**Invitation to Tender**

|  |  |
| --- | --- |
| **Tender Name:**  Reconstruction of Primary School, Quick Impact Project Kodomti- Numan -LGA**)** | **Tender No:**  NIG-YOL-TEN39 |
| **Location:**  Kodomti Ward, Numan LGA, Adamawa State | **Correspondence Language(s):**  English |
| **Brief Summary Description of Project:**  Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within, now and for the future. Mercy Corps works in fragile and conflict-affected environments. While we recognize that these are difficult places to operate, we believe that transitional environments – countries affected by civil wars, economic and political crises, or natural disasters – offer tremendous opportunities for positive change. Since the late 1990s, Mercy Corps has managed over 100 peacebuilding projects in over 30 countries and regions, making Mercy Corps a true leader in the field. Mercy Corps currently has 27 active peace and conflict programs in 15 countries. Contributing to the mitigation of conflict over natural resources between farmers and herders in Adamawa state (COMITAS) Mercy Corps aims to capitalize on its trusted relationships with local stakeholders across Nigeria’s Middle Belt to continue to empower communities to prevent and respond to violence by strengthening collaboration on natural resource management.    Mercy Corps chooses to hold a competitive bid for selection of companies/contractors, who will implement our requirements. We believe that competitive bids are the only way to fairly select the best company for the job while ensuring good prices and preventing collaboration and corruption. | |

|  |  |
| --- | --- |
| **Tender Package Available from:**  ***20th of September 2022***  ***8:00pm WAT*** | **Tender Package Pickup Location:**  Tenders are available to download from:<https://www.mcnigeria.com/tenders/> |
| **Deadline for Offer Submission:**  ***28th September 2022***  ***5:30pm WAT*** | **Submit Offers to:**  **For Hard Copy Submission:**  Proposal Subject: **“ NIG/YOL/TEN39: “**Reconstruction of Primary School, Quick Impact Project Kodomti- Numan -LGA” at Mercy Corps Office, 10A, Suntai Road, Karewa extension, Jimeta Yola, Adamawa state**.**  **For e-submissions email offer to:** [ng-tenders@mercycorps.org](mailto:tenders@mercycorps.org)  with the proposal titled:  **“NIG/YOL/TEN39** Reconstruction of Primary School, Quick Impact Project Kodomti- Numan -LGA” |

*Mercy Corps reserves the right to accept or reject any late offers*

|  |  |
| --- | --- |
| **Questions and Answers (Q&A)** | |
| If any, Submit Questions in writing to: [*qa-ng-tenders@mercycorps.org*](mailto:qa-ng-tenders@mercycorps.org) | |
| Last Day for Questions:  *22nd of September 2022; 5:00 pm Nigeria time.* | Questions will be answered by:  *23rd September 2022; 3:0pm Nigeria time*. |
| Questions will be answered and uploaded to: <https://www.mcnigeria.com/tenders/>  All prospective bidders will access consolidated questions and answers on the website alongside the tender package by at *24th September 2022 4.00 PM local time (Nigeria)* | |

# 

|  |  |
| --- | --- |
| **Documentation Checklist** | |
| These documents are contained within this tender package: | * Invitation to Tender * General Conditions for Tender * Criteria and Submittals * Price Offer Sheet * Supplier Information Form * Scope of Work/Technical Specifications/BoQ * Sample Contract |

# 

1. **General Conditions for Tender**

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms, no typing in the tender document, all spaces must be filled in hand written and conditions and to accept or reject any, all, or part of submitted offers.

**2.1 Mercy Corps’ Anti-Bribery and Anti-Corruption Statement**

**Mercy Corps strictly prohibits**:

* *Any form of bribe or kickback in relation to its activities*

This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded.  It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

* *Conflicts of interests in the awarding or management of contracts*

If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

* *The sharing or obtaining of confidential information*

Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps’ price estimates, competing offerors or competing offers, etc.  Any information provided to one offeror must be provided to all other offerors.

* *Collusion between/among offerors*

Mercy Corps requires fair and open competition for this solicitation.  No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

[**integrityhotline@mercycorps.org**](mailto:integrityhotline@mercycorps.org)

Mercy Corps will investigate allegations fully and will take appropriate action.  Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps’ donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

**2.2 Tender Basis:**

* All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
* No respondent should add, omit or change any item, term or condition herein.
* If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
* Each offeror may make one response only.
* Each offer shall be valid for the period of [180 days] from its date of submission.
* All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
* Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
* Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
* This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

**2.3 Supplier Eligibility**

Suppliers may not apply, and will be rejected as ineligible, if they:

* Are not registered companies
* Are bankrupt or in the process of going bankrupt
* Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
* Have been guilty of grave professional misconduct
* Have not fulfilled obligations related to payment of social security and taxes
* Are guilty of serious misinterpretation in supplying information
* Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti-Corruption Statement
* Supplier (or supplier’s principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

**2.4 Response Documents**

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

**2.5 Acceptance of Successful Response**

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

**2.6 Certification Regarding Terrorism**

It is Mercy Corps’ policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

**Criteria & Submittals**

|  |
| --- |
| **3.1 Contract Terms**  Mercy Corps intends to issue a **Fixed Price** contract to one or several company (ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in Section 6 herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in Section 6. |
| **3.2 Specific Eligibility Criteria**  In keeping with Mercy Corps’ guiding principle for procurement, Mercy Corps Nigeria Uses only responsible service providers that possess the ability to perform successfully under the terms and conditions of a proposed procurement. In addition to the ability to perform, Mercy Corps also considers minimum standards of responsibility to determine which Service provider(s) Mercy Corps will do business with. These standards include;   * Being eligible business under applicable laws and regulations of the Federal Republic of Nigeria * Being in good standing with any taxation or legal authority in Nigeria * Company must have an active company corporate account. * A copy of signed and stamped offer sheet   Below are set of supplier’s eligibility criteria that form part of the above - mentioned standards   * The business must be registered and incorporated under the laws of Nigeria with corporate Affairs Commission (CAC) * The business must be registered with CAC and FIRS and has a Tax Identification Number (TIN) * The business must have a valid address * The business is not bankrupt or in the process of going bankrupt * The business/owners have not been convicted of an offense concerning professional conduct * The business/owners have not been guilty of grave professional misconduct (proven by any means that the contracting authorities can justify). * The business has fulfilled obligations related to payment of social security and taxes * The business is not guilty of serious misinterpretation in supplying information * The business is not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on commission) * The business does not employ personnel below the legal working age. * The business provides basic social rights and fair working conditions to the employees. * The business/Owners are not on any list of sanctioned parties issued by the United States Government and/or United Nations and European Union. |
| **3.3 Tender Submittals**  Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and .2. impact the technical evaluation of an offer.  **Documents supporting the Eligibility Criteria:**   * Must be registered in Nigeria with evidence of registration **attached** * Copy of Corporate Tax Registration Certificate **attached** * Evidence of the company's corporate account to be indicated on the company’s letter head paper.   **Documents to conduct the Technical Evaluation and additional Due Diligence**   * Provide Organizational Profile, showing **relevant** experience in construction since inception of business operations. * Relevant certificate of membership of a professional body (COREN, NMGS etc.). * Verifiable evidence of relevant projects successfully executed which include letter of award, copy of contract for similar works delivered (letter of award, contract documents, Purchase Orders, certificate of completion etc..) not more than 5 years * Completion time of the project with detailed work plan. * Letter stating engagement of local labor (unskilled) from the beneficiary project community * CV’s and qualification of key personnel with A minimum of master’s or Bachelor’s Degree in Architecture, Quantity Surveyors, Structural Engineer, Building Engineer, Electrical Engineer or any other relevant qualifications   **Price Offer:**  The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. As a Cost Reimbursement plus Fixed Fee contract, the price of contract to be awarded will be on the basis of estimated costs at cost and specified fee paid; the contract to be awarded will have a ceiling amount not to be exceed without prior written approval. As a Time and Materials contract, the price of contract to be awarded will be on the basis of estimated direct labor hours/days at specified fixed hourly/daily rates and materials at cost; the contract to be awarded will have a ceiling amount not to be exceeded without prior written approval. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.  Offerors must not include VAT and customs duties in their offer; However, Mercy corps charges 5% withholding Tax in line with government regulation in Nigeria. |
| **3.4 Currency**  Offers should be submitted in: **Nigeria Naira (NGN).**  Payments will be made in: **Nigeria Naira (NGN) through wire transfer** |
| **3.5 Tender Evaluation (LPTA Method)**  Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.  Evaluations will be conducted as described in the following subsections: |
| **3.5.1 Scoring Evaluation**  ***LPTA Method Lowest Price, Technically Acceptable (LPTA)***  Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a pass/fail basis. Supplier’s bids **must meet the minimum technical standard** established here in order to receive a passing mark. Any offerors who receive a failing mark on any criteria will be automatically disqualified from the tender process.  Only offerors who pass all criteria will move on to the next round of evaluation.  Pass/fail technical criteria are as follows:   |  |  | | --- | --- | | **Technical Criteria** | **Pass or Fail?** | | *Provide Organizational Profile, showing* ***relevant*** *experience in construction since inception of business operations. (Detailed Company profile) Minimum of 5 years’ experience.* |  | | *Evidence of relevant projects successfully executed similar works (letter of award, contract documents, Purchase Orders, certificate of completion etc..) At least 3 awards of similar Job executed or being executed* |  | | *Relevant certificate of membership of a professional body (Copy of COREN, NMGS etc.) at least 3 different professional members* |  | | *Completion time of the project with detailed work plan. (Detailed work plan showing with maximum completion period as per scope of work timeline* |  | | *CV’s and qualification of key personnel with A minimum of master’s or bachelor’s degree in Architecture, Quantity Surveyors, Structural Engineer, Building Engineer, Electrical Engineer or any other relevant qualifications. (Detailed CVs showing qualification and work experience) A minimum of five years and 1 civil engineer, 1 quantity surveyor and 1 structural engineer and 1 Architect.* |  | | *Letter stating engagement of local labor (unskilled) from the beneficiary project community (which must be indicated on the Company’s Letter head)* |  | |
| **3.5.2 Additional Due Diligence**  Upon completion of both the technical and financial evaluations, Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):   * Reference Checks * Supplier’s facility visits * Analysis of audited financial statements * Determination of relations and affiliations between offerors * Other appropriate documented methods giving Mercy Corps increased confidence in the supplier’s ability to perform. |

1. **Offer Form**

|  |
| --- |
| **Offerors must submit their own independent offer including at least (but not limited to):**   * All documents requested in the “Eligibility Criteria” section of this Tender Package * All documents requested in the “Tender Submittals” section of this Tender Package * All information listed in the “Documents Comprising the Proposal” section below   **All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.** |

***Documents Comprising the Bid***

The following information must be included in the offer of any potential offeror:

* **Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
* A detailed specification of the offered goods, services and/or works (Proposal)
* Delivery time
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
* A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in section 7
* Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 7)
* Other important documents offeror feels need to be attached to support their bid

The original bid shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the bid shall be initiated by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid**Scope of Work/Technical Specifications.**

**Sow for The Rehabilitation of One Block of 6 classes and One Office.**

|  |  |
| --- | --- |
| **Program Title:**  **Consultancy Title:** | Contributing to the mitigation of Conflict Over Natural Resources Between Farmers and Herder’s Communities in Adamawa State, Nigeria (COMITAS)  The Re- habilitation of One Block Primary School of 6 Classrooms and One Staff Office Tashan Udah Community, Kodomti Ward,Numan LGA, Adamawa State. |
| **Project Location(s):** | Tashan Udah Community, Kodomti Ward, Numan LGA, Adamawa State. Nigeria |

**Background:**

Mercy Corps has been present in Nigeria since 2012, focusing its interventions on humanitarian assistance, economic recovery and development, and conflict mitigation and peacebuilding. Considering the protracted conflicts between farmer and herder communities in Adamawa State, Nigeria, competing claims to land, water and other natural resources are at the root of these growing tensions. Indeed, pressure on natural resources have increased due to demographic growth, expanding human settlements, privatization of land, year-round farming practices, environmental degradation, and climate change. In many instances, traditional conflict resolution mechanisms that play significant roles in mitigating these resource-based conflicts locally have become overwhelmed. Besides, low levels of trust in authorities by communities due to widespread inaction, impunity and perceived biases or reactive responses by government to shared natural resource conflicts complicate the tensions further. Through funding from the EU, the International Organization for Migration (IOM), Search for Common Ground (Search), and Mercy Corps have designed a comprehensive and integrated approach (COMITAS) that builds on the comparative strengths of each organization to contribute to the mitigation of conflicts over natural resources between farmer and herder communities. This program is developed around 4 interconnected objectives: **strengthen traditional conflict resolution; improve trust in authorities; enhance collaboration on natural resource management and improve intra and inter communal perceptions.**

Mercy Corps is leading the implementation of **objective 3**, which focuses on **enhancing collaboration on natural resource management**. Mercy Corps has supported the communities to formulate concrete action plans to improve resource management. The action plans build on existing local plans and integrate tools that are successfully being used in the local government area and are linked to planning of natural and community resources at the grassroots level. The action plans form the basis of concrete actions and projects that will demonstrate the benefits of cooperation between and among communities, enhance trust, and support improved resource management. In this instance, Priorities from the plans have now identified Quick Impact Projects (QIPs)agreements through water infrastructure projects.

**1. GENERAL CLAUSES**

* Mercy Corps (MC) Nigeria Mission (herein referred to as the EMPLOYER) is planning to Re-construct of one block of 6 classrooms and one staff office concrete in Tashan Udah Community, Kodomti Ward, Numan LGA, Adamawa State.
* MC is seeking for a contractor to provide for proper tools, machinery, materials, and labor necessary for carrying out the construction works as detailed in the technical Specification documents.
* The Contractor shall mobilize to site within two days of signing the contract. This should include taking over site and the construction work. The contractor shall take over site in the presence of the MC COMITAS technical Supervisor, and Community.
* Contractor shall provide work schedule within a day after signing of the contract.
  1. **General Requirements:**

The contractor shall be a qualified building or civil engineering firm with a registered construction company able to work in Nigeria. MUST possess strong technical, Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or such related structures in accordance with proper engineering of international standards. Knowledge of behavior of structures under distresses of all kinds, including their designs, uses, repair and maintenance and carry out all works in accordance with this statement of work and Mercy Corps’ technical specifications described herein. The contractor MUST adhere to the stipulated specifications, standards, and recommendations to ensure that at the completion of the activity, there is recorded little or no significant adverse impacts to the environment.

### 1. 2 Personnel and Equipment

### The contractor shall provide qualified and competent staff to successfully execute the works. The contractor shall be responsible for the hiring of, and the transfer of his personnel as required during the contract period including procurement of entry visas and work permits for expatriates. He shall be responsible for arranging and providing housing and other logistics for his personnel.

**SECTION 1: A Block of 6 Classrooms and a staff Office Re- construction at Tasha Udah Community, Kodomti Ward, Numan LGA – Adamawa State.**

### 1.1 SITE1.1.1 Construction Site

Mercy Corps have finalized on the location indicating the construction site in the community where the construction will be carried out. It should be clear that this information does not hold MC responsible for the locally different conditions at the specific construction site or for the constraints the contractor may encounter while carrying out this work. The contractor is expected to verify site conditions prior to commencement of the construction works. The contractor will clear all debris of any kind and move from the site as far as is possible, in the original condition once the construction work has been finished.

### Site Clearance and Earthworks

* Clear site on either side of center line of roads up to the limits of construction width of all bushes, shrub, grass, and trees, remove anthills etc. and cart to spoil. Remove topsoil 150mm deep and cart to spoil.
* Provide, place, and spread in layers in crushed rock as replacement of unsuitable materials

### Setting Out

Referencing the floor plans, squared corners points shall be fixed on earth referencing as on floor plan designs, taking into recognizance of all relevant points that requires making up or levelling, using pegs and clear colored lines to clearly establish points before excavation of soil.

* + 1. **Excavation**
* Most importantly, before starting of excavation, proper barricading along with reflective marking with cautionary signboards shall be provided.
* Earth surface should be removed, and work areas cleared to ensure safety, also taking into cognizance source of water for work before commencement of work.
* Excavate for foundation footing as stated on plan except where there’s a need to deep beyond 1m to obtain a good bearing stratum. The excavated portion shall be cleaned off if any slush, and it should be dressed properly, and unwanted materials carted faraway.

### 1.2.1 Levelling/Compaction

The length, width of the trench shall be levelled and compacted appropriately to receive blinding mix.

### 1.2.2 Blinding

Provide, place and compact 75mm concrete blinding of grade 15 concrete.

### 1.3.0 Reinforcement/Forming/BRC Wire mesh

Provide, fabricate, and fix reinforcement column pits reinforcement shall be tied using stirrups and spacing maintained as in design specification. Refer to Bill of Quantity and Designs for BRC wire mesh detailed works description in the substructure till completion of foundation.

**1.3.1 Concrete Block work.**

By fixing a reinforced columns at various marked points of grade 1:2:4 in column and ramp. 230mm blocks shall be used for the walls as specified in the deigns and BoQs. Also taking into consideration beams, lintels reinforcements as in structural design specifications formworks to sides of columns.

**1.4.0 Roof/ Doors/Windows**

Supply and fix 7 No. 900× 2100mm coated with red oxide and later school color steel doors and 33 windows of 1200 × 1200mm. O.55mm aluminum roof shall be fixed to timer purlins, refer to BoQ and Designs for full details.

***1.4.1 Minimum Requirements***.

* Contractor MUST ensure strict adherence to grades of concrete as specified.
* Contractor shall ensure adequate cover of 50mm to reinforcement bars during concrete casting to avoid exposure and subsequent attack by rust due to atmospheric reactions.
* Contractor shall ensure that concrete members are adequately cured before removal of shutters or forms.
* Contractor MUST ensure that all shutters/formworks satisfy the requirements of durability, ease of handling, strength, well-seasoned without warping to produce the desired finishing.
* Contractor must ensure that an experienced foreman and is sent to locations to manage process, and contractor will be called to remove and replace withing 24 hrs if foreman is found not fit for purpose.

**1.4.2 Expected Output.**

* Work plan
* Site Plan
* Daily construction activity management
* Artisan management
* List of local labor engaged
* Daily site report
* A complete built-up school according to material matrix, floor plan, roof plan, sections, elevations, furniture layout, openings schedule, and model shown in the architectural designs with specified dimensions adhered, material specifications as in the structural designs replicated.

**1.5.6 Report Compilation**

On successful completion of the primary school, a hard and electronic copy of the completion report shall be attached and submitted to the COMITAS SPO or any technical team member. The report shall comprise but not limited to the following:

* Project completion summary sheet (as in provided template)
* Construction method/ details of material used for sub/superstructure
* Concrete grades
* Expected life span
* Infrastructure management Plan
* Incidents and accidents of any kind
* Recommendations

**1.7.0 Inspections and Acceptance Testing**

* Contractor shall ensure that all project specifications have been met. MC will verify compliance through a site inspection and acceptance tests by the Technical Support Unit (Infrastructure). The contractor shall be available and present for the acceptance tests, which will be scheduled with reasonable advance notice (notwithstanding delays due to weather). Acceptance testing will verify that the materials and methods specified in the bid were used and applied in a safe and code-compliant manner. Acceptance testing forms shall be made available by the contractor.
* All charges incurred because of non-compliance on the part of the Contractor shall be borne entirely by the Contractor and shall be deducted from the final payment.
* Any items of work not installed due to location reality shall not be paid for by Mercy Corps and shall be deducted from the contract sum. All materials must be inspected and approved before installations.
  1. **0 Safety**
* Safety is the highest priority on this contract. The contractor shall direct all those working under his charge to work safely.
* Safety gears like helmets, gloves and reflective jackets shall be provided by contractor on site.
* Children are not allowed onsite either engaged as labor or loitering.
* Visitors should be noted, and names recorded.

**Total Level of Efforts**: 30 days

**Proposed schedule for the activity**: Tasha Udah Community, Kodomti Ward in Mayo Belwa LGA, Adamawa State.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Activity** | **Output** | **Duration** |
| 1 | Substructure | Foundation/Columns | 4 days |
| 2 | Superstructure | Walls/Lintels/Roofing | 8 days |
| 3 | Finishing/Reporting | Painted and completed block of school | 3days |

**Duration:** October 2022.

**Reporting:** Reporting will be directly to Mercy Corps’ COMITAS Senior Program Officer/Technical team

1. **Sample Contract**

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

**INTERMEDIATE WORKS CONTRACT**

**Contract No. \_\_\_\_\_\_**

THIS WORKS CONTRACT entered into as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by and between MERCY CORPS, a State of Washington, U.S.A. nonprofit corporation having its principal office in Portland, Oregon, U.S.A. (“**Mercy Corps**” or “**MC**”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“**Contractor**”) is as follows

1. **Additional Terms and Defined Terms**. Additional Terms are specified in Schedule I hereto (the “Additional Terms”). The terms in Schedule I are incorporated in this Contract by this reference. The following additional defined terms are included in Schedule I: Authorized Representative, Owner, Payment Terms and Subcontractor Percentage Limit. “**Contract**” means this Works Contract as amended, modified or supplemented from time to time together with its Schedules and appendixes (if any). “**Statement of Work**” means the Statement of Work attached as Schedule II. “**Work**” or **“Works**” means all the goods and services described in the Statement of Work. Other terms may be defined throughout this Contract as specified.
2. **The Work.** Contractor, together with its Subcontractors (if any), will fully execute and complete the Work in accordance with the terms and conditions set forth in this Contract. The Contractor will perform and complete the Work strictly in accordance with this Contract. Contractor warrants that all Work will be completed in strict adherence to the approved design and engineering plans, any relevant government issued permits and authorizations, and any Mercy Corps approved Bills of Quantity as applicable per the Statement of Work collectively the **“Specifications”**). Each Statement of Work will list out the documents that will be used as the Specifications. No deviation, substitution or change is permitted without Mercy Corps’ prior written consent following the Change Order processes required in this Contract.
3. **Subcontractors**.
   1. Contractor is only allowed to subcontract components of the work if Schedule I indicates that subcontracting is allowed. **“Subcontractor”** means a person or entity that has a direct contract with Contractor (or with another Subcontractor) to perform a portion of the Work or to supply materials or equipment for the Work. **“Subcontract”** means an agreement between Contractor and a subcontractor.
   2. Even when allowed, Contractor must notify in writing MC’s Authorized Representative in advance of any subcontractor it intends to hire. MC’s authorized representative may reject any subcontractor if MC has reasonable grounds to believe that the subcontractor is not qualified to perform the work, is charging more than the market rate or would violate any of the warranties and representations in this Contract. In no event will Contractor be reimbursed or paid by Mercy Corps for any amounts paid or owed to subcontractors that exceeds the Subcontracting Percentage Limit in Schedule I.
   3. Contractor will be solely responsible, and Mercy Corps will not have responsibility, for all aspects of safety related to the Work. Contractor will take all necessary precautions for the safety of, and will provide protection to prevent damage, injury or loss to, persons or property whether it be their own, Mercy Corps’ or community.

SCHEDULE III. Other Contract Provisions Required by Law or MC’s Donor

**A: DFID funded Program**

Mercy Corps, in accordance with donor regulations, requires certain certifications and provisions, set forth herein, to be included in all contracts.

**Liability/Indemnity**

The Contractor acknowledges that DFID will not be held responsible for or in relation to the activities of the Contractor under this Contract.

**Right of Access/ Audit**

The Contractor shall permit Mercy Corps, its donor, DFID (UK), and/or the UK’s National Audit Office and/or any of their duly authorized representatives, access to project sites and relevant records, including books, documents, papers (including in electronic format) for the purpose of monitoring, evaluation and audit. Such verification or audit may take place at any time during this Contract and up to seven years after final payment made under this Contract.

**Anti-Corruption and Anti-Bribery**

The parties recognize that Mercy Corps has a zero tolerance approach to bribery and corruption. The Contractor will comply with all relevant anti-bribery and anti-corruption laws (including the UK Bribery Act 2010) and comply with the principles of Mercy Corps’ Anti-Corruption and Anti-Bribery Policies, or equivalent policies, including: (a) not accepting or offering a bribe of facilitation payment; and (b) reporting immediately to Mercy Corps any bribery issues which the Contractor becomes aware of during this Contract; and, at the reasonable request of Mercy Corps, confirming in writing that they have complied with this clause and provide any information reasonably requested in support of such compliance. MC recognizes that in complying with this clause, the Contractor is not expected to risk life, limb or freedom.

**Cancelation of the Contract**

If any illegal or corrupt practices were or are committed in the award or execution of this Contract, including if any offer, gift, payment, contribution or benefit of any kind was accepted as an inducement or reward for the award or execution of this Contract, this Contract will be cancelled with immediate effect, in which case Mercy Corps will return to the Contractor any items delivered and the Contractor will return to Mercy Corps any funds paid (at each of their own cost, unless otherwise agreed).

**Confidentiality**

The Contractor acknowledges that Mercy Corps has reporting obligations to DFID. Accordingly, the Contractor consents to Mercy Corps sharing information about the Vendor or the Services with DFID as required.

**Conflict of Interest**

1. The Vendor shall take all reasonable precautions to avoid any conflict of interests and shall inform MC without delay of any situation constituting or likely to entail a conflict of interests.
2. There is a conflict of interests where the impartial and objective exercise of the functions, tasks and activities under this Contract is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another person or party.

**Principal of Ethical Procurement**

The Contractor acknowledges that Mercy Corps must comply with DFID’s principle of Ethical Procurement including adhering to the minimum ethical standards of the avoidance of child labour, and the respect of basic social rights and working conditions based on international labour standards.

**Child Protection**

The Contractor acknowledges that, under the Donor Contract, the recipients of funds are required to have a robust child protection policy and mechanisms to monitor its adherence and that it is important that a focus on child protection is maintained throughout the lifecycle of the Project. The Donor reserves the right to ask for the relevant child protection policy and mechanisms and test that they are implemented during the life of the Project.

**B: DOS funded Program**

Mercy Corps, in accordance with donor regulations, requires certain certifications and provisions, set forth herein, to be included in all contracts.

1. The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor to ensure compliance with these Executive Orders and laws.
2. Contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any US Government department or agency.
3. Contractor certifies that it will not and has not used any funds received directly or indirectly from the U.S. Government has been paid or will be paid to any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this Contract or any other U.S. government funded project.
4. Mercy Corps, the US Department of State, the Inspector General of the United States, and the Comptroller General of the United States, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers and records of Contractor that are pertinent to this Contract, in order to make audits, examinations, excerpts and transcripts and copies of such documents. This right also includes timely and reasonable access to a Contractor’s personnel for the purpose of interview and discussion related to such documents.
5. The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this contract may be used to promote, support, or advocate for the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked. The Contractor does not promote, support, or advocate the legalization or practice of prostitution.
6. Mercy Corps has the right to terminate this Contract, without penalty, if Contractor or its employees, or any Subcontractor or its employees, engage in any of the following conduct:
7. Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Contract;
8. Procure a commercial sex act during the period of time that this Contract is in effect; or
9. Use forced labor in the performance of the Contract.
10. The Contractor agrees to incorporate the terms of “Exhibit C” word-for-word in all of its sub-contracts funded under this Contract, if any.

**C: European Funded Programs**

Mercy Corps has received funding from European Union, designated herewith as the Donor. Mercy Corps, in accordance with the Donor regulations under which this contract is executed, requires certain certifications and provisions, set forth herein, to be included in all contracts.

**Liability/Indemnity**

Under no circumstances nor for any reason whatsoever will the Donor be held liable for damages as a result of the work pursuant to this Contract.

**Right of Access/ Audit**

1. The Contractor will be responsible for holding all invoices, receipts and financial and accounting documents relating to this Contract for at least seven years following final payment made under this Contract.
2. The Contractor will allow Mercy Corps or the Donor (or any other organisation authorised by the Donor) access to the location where the Contractor is based or any location where the Services are being implemented and to all documents, information and other material related to this Contract (including in electronic format), necessary to assess, or audit the implementation of the project and compliance with this Contract. Such audit may take place at any time during this Contract and up to seven years following final payment made under this Contract.

**Confidentiality**

The Contractor acknowledges that Mercy Corps has reporting obligations to the Donor.  Accordingly, the Contractor consents to Mercy Corps sharing information about the Contractor or the Services with the Donor as required.

**Anti-corruption**

The Parties recognize that Mercy Corps has a zero tolerance approach to bribery and corruption. The Contractor will comply with all relevant anti-bribery and anti-corruption laws (including the UK Bribery Act 2010) and comply with the principles of Mercy Corps’ Anti-Corruption and Anti-Bribery Policies, or equivalent policies, including: (a) not accepting or offering a bribe of facilitation payment; and (b) reporting immediately to Mercy Corps any bribery issues which the Contractor becomes aware of during this Contract; and, at the reasonable request of Mercy Corps, confirming in writing that they have complied with this Clause and provide any information reasonably requested in support of such compliance.

Mercy Corps recognizes that in complying with this Clause, the Contractor is not expected to risk life, limb or freedom.

**Principal of Ethical Procurement**

The Contractor acknowledges that Mercy Corps must comply with the Donor’s principle of Ethical Procurement including adhering to the minimum ethical standards of the avoidance of child labour, and the respect of basic social rights and working conditions based on international labour standards.

**D: USAID Funded Programs**

Mercy Corps, in accordance with donor regulations, requires certain certifications and provisions, set forth herein, to be included in all contracts.

1. The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx) or the United Nations Security designation list (online at: http://www.un.org/sc/committees/1267/aq\_sanctions\_list.shtml).
2. Contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any US Government department or agency.
3. Contractor certifies that it will not and has not used any funds received directly or indirectly from the U.S. Government to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this Contract or any other U.S. government funded project.
4. Mercy Corps, USAID, and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.
5. The Contractor or its employees, or any Subcontractor or its employees, must not engage in any of the following conduct:

(i) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Contract;

(ii) Procure a commercial sex act during the period of this Contract;

(iii) Use forced labor in the performance of the Contract; or

(iv) Commit acts that directly support or advance trafficking in persons, including the following acts:

a. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

b. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

1. exempted from the requirement to provide or pay for such return transportation by Mercy Corps under this award; or
2. the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

c. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

d. Charging employees’ recruitment fees; or

e. Providing or arranging housing that fails to meet the host country housing and safety standards.

The Contractor agrees to report in a timely manner to Mercy Corps any credible information from any source that alleges the contractor or any sub-contractor has engaged in any of the prohibited activities identified in this provision.

1. The Contractor must inform its employees working under this contract in the predominant native language of the workforce that they are afforded the employee whistleblower rights and protections provided under 41 U.S.C. § 4712; and
2. Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements
   * + - 1. The Contractor must not require its employees or sub-contractors to sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees or sub-contractors from lawfully reporting waste, fraud, or abuse related to the performance of this contract to Mercy Corps or to USAID’s Office of the Inspector General.
         2. The Contractor must notify current employees and sub-contractors that prohibitions and restrictions of any preexisting internal confidentiality agreements or statements covered by this provision, to the extent that such prohibitions and restrictions are inconsistent with the prohibitions of this provision, are no longer in effect.
         3. If Mercy Corps, USAID or other authorized officials of the US Government determines that the Contractor is not in compliance with the requirements of this provision, Mercy Corps may, at its sole discretion, suspend or terminate the contract. Further, Mercy Corps may, at its sole discretion, decide not pay a portion or all of amounts invoiced or expenditures incurred, as applicable, by the Contractor with funds provided under this contract, and also may require the Contractor to refund a portion or all of any amounts paid to the Contractor under this contract.
         4. Definitions:

Terms in this clause will have the meaning defined in this section or as defined in 2 CFR 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the Contractor requires any of its employees or sub-contractors to sign regarding nondisclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that Contractor employees or sub-contractors sign at the behest of a US government agency.

* + - * 1. The Contractor must include this provision, including this paragraph (e), in subawards and sub-contracts funded under this contract.

1. Contractor must disclose, in a timely manner, in writing to the USAID Office of Inspector General and Mercy Corps all violations of US government criminal law involving fraud, bribery or gratuity violations potentially affecting this Contract.

Disclosures to USAID must be sent to:

U.S. Agency for International Development

Office of the Inspector General

P.O. Box 657

Washington, DC 200044-0657

Phone: 1-800-230-6539 or 202-712-1023

Email: [ig.hotline@usaid.gov](mailto:ig.hotline@usaid.gov)

URL: <https://oig.usaid.gov/content/usaid-contractor-reporting-form>

1. USAID policy requires that the contractor not discriminate against any beneficiaries in implementation of this contract, such as, but not limited to, by withholding, adversely impacting, or denying equitable access to the benefits provided through this contract on the basis of any factor not expressly stated in the contract. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the contractor to target activities toward the assistance needs of certain populations as defined in the contract.
2. The Contractor agrees to incorporate the terms of “Schedule II – subsection C” word-for-word in all of its sub-contracts funded under this Contract, if any.

**E.** **Reporting of currency and cash-based transaction required under Nigerian laws.**

1. The special control unit against money laundering (SCUML) as well as Federal Ministry of Industry, trade and investment, in line with the provision of the “Money Laundering

(Prohibition) Act (TPA)” 2011 (as amended) and Federal Ministry of Industry, Trade and Investment (designation of Non-Financial institutions) 2013 and 2016 respectively, requires designated non-financial institutions to report all currency transactions of N5,000,000 and above, in case of an individual or N10,000,000 and above, in the case of a body corporate within seven (7) days from the date of transaction.

1. The laws also require designated non-financial institutions to report all cash-based transactions in excess of $1,000 or its equivalent within seven (7) days to SCUML through its online platform.
2. Accordingly, Mercy Corps, being a registered and designated non-financial institution, in compliance with above requirements in clause a and b of this document is obliged to report all transaction to SCUML.
3. By signing this document, the vendor/contractor/service provider unconditionally allows Mercy Corps to share necessary data and documents with SCUML and the “Economic and Financial Crimes Commission (EFCC).

Vendor/contractor/service provider also agrees to allow SCUML and EFCC the unconditional access to his bank account(s), account books and daily ledger with regard to the amount paid against this contract.

**Attachment 1 -Supplier Information Form.**

**This document must be submitted with your bid**

***The information provided will be used to evaluate the Company before contracting with the Mercy Corps.***

***Please complete all fields.***

**Supplier Information**

|  |  |
| --- | --- |
| Company Name |  |
| Any other names company is operating under (Acronyms, Abbreviations, Aliases) |  |
| Previous names of the company |  |
| Address |  |
| Website |  |
| Phone/Fax Numbers | Phone: Fax: |
| Primary Contact | Name:  Phone Number:  Email Address: |
| # of Staff |  |
| # of Locations |  |
| Avg. Value of Stock on Hand (USD) |  |
| Government - owned (yes/no) |  |
| Name(s) of Board of Directors |  |
| Name(s) of Company Owner(s) |  |
| Parent companies, if any |  |
| Minimum Delivery time upon signing the Purchase Order |  |

**Financial Information**

|  |  |
| --- | --- |
| Bank Name, Account number and Address |  |
| Bank Account Number |  |
| Name under which company is registered at bank |  |
| Payment Terms. | Payment By: Check Yes | No Wire Transfer Yes | No |
| Mercy Corps will pay vendor after full delivery of goods upon acceptance. Do you agree on these terms? |  |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| How long will your price remain valid (The Longer the period the better) |  |
| How many day(s) will it take you to delivery of goods after issuance of each purchase order |  |
| Vendor’s location of Business |  |

**References**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Supplier Self-Certification of Eligibility**

Company certifies that:

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government’s sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
3. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.
4. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
5. It is has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
7. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
8. It pays social security obligations as required in the countries where it operates.
9. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
10. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, internal sexual misconduct, abuse or exploitation of children, involvement in a criminal organization or any other criminal activity.
11. It treats its employees with dignity and respect and maintains social operating standards, including: working conditions and social rights; avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from harassment (including sexual harassment), exploitation, abuse, bullying and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
12. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company’s business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company’s Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.
13. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. Company certifies that it does not engage in such conduct..
14. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.
15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
16. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

If the Company cannot certify to any of the above it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: 

Name of Representative: 

Title: 

Signature: 

Date:



***FOR MERCY CORPS USE ONLY***

**Following documents have been provided**

|  |  |
| --- | --- |
| **Documents** | |
| Legal Business Registration |  |
| Latest Tax Registration Certificate |  |
| Company Profile |  |
| References from previous work projects |  |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an employee of Mercy Corps having completed and reviewed this form confirm the accuracy of information provided:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Supplier to be re-authorized one year from this date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Price Offer Sheet** |  |  |  | |  | | --- | |  | |
| **Item Description** | **Quantity** | **Unit of Measure** | **Unit Price** | **Total Price** |
| RE-CONSTRUCTION 1 BLOCK OF PRIMARY SCHOOL TASHAN UDAH COMMUNITY, KODOMTI WARD, NUMAN LGA, ADAMAWA STATE - SEE ATTACHED BILL OF QUANTITY |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total before tax:** |  |  |  |  |
| **VAT (if applicable)** |  |  |  |  |
| **Total:** |  |  |  |  |
| **Company Name:** |  | | | |
| **Name of Representative:** |  | | | |
| **Title:** |  | | | |
| **Signature:** |  | | | |
| **Date:** |  | | | |
|  |  |  |  |  |
| **Tender #: NIG/YOL/TEN39** |  | | | |

**Attachment 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BILL OF QUANTITIES FOR THE PROPOSED RE-CONSTRUCTION 1 BLOCK OF PRIMARY SCHOOL TASHAN UDAH COMMUNITY, KODOMTI WARD, NUMAN LGA, ADAMAWA STATE.** | | | | | |
|  | **SUBSTRUCTURE** |  |  |  |  |
| A | Excavation for foundation not exceeding 1.00m deep | 86 | m3 |  |  |
| B | Ditto column bases | 34 | m3 |  |  |
| C | 300mm thick laterite filling well compacted. | 89 | m3 |  |  |
| D | Plain insitu concrete (1:3:6) in foundation 230-300mm thick | 11 | m3 |  |  |
| E | Ditto floor slab 100mm thick | 20 | m3 |  |  |
| F | Reinforced insitu concrete (1:2:4) in column bases/columns | 7 | m3 |  |  |
| G | Y8/12mm diameter bar reinforcement in column bases/columns | 717 | kg |  |  |
| H | Sawn formwork to sides of columns/slab | 20 | m2 |  |  |
|  | 230mm thick sandcrete block wall filled solid in foundation. | 130 | m2 |  |  |
|  | **SUBSTRUCTURE CARRIED TO SUMMARY** |  |  |  |  |
|  | **CONCRETE/BLOCK WORK** |  |  |  |  |
| A | Reinforced insitu concrete (1:2:4) in columns/ramp | 4 | m3 |  |  |
| B | Ditto beam/lintels | 4 | m3 |  |  |
| C | Ditto roof beam | 3 | m3 |  |  |
| D | 8/12mm diameter reinforcement bar | 1287 | kg |  |  |
| E | Formwork to sides of columns | 8 | m2 |  |  |
| F | Ditto sides and soffits of beams/lintels | 86 | m2 |  |  |
| G | Ditto sides of roof beam | 41 | m2 |  |  |
| H | 230mm thick block walls | 378 | m2 |  |  |
|  | **CONCRETE/BLOCK WORK CARRIED TO SUMMARY** |  |  |  |  |
|  | **ROOFING** |  |  |  |  |
| J | 0.55mm Long span Aluminium roofing sheet fix to timber purlins. | 313 | m2 |  |  |
| K | 0.55mm roof cap | 66 | m |  |  |
| L | 0.55mm gutter | 11 | m |  |  |
| M | 0.55mm eave angle | 100 | m |  |  |
|  | **Sawn hardwood timbers** |  |  |  |  |
| N | 50x150mm timber | 1657 | m |  |  |
| P | 50x75mm purlins | 658 | m |  |  |
| Q | 50x50mm noggins | 985 | m |  |  |
| R | Battern | 985 | m |  |  |
| S | 25x300mm facia | 100 | m |  |  |
|  | **ROOF CARRIED TO SUMMARY** |  |  |  |  |
|  | **DOORS AND WINDOWS** |  |  |  |  |
|  | Supply and fix the following |  |  |  |  |
| A | 3mm guage standard steel Purpose made door size 900x2100mm coated with anti rust corrosive paint finish, complete with fittings or equal approved. | 7 | No |  |  |
| B | 3mm guage standard steel Purpose made window size 1200x1200mmcoated with anti rust corrosive paint finish, complete with fittings or equal approved. | 33 | No |  |  |
|  | **DOORS AND WINDOWS TO SUMMARY** |  |  |  |  |
|  | **SERVICES** |  |  |  |  |
| C | Allow for electric works complete to include piping, wiring, fittings and all other sundries as directed. |  | Sum |  |  |
|  | **FINISHINGS** |  |  |  |  |
| A | 15mm thick cement and sand (1:4) rendering on walls. | 756 | m2 |  |  |
| B | 75mm thick 1:4 cement sand tyroline finish to surface of walls externally below DPC. | 41 | m2 |  |  |
| C | 25mm thick cement and sand (1:3) screeded backing. | 232 | m2 |  |  |
| D | 600x600mm Non slip vitrified ceramic floor tiles laid on screeded bed to falls. | 232 | m2 |  |  |
| E | 0.88MM Hardboard (Brazil) ceiling with soft wood batterns nailed to ceiling noggings (measured seperately). | 232 | m2 |  |  |
| F | Apply emulsion paint on walls inertnally and sofffit of ceiling generally | 677 | m2 |  |  |
| G | Apply Texcoate paint on walls externally. | 311 | m2 |  |  |
| H | Apply gloss paint on woods and metal surfaces. | 76 | m2 |  |  |
|  | **FINISHINGS CARRIED TO SUMMARY** |  |  |  |  |
|  |  |  |  |  |  |
|  | **SUMMARY** |  |  |  |  |
| A | SUBSTRUCTURE |  |  |  |  |
|  |  |  |  |  |  |
| B | CONCRETE/BLOCK WORKS |  |  |  |  |
|  |  |  |  |  |  |
| C | ROOF |  |  |  |  |
|  |  |  |  |  |  |
| D | DOORS AND WINDOWS |  |  |  |  |
|  |  |  |  |  |  |
| F | FINISHINGS |  |  |  |  |
|  |  |  |  |  |  |
|  | **SUB - TOTAL 1** |  |  |  |  |
|  | **TOTAL TO SUMMARY** |  |  |  | **-** |

**CLICK THE BELOW PDF ICONS FOR THE DESIGNS**

* **Structural Design for Primary School**
* **6 Block classroom architectural design**

 