column footing including carting away excavated soil	m <sup>3</sup>	135
1.1.3	Excavate for foundation trenches commencing from reduced level and not exceeding 1.5m deep including carting away excavated soil	m <sup>3</sup>	70
<b>1.2</b>	<b>Disposal of excavated materials</b>		
1.2.1	Backfill and compact selected excavated material : compact in layers not exceeding 150mm thick	m <sup>3</sup>	216
<b>1.3</b>	<b>Quarry dust blinding</b>		
1.3.1	50mm Quarry dust blinding over hardcore : compacted : to receive floor bed (ms)	m <sup>3</sup>	17.2
<b>1.4</b>	<b>Anti-termite treatment &amp; A damp proof membrane</b>		
1.4.1	A damp proof membrane	m <sup>2</sup>	343.4
1.4.2	Gladiator or equal and approved chemical anti-termite treatment, executed complete by an approved specialist under a ten-year guarantee, to surfaces of blinding	m <sup>2</sup>	343
<b>1.5</b>	<b>BRC Reinforcement</b>		
1.5.1	Mesh reference A142 weighing 2.22 kilogrammes per square metre to surface beds	m <sup>2</sup>	343.4
1.5.2	50mm Blinding layer: under Column bases	m <sup>3</sup>	3.4
<b>1.6</b>	<b>In situ concrete: class 25/20 mm: vibrated : reinforced</b>		
1.6.1	Casting Column base using Y14 both ways 20cm spacing, this includes formwork, reinforcement and all the support needed	m <sup>3</sup>	33.7
1.6.2	Column starters using Y16 and R8 at 20cm spacing, this includes formwork, reinforcement and all the support needed	m <sup>3</sup>	3.6

1.6.3	Cast the 200mm thick Ground beam using Y12 spacing at 20cm this includes formwork and all the support concrete needs	m <sup>3</sup>	16.7
<b>1.7</b>	<b>Foundation wall</b>		
	<u>Selected natural masonry stones (minimum 7.0N/mm) regular, coursed rough chisel dressed on all faces : exposed substructure walls shall include regular coursed walling of uniform colour and texture : fine dressed smooth finish to external face : bedded and jointed in cement and sand (1:3) mortar : Extra over external fine dressed wall for 10 x 10mm recessed horizontal joints with vertical flush joints : pointed in cement grout : wire brush stone work after keywork</u>		
1.7.1	400mmUncoursed rubble stones thick walling 2.5m high	CM	36.4
	<b>Total Carried to Summary</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>
<b>2</b>	<b>ELEMENT NO. 2 - SUPERSTRUCTURE</b>		
	<u>Reinforced concrete class 25, as described in:-</u>		
2.1	Casting Columns. Using 6Y16 and R8 at 200mm this includes formwork and all the support concrete needs	CM	7
2.2	Casting Beams( Lintel beam, slab Beam) using Y14 and R8 at 300mm this includes formwork and all the support concrete needs	CM	25
2.3	Casting Staircase, staircase landing, using R12 of two layers spacing 150mm both ways, this includes formwork and all the support concrete needs	CM	6
2.4	Cast the 200mm thick first floor slab using Y12 spacing at 150cm both direction, this includes formwork and all the support concrete needs	CM	69
	<b>Total For Super Structure Carried to Bill Summary</b>		
<b>3</b>	<b>ELEMENT NO. 3 SUPERSTRUCTURE WALLING</b>		
	<u>Walling in cement boards. Cement Board consists of an aggregated portland cement core reinforced with polymer-coated, glass-fiber mesh embedded in both surfaces. Its composition also makes it non-combustible and dimensionally stable. The cement boards are suitable for indoor and outdoor applications. The panels are indicatively 1200x2400 mm in size and a minimum of 12,5 mm in thickness. The cement boards are asbestos-free. To be installed according to the manufacturer's recommendations. The cement boards are installed, with screws, on a timber framing. Timber sections are a minimum of 45 x 69 mm for interior walls (for wall thickness minimum of 94 mm) and a minimum of 45 x 120 mm for exterior walls (for wall thickness minimum of 145 mm). All timber used is straight and dry. A stud is installed on the floor and ceiling. The maximum timber stud spacing for the vertical studs is (oc.) 600mm for interior walls and 400 mm for exterior walls. The fasteners are corrosion resistant and countersunk to allow flush seating while preventing strip-outs.</u>		



	<p><u>Drywall screws do not provide adequate pull-through resistance and must not be used. Maximum fastener spacing: 200 mm.</u></p> <p><u>The space between the timber framing is filled with mineral wool (glass wool or rock wool) insulation. The minimum insulation thickness is 50mm.</u></p> <p><u>Joint treatment: Fill joints as per manufacturer's recommendation; indicatively: fill joints with tile-setting mortar or adhesive and then immediately embed tape and level joints. Flat trowel setting-type joint compound overboard to cover fasteners and fill voids to a smooth surface. Finish joints with at least two coats of ready-mixed joint compound. Ensure no water can ingress the wall.</u></p> <p><u>The internal walling is to be installed so that it can readily be plastered with a veneer plaster (thin coat of plaster) and paint.</u></p> <p><u>The external walling is to be installed so that it can subsequently be rendered and painted.</u></p>		
3.1	Thick walling internally 3m high	SM	546
3.2	Damp-proof courses, as described, to walls		
3.3	200mm wide	LM	182
	<b>Page Total Carried Forward</b>		

ITEM	DESCRIPTION	UNIT	QTY
<b>4</b>	<b>ELEMENT NO. 4: DOORS AND WINDOWS</b>		
	<b>Timber flush doors</b>		
	<u>Single leaf door overall size 900 x 2200mm high Door Wooden Door- Hinged- Two Leaves , including furnishing, installation, frames, sub frames, hardware, accessories, anchorage, finishing, etc</u>		
4.1	Door overall size 900 x 2100mm high	No	11
4.2	Door overall size 1.200 x 2100mm high	No	3
	<b>Windows:</b>		
4.3	Supply and fix aluminium windows complete with glazing, and burglar proof, 1.50 x 1.2m high	No.	11
4.4	Supply and fix aluminium windows complete with glazing, and burglar proof, 0.6 x 0.6m high	No.	4
	<b>Total for Doors and Windows Carried to Bill Summary</b>		
<b>5</b>	<b>ELEMENT NO. 5: INTERNAL FINISHES</b>		
	<b>Screeds</b>		
	<u>Cement and sand (1:4) mortar screed beds : wood float finished to receive ceramic tile floor finish (m.s) : on concrete</u>		
5.1	40mm Thick screed beds	m <sup>2</sup>	343.4
	<b>Ceramic tiles</b>		
	<u>Supply and fix 1st quality floor tiles : colour to Architects selected/approval : bedded on cement and sand (1:4) screed beds (ms) with cement : pointed and grouted in matching colour grout: allow fo laying diagonally where directed</u>		
5.2	Ceramic tile floor finish	m <sup>2</sup>	343.4

5.3	100mm high skirtings	m	290
5.4	supply and install stainless steel handrails for staircases and ramps including all accessories required to complete the job	LM	25
	<b>Plaster works</b>		
	<u>15 mm Thick Lime plaster : steel trowelled finish : on concrete and exterior walls and 1,5-3 mm skim coat (vener plaster) smooth trowelled finish, on cement board, ready to receive paint.</u>		
5.5	Walls and beams	m <sup>2</sup>	1092
	<b>Paint work</b>		
	<u>Prepare and apply three coats 1st grade plastic emulsion paint to approval : on</u>		
5.6	Prepare internal external surfaces	m <sup>2</sup>	1555
	<b>Total for Finishes Carried to Bill Summary</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>
<b>6</b>	<b><u>ELEMENT NO. 6: ELECTRICAL INSTALLATIONS AND SERVICES</u></b>		
	<b>Lighting Fittings</b>		
	<u>Supply and install following lighting fixtures with all accessories as per the specifications and drawings and complete with lamp fitting and accessories of Engineer or approved make.</u>		
6.1	1200mm Energy saving fluorescent tube lighting	No.	26
	<b>Switches</b>		
6.2	5 Amps one gang one way switch	No	26
	<b>Socket outlets</b>		
	<u>Supply and installation of fused shuttered switched socket outlet to comply with relevant BS standard (Clipsal, Orange, Crabtree/ Tenby/ABB or equivalent). Wiring (including supply of earth wire and all other material required) of above socket outlet using approved type 2.5mm<sup>2</sup> PVC/PVC copper cable and 2.5mm<sup>2</sup> earth wire drawn through securely fixed concealed PVC conduit in a ring circuit.</u>		
	Socket outlet points		
6.3	13 A twin sockets outlet	No	32
	<b>Final circuit Wiring</b>		
	<u>Wiring and installation (including supply of all materials) of the light points using approved type PVC insulated PVC sheathed 1.5 mm<sup>2</sup> copper cables and 2.5mm<sup>2</sup> earth cable drawn through securely fixed concealed PVC conduit, to the walls and slab surfaces Socket outlet points</u>		
6.4	Lighting points	M	500
	<b>Earthing</b>		

	<u>Supply, install, test and commission Copper earthing mat for electrical system of 1200mmx1200mm dimensions constructed of 25mmx3mm copper tape laid 1000mm deep in ground and complete with 10sq.mm earth lead cable for earthing in masonry earth pit and with concrete removable cover marked (EARTH)</u>	LUMP. SUMP	1
	Supply, install, and connect 63 Amp SP/N Consumer unit.		
	<b>Distribution Board</b>		
	<u>Supply, install, connect, testing and commission the following final distribution boards, distribution terminal blocks</u>		
	Supply, install, and connect 63 Amp SP/N Consumer unit.	Item	1
6.5	<b>Fans</b>		
	<u>Supply and install following overhead electrical fans and Airconditioning with all accessories prices must include all materials, installation, testing and commissioning</u>		
6.6	3 speed box fan with 20 inch blades	Nr.	11
	<b>Total Carried to Summary</b>		
<b>7</b>	<b><u>ELEMENT NO. 7: MECHANICAL INSTALLATIONS AND SERVICES</u></b>		
	PLUMBING		
	COLD WATER DISTRIBUTION		
	Supply and install INDO GREEN PPR pipe to DIN 8077,8078 manufactured as per DIN 16962 and conforming to ISO and EN 15874 standard. All pipe and fitting to conform to PN25	Item	1.0
7.1	Pressure booster pump set as Grundfos or equal and approved. Pump: CH2-30 Flow rate: 2m3/hr Complete with 60 litres pressure vessel	Set	1.0
7.2	3,000 litres Cold water tanks as roto, dimensions 1610 mm diameter X1520mm high	No.	1.0
7.3	SOIL AND WASTE DRAINAGE		
7.4	Supply and install the following soil and waste system of pipe and fittings to BS 4514 with the installation of fittings done to manufacturers instruction and BS 5572 1978 as manufactured by "key" terrain" or any other manufacturer approved by the Project Manager. Tenderers must allow in the pipe work prices for all couplings connectors inspection covers, jointings roding eyes pipe fastenings including clips, holderbat sets, and plugging required for the proper and satisfactory functioning system	Item	1.0
7.5	Allow a sum for connecting to septic tank, testing and commissioning of the drainage system to approval of the Project Manager	Sum	1
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>
	<b>SANITARY FITTINGS</b>		
	PROVIDE RATES FOR SUPPLY, FIXING & TESTING THE FOLLOWING SANITARY FITTINGS		
7.6	Twyfords Envy btw wash down W.C suite with horizontal outlet in Vitreous China comprising of WC pan REF. NV1438WH seat and soft closing cover NV7995WH, Chrome plate hinges, WC outlet Connector P trap or equal and approved.	No	3

7.7	Twyfords concealed pattern Chrome plated flush valve No SF 9303CP complete with flow regulator, flush bend and WC Inlet Connector and waste.	NO	3
7.8	Chrome plated coat hook for wall mounting	NO	3
7.9	Arabic showers complete with all the accessories	NO	3
7,10	Twyfords 165 x 165mm build-in toilet roll holder No. VC 9336 WH (to be installed next to every WC pan).	NO	3
7.11	Twyfords Envy 500 pedestal wash handbasin No. NV4811WH to BS 3402 comprising: - single centre tap hole, in Vitreous China Ref. WB575100, chain & stay hole, fixing brackets Chrome plated beaded chain waste 1 1/4" waste WF 4330 CP Chrome plated bottle "P" trap 1-1/4" WF 8482 XX on a pedestal stand NV4910WH	NO	3
7.12	Cobra push tap with delay or equal and approved,	NO	3
7.13	Soap Dispenser Wall mounted Soap dispenser with a capacity of about one Litre having a press action Soap release mechanism complete with fixing screws. As starmix or approved equivalent	NO	3
7.14	WALL MIRRORS Twyford bevelled edge polished glass mirror size 900 x 600 x 6mm thick with silver backing with chromium plated dome shaped nuts and brass screws plugged.	No	3
<b>Total Carried to Summary</b>			

ITEM	DESCRIPTION	UNIT	QTY
<b>FRC AIRPORT OFFICE BUILDING (FIRST FLOOR)</b>			
ITEM	DESCRIPTION	UNIT	QTY
<b>1</b>	<b>ELEMENT NO. 1 - SUPERSTRUCTURE</b>		
	<u>Reinforced concrete class 25, as described in: -</u>		
1.1	Casting Columns. Using 6Y16 and R8 at 200mm this includes formwork and all the support concrete needs	CM	7
1.2	Casting Beams (Lintel beam, slab Beam) using Y14 and R8 at 300mm this includes formwork and all the support concrete needs	CM	8
<b>Total For Super Structure Carried to Bill Summary</b>			
<b>2</b>	<b>ELEMENT NO. 2 SUPERSTRUCTURE WALLING</b>		
	<u>Walling in cement boards.</u> <u>Cement Board consists of an aggregated portland cement core reinforced with polymer-coated, glass-fiber mesh embedded in both surfaces. Its composition also makes it non-combustible and dimensionally stable. The cement boards are suitable for indoor and outdoor applications.</u> <u>The panels are indicatively 1200x2400 mm in size and a minimum of 12,5 mm in thickness.</u> <u>The cement boards are asbestos-free.</u>		

	<p><u>To be installed according to the manufacturer's recommendations.</u></p> <p><u>The cement boards are installed, with screws, on a timber framing. Timber sections are a minimum of 45 x 69 mm for interior walls (for wall thickness minimum of 94 mm) and a minimum of 45 x 120 mm for exterior walls (for wall thickness minimum of 145 mm). All timber used is straight and dry.</u></p> <p><u>A stud is installed on the floor and ceiling. The maximum timber stud spacing for the vertical studs is (oc.) 600mm for interior walls and 400 mm for exterior walls.</u></p> <p><u>The fasteners are corrosion resistant and countersunk to allow flush seating while preventing strip-outs. Drywall screws do not provide adequate pull-through resistance and must not be used. Maximum fastener spacing: 200 mm.</u></p> <p><u>The space between the timber framing is filled with mineral wool (glass wool or rock wool) insulation. The minimum insulation thickness is 50mm.</u></p> <p><u>Joint treatment: Fill joints as per manufacturer's recommendation; indicatively: fill joints with tile-setting mortar or adhesive and then immediately embed tape and level joints. Flat trowel setting-type joint compound overboard to cover fasteners and fill voids to a smooth surface. Finish joints with at least two coats of ready-mixed joint compound.</u></p> <p><u>Ensure no water can ingress the wall.</u></p> <p><u>The internal walling is to be installed so that it can readily be plastered with a veneer plaster (thin coat of plaster) and paint.</u></p> <p><u>The external walling is to be installed so that it can subsequently be rendered and painted.</u></p> <p><u>A mock-up (sample area) test of 18 m<sup>2</sup> of internal or external walling is to be installed and veneer plastered on-site for approval by the client/engineer to ensure the finishing quality is sufficient for veneer plastering.</u></p> <p><u>Obtain approval before proceeding.</u></p>		
2.1	Thick walling internally 3m high	SM	315
2.3	<u>Damp-proof courses, as described, to walls</u>		
2.3	200mm wide	LM	105
<b>Page Total Carried Forward</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>
<b>3</b>	<b>ELEMENT. NO. 3: ROOFING</b>		
	<b>SAWN TREATED CYPRESS, Grade S50, pressure impregnated (Provisional)</b>		
3.1	Aluminium roofing sheets prepainted roofing sheets fixed to timber purlins	m <sup>2</sup>	214
3.2	100 x 50 mm as truss external members	m	210
3.3	75x50mm internal members	m	280
3.4	75x50mm purlins	m	40
3.5	Ditto, wall plate	m	126
3.6	25 x 150mm splice plates	m	24
3.7	25 x 200mm Ridge board	m	16
	<b>Boarding</b>		
3.8	WROT CYPRESS, Prime Grade		
3.9	25x50mm tongued and grooved boarding to eaves	SM	112

3.10	32 x 250 mm Fascia board fixed to rafters	LM	41
	<b>Rainwater disposal</b>		
3.11	150x150mm 24gauge galvanized mild steel box gutter with galvanized steel brackets at 600mm centers	LM	41
	<b>Fixed to fascia board (ms)</b>		
3.12	Ditto, 100mm diameter down pipe fixed with brackets to wall at 1000mm maximum centers	LM	15
3.13	Extra over ditto for 600mm swanneck projection	NO	6
3.14	Ditto shoe	NO	6
3.15	Knot, prime, stop and apply 3 coats oil paint externally to:		
3.16	Prepare and apply bituminous paint to inside of gutter	LM	41
	<b>Total For Roof Carried to Bill Summary</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>
<b>4</b>	<b>ELEMENT NO. 4: DOORS AND WINDOWS</b>		
	<b>Timber flush doors</b>		
	<u>Single leaf door overall size 900 x 2200mm high Door Wooden Door- Hinged- Two Leaves , including furnishing, installation, frames, sub frames, hardware, accessories, anchorage, finishing, etc</u>		
4.1	Door overall size 900 x 2100mm high	No	4
4.2	Door overall size 1.200 x 2100mm high	No	1
	<b>Windows</b>		
4.3	Supply and fix aluminium windows complete with glazing, and burglar proof, 1.5 x 1.2m high	No.	12
	<b>Total for Doors and Windows Carried to Bill Summary</b>		
<b>5</b>	<b>ELEMENT NO. 5: INTERNAL FINISHES</b>		
	<b>Screeds</b>		
	<u>Cement and sand (1:4) mortar screed beds : wood float finished</u>		
	<u>to receive ceramic tile floor finish (m.s) : on concrete</u>		
5.1	40mm Thick screed beds	m <sup>2</sup>	360
	<b>Ceramic tiles</b>		
	<u>Supply and fix 1st quality floor tiles : colour to Architects selected/approval : bedded on cement and sand (1:4) screed beds (ms) with cement : pointed and grouted in matching colour grout: allow fo laying diagonally where directed</u>		
5.2	Ceramic tile floor finish	m <sup>2</sup>	214.44
5.3	100mm high skirtings	m	100
	<b>Plaster works</b>		
	<u>15 mm Thick Lime plaster : steel trowelled finish : on concrete and exterior walls and 1,5-3 mm skim coat (vener plaster) smooth trowelled finish, on cement board, ready to receive paint.</u>		
5.4	Walls and beams	m <sup>2</sup>	630
	<b>Ceiling</b>		

5.5	Supply and fix soft board as ceiling to and including 50 x 50 mm cypress brandering at 600mm c/c both ways	SM	214
5.6	Prepare and apply 3 coats emulsion paint to soft board ceilings	SM	214
	<b>Paint work</b>		
	<u>Prepare and apply three coats 1st grade plastic emulsion paint to approval: on</u>		
5.7	Prepare internal external surfaces	m <sup>2</sup>	630
	<b>Total for Finishes Carried to Bill Summary</b>		
ITEM	DESCRIPTION	UNIT	QTY
<b>6</b>	<b><u>ELEMENT NO. 6: ELECTRICAL INSTALLATIONS AND SERVICES</u></b>		
	<b>Lighting Fittings</b>		
	<u>Supply and install following lighting fixtures with all accessories as per the specifications and drawings and complete with lamp fitting and accessories of Engineer or approved make.</u>		
6.1	1200mm Energy saving fluorescent tube lighting	No.	10
	<b>Switches</b>		
6.2	5 Amps one gang one way switch	No	8
	<b>Socket outlets</b>		
	<u>Supply and installation of fused shuttered switched socket outlet to comply with relevant BS standard (Clipsal, Orange, Crabtree/ Tenby/ABB or equivalent). Wiring (including supply of earth wire and all other material required) of above socket outlet using approved type 2.5mm<sup>2</sup> PVC/PVC copper cable and 2.5mm<sup>2</sup> earth wire drawn through securely fixed concealed PVC conduit in a ring circuit.</u>		
	Socket outlet points		
6.3	13 A twin sockets outlet	No	14
	<b>Final circuit Wiring</b>		
	<u>Wiring and installation (including supply of all materials) of the light points using approved type PVC insulated PVC sheathed 1.5 mm<sup>2</sup> copper cables and 2.5mm<sup>2</sup> earth cable drawn through securely fixed concealed PVC conduit, to the walls and slab surfaces Socket outlet points</u>		
6.4	Lighting points	M	300
	<b>Fans</b>		
	<u>Supply and install following overhead electrical fans with all accessory's prices must include all materials, installation, testing and commissioning</u>		
6.5	3 speed box fan with 20 inch blades	Nr.	7
	<b>Total Carried to Summary</b>		

ITEM NO.	DESCRIPTION
	<b><u>GRAND SUMMARY</u></b>
1	GROUND FLOOR
2	FIRST FLOOR
3	INTERLOCK & GARDENING
4	TWO SECURITY TOWER
5	BOOM GATES
	<b>GRAND TOTAL</b>

**E. Safety and Responsibility**

Upon Contract Award, the Contractor should provide, as part of his contractual commitments, a detailed Safety, Health & Welfare plan, (including, if applicable, scaffolding/support systems plan based on Safety requirements for scaffolding) being part of the overall program of works, subject to the IDLO Engineer for review and approval during the mobilization period and before actual work starts. The Contractor shall bear all the costs associated with the implementation of the said Safety, Health & Welfare plan. The said safety plans and related measures shall be in full compliance with the Health and Safety regulations issued by the national authorities

**F. Transportation of materials and site access**

It is the sole responsibility of the awarded Contractor to obtain appropriate security clearance from the relevant authorities to access the airport zone for materials, equipment and construction staff

**G. Site meetings and certification of development for the Works**

Biweekly site meetings will be carried out by IDLO's Civil Engineer to verify the Contractor's progress and the Contractor or duly authorized delegate should attend the meetings. The IDLO Engineer will also undertake certification of completed works by the Contractor.

**H. Site clearance after the completion of construction**

After completion of the construction, the Contractor shall clear away and remove all wreckage, rubbish and debris of any kind from the Site, and shall leave the Site clean and safe.

**I. Institutional Arrangement**

The Company will report to the IDLO Senior program Manager or Country Director and will be requested to work in close coordination with the IDLO consultant engineer.

**J. Duration of the Work**

It is envisaged that the project will take up to a maximum of 20 weeks from receipt of PO or Contract for IDLO.

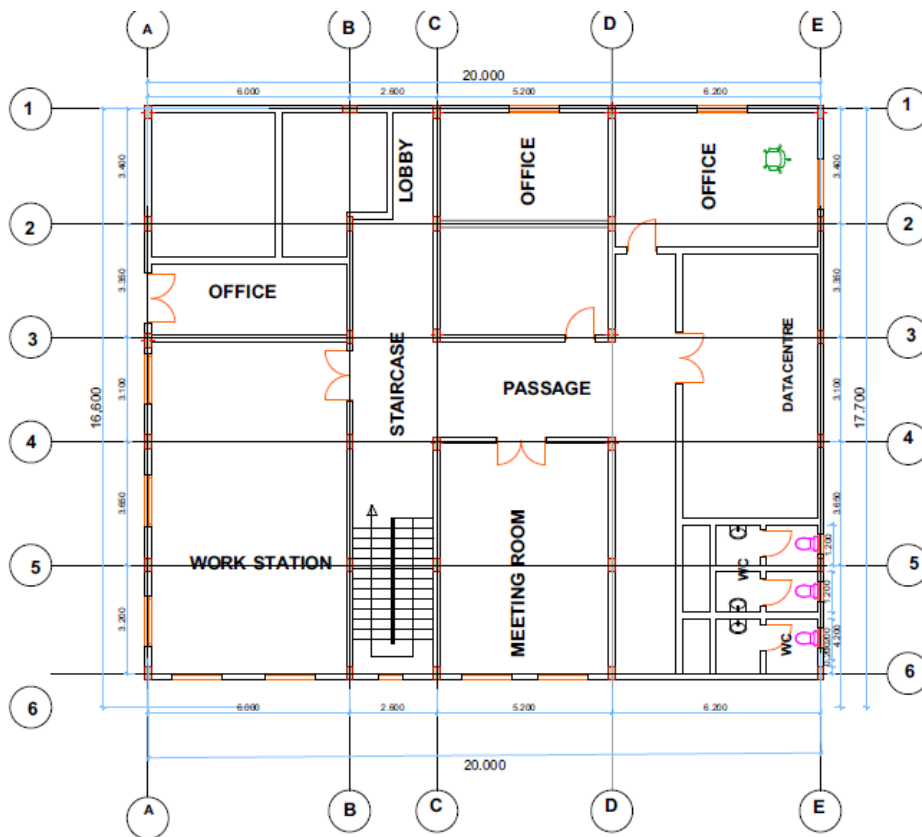
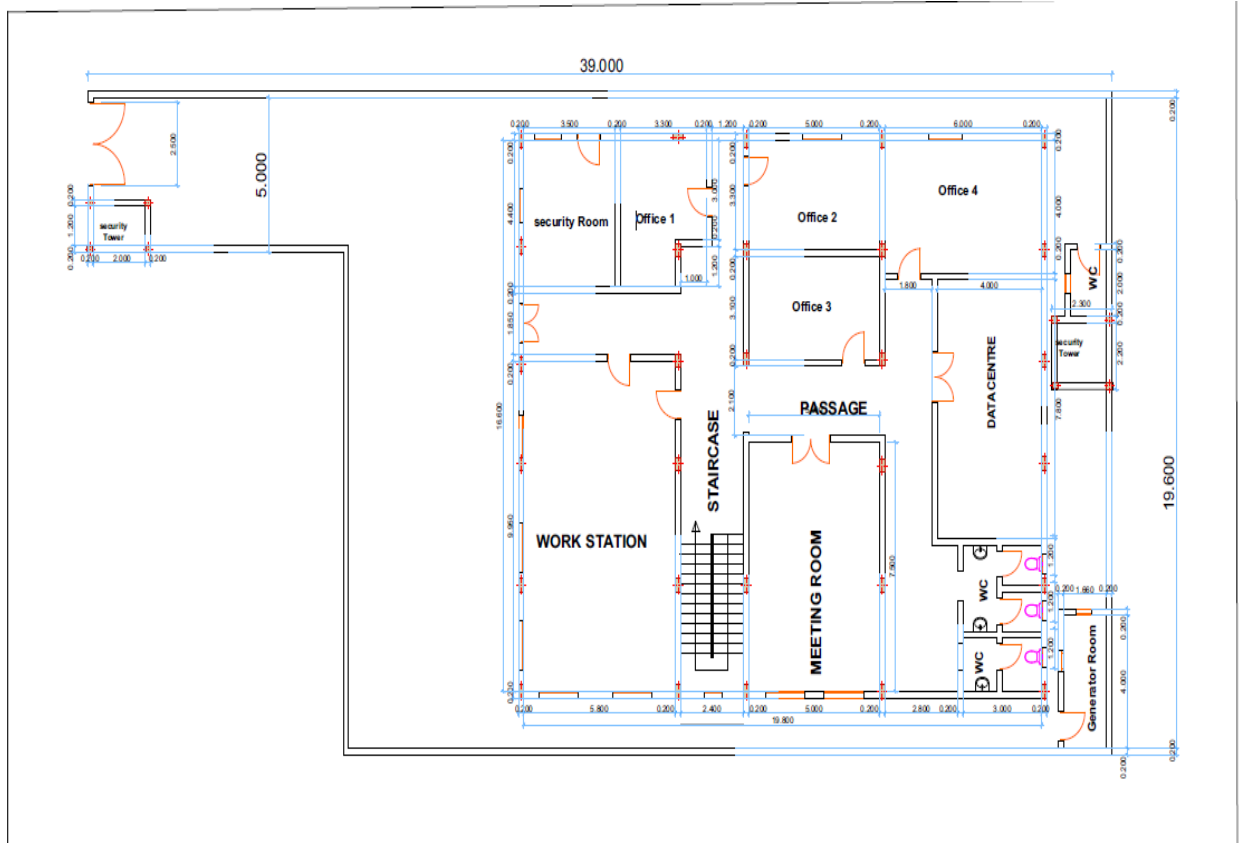
**K. Qualifications of the Successful Contractor**

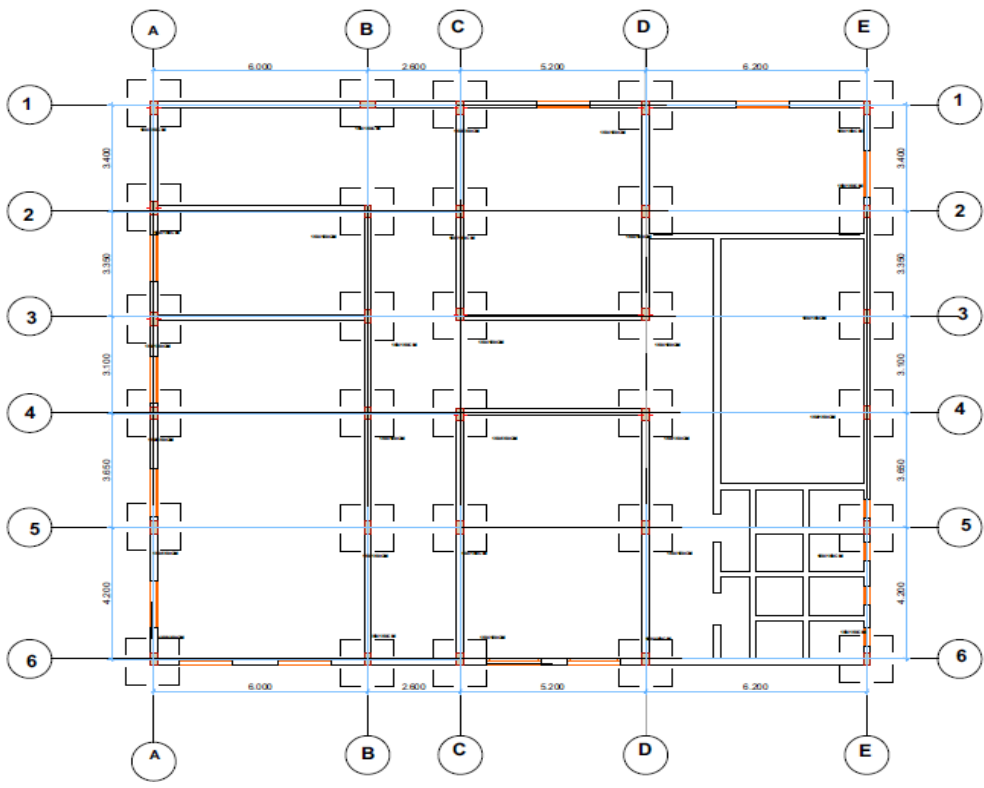
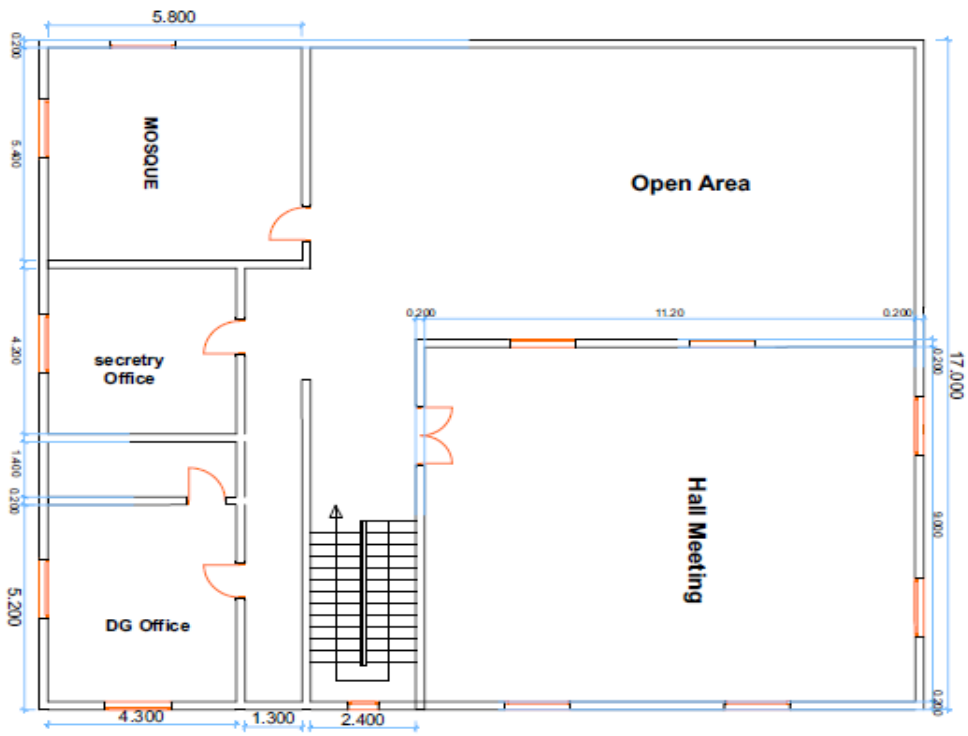
**I. Minimum Qualification and Experience of the Contractor:**

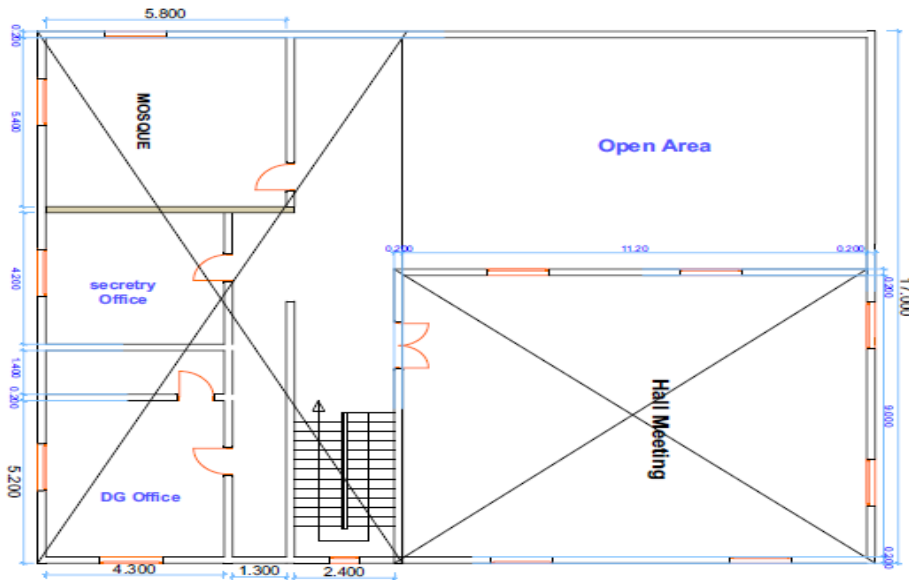
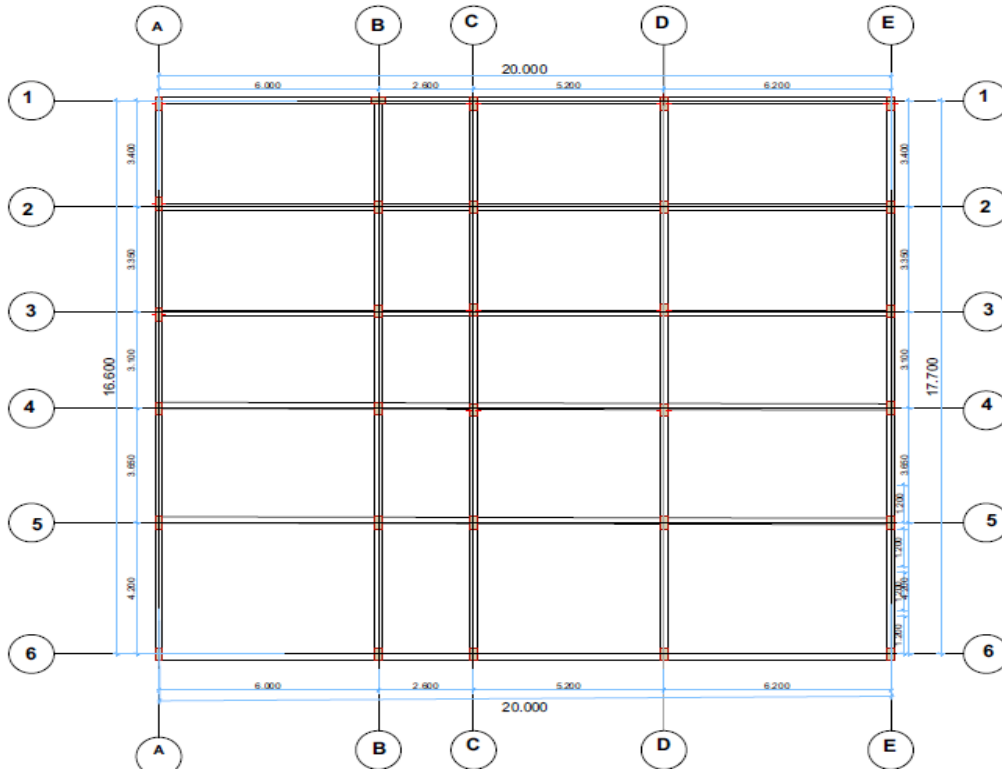
- A. The Supplier shall submit a Valid Business Registration Certificate / Tax Certificate.
- B. The Supplier shall have at least years of relevant experience in conducting construction and infrastructure works in Somalia and in delivering similar projects with UN Agencies or











**M. Reporting**

For coordination purposes, the Contractor shall appoint an engineer who shall be responsible for coordination with IDLO for Contract Implementation and day-to-day operations.

The Contractor shall submit progress reports on the completion of each milestone. The reports must at a minimum include the following;

- a) Statement of works mentioning the percentage of work completed on each part of BoQ amount.
- b) Milestones and running work plan with time frame.

The monthly reports will be verified on the ground by the IDLO consultant supervising engineer.

**N. Scope of Tender Price and Schedule of Payments**

SN	MILESTONE	TARGET COMPLETION TIMELINE	TARGET PAYMENT DATE
1	Construction of a two-floor prefabricated office	Within 20 weeks after receipt of the PO/Contract from IDLO	IDLO will agree on a payment schedule with the successful Contractor as follows: <ul style="list-style-type: none"> <li>• 95% of the contract value will be paid after completion and site handover and upon certification by the IDLO supervising engineer.</li> <li>• 5% of the contract value will be withheld for 6 months as part of the Defect and Liability Period.</li> </ul> All payments will be conducted within 30 days after satisfactory completion of work and upon submission of the invoice by the supplier.

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**ANNEX D  
BID SUBMISSION FORM**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Works for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all works specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_


Date: **Select date**

Signature: \_\_\_\_\_

*Duly authorized to sign this Bid*

**ANNEX E**  
**BIDDER INFORMATION FORM**

<b>Name of Bidder:</b>	[Insert Name of Bidder]	<b>Date:</b>	Select date
<b>ITB reference:</b>	ITB N_067_A_SOM_2022		
<b>Legal name of Bidder</b>	[Complete]		
<b>Legal address</b>	[Complete]		
<b>Year of registration</b>	[Complete]		
<b>Bidder's Authorized Representative Information</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Are you an IDLO vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert IDLO vendor number]		
<b>Countries of operation</b>	[Complete]		
<b>No. of full-time employees</b>	[Complete]		
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>Contact person that IDLO may contact for requests for clarifications during Bid evaluation</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogs relevant to services being procured;</li> <li>▪ Valid Business Registration Certificates issued by the Ministry of Public Works, Reconstruction, and Housing of the Federal Government of Somalia.</li> <li>▪ Valid Business Registration Certificates issued by the Banadir municipality.</li> <li>▪ Valid Tax Registration/Payment Certificate issued by the Internal Revenue Authority of Somalia</li> <li>▪ Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder's country, for the financial years 2018, 2019 &amp; 2020;</li> <li>▪ List and value of projects performed over the last five years, plus clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format;</li> </ul>		

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- Statement of satisfactory performance from the top three (3) client's or more in terms of contract value for the past five (5) years.
  - Self-Attestation Letter on company letterhead- Debarment, Litigation & Bankruptcy.
  - A minimum of copies of 3 contracts for construction works of similar scope implemented over the past five years.
  - CVs for the proposed key personnel and certificates should be attached.
  - Implementation Schedule (timetable) as per the requirement.
  - Filled ANNEX D, E & F



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**ANNEX F**  
**PRICE SCHEDULE**

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**Table 1: Offer to Services Compliant with Technical Specifications and Requirements**

Item	Description and type of action	Compliance with Technical Specifications in Annex B	Total amount in USD
<b>SUMMARY OF PROJECT</b>			
1.	<b>Total For Element No 1 - Substructure (Provisional)</b>		
2.	<b>Total For Element No. 2 - Superstructure</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
3.	<b>Total For Element No. 3 Superstructure Walling</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
4.	<b>Total For Element No. 4: Doors and Windows</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
5.	<b>Total For Element No. 5: Internal Finishes</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
6.	<b>Total For Element No. 6: Electrical Installations and Services</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
7.	<b>Total For Element No. 7: Mechanical Installations and Services</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
<b>SUB-TOTAL GROUND FLOOR</b>			

Item	Description and type of action	Compliance with Technical Specifications in Annex B	Total amount in USD
8.	<b>Total For Element No. 1 - Superstructure</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
9.	<b>Total For Element No. 2 Superstructure Walling</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
10.	<b>Total For Element. No. 3: Roofing</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
11.	<b>Total For Element No. 4: Doors and Windows</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
12.	<b>Total For Element No. 5: Internal Finishes</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
13.	<b>Total For Element No. 6: Electrical Installations and Services</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
<b>SUB-TOTAL FIRST FLOOR</b>			

Item	Description and type of action	Compliance with Technical Specifications in Annex B	Total amount in USD
<b>Other Charges (please specify)</b>			
<b>Taxes/ VAT ( __ %) (if applicable)</b>			
<b>Grand Total for FRC Airport Office Building</b>			

<p data-bbox="203 587 730 616"><b>Name, position and signature of the Bidder</b></p> <hr data-bbox="203 694 1554 697"/> <p data-bbox="203 703 573 732"><i>Duly authorised to sign this Bid</i></p> <p data-bbox="203 775 271 804"><b>Date:</b></p>	<p data-bbox="1715 587 1899 616"><b>Bidder's Stamp</b></p>
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**ANNEX G**  
**IDLO SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of **Services**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of **Services**.

Exact Address of Delivery/Installation Location	Works shall be delivered to: Mogadishu International Airport zone near The Chelsea Village.
Delivery date	The Works are to be provided and completed within 20 weeks after receipt of PO/Contract from IDLO.
Inspection upon delivery	All construction materials must be approved by the IDLO consultant supervising engineer.
Warranty Period/Defect Liability period	<ul style="list-style-type: none"> <li>• Defect Liability Period (DLP) of 6 months after hand over of site by the Contractor.</li> <li>➤ If within 6 months after the substantial completion of works, any defects are discovered in the normal course of usage, the Contractor shall remedy the defects at own cost.</li> <li>• On completion of the project, the Contractor must clean the site to the satisfaction of the IDLO consultant supervising engineer. Site clearing, and disposal of debris will be done in accordance with the local administration's regulations.</li> </ul>
Payment terms	<p>IDLO will agree on a payment schedule with the successful bidder which will include the following:</p> <ul style="list-style-type: none"> <li>• 95% of the contract value will be paid after completion and site handover and upon certification by the IDLO supervising engineer.</li> <li>• 5% of the contract value will be withheld for 6 months as part of the Defect and Liability Period.</li> </ul> <p>All payments will be conducted within 30 days after satisfactory completion of work and upon submission of the invoice by the supplier,</p>
Conditions for Release of Payments	<p>Progress Payments:</p> <ul style="list-style-type: none"> <li>• Upon certification of satisfactory completion of works by the IDLO consultant supervising engineer.</li> </ul>

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**ANNEX H**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_feb\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>