



Invitation to Tender (ITT)

Tender for Construction of School and Football Pitch /Idleb
Governorate/Kelly
مناقصة لبناء مدرسة وملعب كرة قدم / محافظة ادلب / كالي

Reference: [HA/010/2024]



Background

Human Appeal is a UK-based, international development and relief charity having its offices in Manchester. It was established in 1991 with a mission to alleviate the sufferings of poor people around the world. Since 2013, HA has set up an office in Turkey to provide emergency aid and services to people affected by the conflict in Syria.

Our Vision

We are a global humanitarian and development organization. We save lives, alleviate poverty, transform and empower local communities whilst championing humanity, impartiality, neutrality, and independence.

Section A: Invitation to Tender

Tender for

Tender for Construction of School and Football Pitch /Idleb Governorate/Kelly

مناقصة لبناء مدرسة وملعب كرة قدم / محافظة ادلب / كليلي

Tender Summary:

Human Appeal Turkey (HAT) announces this tender for the purpose of ensuring equal competitive bidding process and accordingly receiving bids for the construction of School Construction and Football Pitch. At Idleb Governorate/Kelly.

The construction shall take place from the ground and according to the technical specifications indicated within this invitation to tender and its supporting documents.

1. Technical Specification/s:

The interested bidders are asked to provide their bids according to the terms indicated within this invitation to tender following documents attached to it, and these are:

1. Technical Conditions of Classroom Furnishings
2. Technical Conditions of Football Pitch
3. Technical Conditions of School Administrative Furnishings.
4. Technical Conditions of School Construction.
5. Technical Conditions of Solar Power source
6. Site Plan.
7. School Drawing.
8. Construction BoQ.
9. Football Pitch BOQ
10. Furniture for classroom BoQ.
11. Furniture for Admin-Room BoQ.
12. Solar Source BoQ.

2. Site/s of Delivery:

The selected bidder shall commit to deliver the requested construction works at the location of Kelly/ Idleb Governorate.

3. Schedule/s of Delivery:

- The selected bidder will be asked to undertake all requested construction works and hand over the housing units upon completion with the agreed time.

4. Bid Folder Components:

The interested bidders are requested to provide the below information through e-mail to:

PR-76-SY.tender@humanappeal.org.uk

- The annexes filled and Measurable Timeline for works (work plan) signed and stamped from the bidder side as PDF files (the timeline chart should be prepared by bidder, the bid without timeline will be rejected).
- Copy of the identity card, Passport, or any official document that confirms the identity of the bidder.
- In case the bidder is different from the owner of the company, establishment, or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.
- Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria.
- Bid Proposal Form filled with all needed information (As indicated later in this invitation to tender), signed and stamped by the bidder including:
 - The bidder surname, middle and surname.
 - Bidder Address (Country/ Governorate/ District/ Sub-District/ Community).
 - The bidder contact information (Phone Number and Email).
 - Total cost (In USD).
 - Quotation validity date.
 - Time (In working days) following the signature of the contract that is required to finalize all of the requested construction works, and hand over the facility building accordingly.
- Whenever feasible, the bidders are requested to provide any catalogues, specifications, or certificates relevant to demonstrating the bidder capacity to provide the requested goods/ services.
- Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 3 years for the provision of similar item/s.

5. Quoted Pricing:

- The interested bidders shall provide the prices within their individual quotations in US Dollar USD.

6. Tender Closing Date:

- All interested bidders shall provide their quotations before Monday the 15th of April 2024/ 12:00 PM Turkey Time.
- Any quotation received after the aforementioned deadline will not be considered for review by HAT.

7. Mean/s of Delivering the Bids:

- The interested bidders shall send their bids via email to: PR-76-SY.tender@humanappeal.org.uk With the inclusion of the following in the e-mail address.
Al Zohoor School Construction
- The bidders can send their inquiries related to this tender to the following:
Procurement.hat@humanappeal.org.uk

Important Note: Any competitive bid sent to the designated mail for receiving inquiries will not be subject to inclusion in the competitive bid analysis process, even if it is sent at the same time to the e-mail designated for receiving competitive offers.

8. Selection Criteria:

- To be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfil all of the requested bid components detailed above.
- The received bids will undergo competitive bid analysis by HAT, where the following factors will be evaluated to select the most appropriate bid:
 1. Financial bid.
 2. Quotation validity date.
 3. The quality of the construction materials proposed to be used.
 4. Copy of technical conditions signed and stamped by bidder that shows the bidder's commitment to the attached technical conditions.
 5. Time (In working days) with timeline chart, following the signature of the contract that is required to finalize all of the requested construction works, and hand over the facility building accordingly (**the timeline chart should be prepared by the bidder, the bid without a timeline will be rejected**).
 6. The bidder must attach a price analysis table that used in the offer submitted by the bidder for the following items:
 - Reinforcement Concrete
 - Submerged concrete
 - Hordi Reinforcement Concrete
 - Hollow block
 - Wall plaster
 - Electrical system
 Within the table, the price per item and the total price for each item must be submitted. If the item contains multiple ratios, the average value is used, and the offer that does not contain a price analysis table will be rejected. The bidder must include the type and brand of materials to be supplied and the place of supply in the price analysis table.
If the offer that does not contain a price analysis table will be rejected.
 7. **Also, the copies/ list of the awarded Contracts/ with I/NGOs that have been conducted in the last 3 years for the provision of similar item/s might be considered as an added value for the bidders.**
 8. **The bidder must contact the management of the Human Appeal office in Syria to visit the project site for field reconnaissance. This is mandatory before submitting your bid which must be included in the bid folder. Unless the document is submitted along with the offer, the offer will not be valid during evaluation. A document proving the site visit will be provided by the administration of the Human Appeal Syria office, which must be signed by the employees. You can contact Human Appeal employees through this number +963945038299 or +905395116421.**

- Human Appeal adheres to cost efficiency ratio, therefore contract does not have to be awarded to the lowest price. The selections criteria is based on 70% Capacity Assessment and 30% Financial Bid. Capacity assessment refers to the proven experience of the company in the area, along with the company's financial capacity and legal compliance with the local regulations. Financial bid refers to the bid's amount and requested payment schedule. In case of predatory bidding the procurement committee has authority to not consider lowest amount bidding for preventing project.

9. Specific Conditions to the Construction Works (The interested bidders are strongly encouraged to read this particular section with caution):

- The selected bidder should adhere to the attached architectural and construction plans, and should not be entitled to amend or demand compensation for the works or quantities contrary to the dimensions shown in the plans.
- The unremarkable works are calculated at a value of 0 - 5% of the total value and are carried out according to the indication of the supervising civil engineer, and the supplier accepts to implement them by submitting to this tender.
- The financial dues for the selected bidder will be calculated based on the work carried out and not based on the initial bill of quantities.
- All materials and goods supplied to the project must be in accordance with the technical conditions, and the technical offer submitted by the contractor, and any commodity that does not comply with the conditions **will not be accepted.**
- It is the sole responsibility of the selected bidder to handle any challenges that might result in delaying the implementation of the construction works.
- The interested bidders must specify the period (In working days) necessary to complete the work, where every calendar day of delay behind the proposed schedule will result in a deduction of 0.2% of the total bid value. Human Appeal reserves the right to stop or justify the delayed days, based on availability of funds or whether conditions.
- The amount of excavation is calculated according to the mathematical amount, whether it is dirt or rock.
- The selected bidder shall commit to provide all work requirements (electricity - Water - Machines. . . Etc.) on his/ her own, and shall not be entitled to demand such requirements from the organization.
- When calculating the works with square meter unit, openings, windows and doors shall be deducted from the calculations according to the largest horizontal projection.
- The materials that the contractor will use in construction should be inspected by the supervising engineer prior to installation.
- Calculating the quantities of gravel, in the backfilling works, the quantities are measured and calculated after the compacting and tamping works.
- Human Appeal/ Turkey (HAT) will undertake periodic inspections over the construction works to ensure about the quality of the services provided. Also, HAT will undertake a final inspection after the construction works are fulfilled by the contractor, and accordingly, the organization will decide about the integrity of the provided deliverables and pay the contractor in accordance with the final inspection findings. With that being mentioned, the contractor shall hold the sole responsibility for maintaining the integrity of the deliverables provided till the final inspection is made by HAT, and that the contractor must not ask for any compensation related to any inconvenient deliverable.
- The selected bidder must provide and install a nameplate for each class room the Human Appeal logo and the Class number. The nameplate should be Fiber/Nylon plate at least thickness 4 mm 30 cm x 20 cm and fixing it with screws and spacers.
- In the case that the selected bidder provides materials don't match the offered materials and the technical conditions, these materials will be rejected and the bidder, at his own expense, is obligated to remove and migrate them outside the work site, at his own expense, he is not entitled to request financial dues for that.

- The selected bidder, after finishing all works, must clean the work site and remove all remaining materials and debris from the work site migrate them. The bidder must clean School Building – School Yards – Football Pitch to be ready for delivery to the beneficiary directly.
- In the case that any experiment or test of the provided materials is needed, the experiment or test and all requirements related to the experiment are conducted at the selected bidder expense and he is not entitled to demand the organization for a financial fee.
- During works implementation, in the case of any damage to public or private properties as a result of carrying out works, the selected bidder is obligated to repair them at his own expense, and in the case that they are not repaired, the damages shall be assessed and deducted from his financial dues and the selected bidder will be the responsible to this damage and Human Appeal will not take any responsibility for the damaged.
- List must be attached containing the following details:
 - Similar previous work contracts with other I/NGO within the last three years.
 - Measurable Timeline for construction works, that shows the time (In working days) to finish the construction works
 - The number of working engineers within the submitted company for the bid with specialization and the number of years of experience for each engineer.
 - The working machines in the company (Excavating machines, Dozer, trucks, Concrete Mixture, Briquette Machine, Water Tanker.... etc.)
 - Number of available workshops within the submitting company to the bid for the following works (Proven by Past contracts, Service Agreement with Third Party or Field inspection by HA team):
 - Construction workshops (including concrete workshops).
 - Workshops related to the sewage system.
 - Workshops related to electrical works (inside School).
 - Workshops related to drinking water and wastewater (Sanitation Drainage, plumping workshops inside School)
 - Workshop related to the carpenter.
 - Workshop related to the ironing.
 - Workshop related to floor tiling.
 - Workshop related to the plastering.
 - Workshop related to the painting.

10. Specific Conditions to Financial Bid

- The bidder must review carefully the financial offer and verify that there is no miscalculation or unreasonable different in estimated price, the financial offer will be rejected in the following cases:
 - In the case that there are very large, unjustified differences in prices to the estimated prices of the building, whether they are more or less than the estimated cost of construction. This reflects the bidder's lack of knowledge of the works and services required in this offer.
 - In the case that, the bidder submits more than one offer with the same name, with a difference in the financial offer without mentioning that the last offer is the approved one and the previous offers contain deficiency or errors, otherwise all offers will be rejected.
- In the case that the bidder submits more than one offer using different names but using the same identification documents such as: ID, license, previous contracts ... etc. All offers will be rejected.
- The selected bidder should pay contract amount of 5% to Human Appeal as security deposit, this amount will be kept as security deposit in case he violated of contract term/s. This amount will be paid back to the selected bidder after acceptance of the works.

11. General Considerations:

- By signing this tender form, the individual bidders accept and declare all of its terms and conditions.
- As a preliminary condition to be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfill all of the requested bid components detailed above. However, HAT reserves the right to not consider any of the quoted bids without providing any justification to the individual bidders.
- Other details including the payment procedures and the regulations for terminations will be outlined within the contract with the selected bidder.
- By signing this tender form, the bidders consent that their individual bids have not been agreed or arranged with any prospective competitor or trade association and will not be communicated to any third party. And that failure to comply with this might render the relevant bids ineligible or the relevant contracts terminated from HAT side.
- Bidders are required to stamp every page of this document as well as that of the required annexes with their legal/adopted company stamp and NO bid will be accepted without a genuine company stamp.
- Any quotation received after the aforementioned deadline will not be considered for review by HAT.
- All taxes and financial obligations external to this tender, the provided RFQ or the consequent contract are the responsibility of the selected bidder to solely deal with.
- If a dispute occurs, Turkish Law will be applied for settlement. Also, parties can agree on alternative dispute resolutions for settlement. In case of any ambiguity, the true intentions of parties will be taken into consideration.

Section B: Bid Folder

Tender for Construction of School and Football Pitch /Idleb Governorate/Kelly

مناقصة لبناء مدرسة وملعب كرة قدم / محافظة ادلب / كالي

a. Bid Proposal Form

The interested bidders are requested to provide information within the below table:

Description	Bidder Inputs
Name, Middle and Surname of the Bidder	
Bidder Address (Country/ Governorate/ District/ Sub-District/ Community)	
Phone Number of the Bidder	
Email Address of the Bidder	
Quotation Validity Date	
Time (In working days) following the signature of the contract that is required to finalize all of the requested construction works, and hand over the housing units accordingly.	

Total Cost (In US Dollar) For <u>School Construction</u>: Please provide the total cost <u>in numbers</u> within the box to the right:	_____ USD
Total Cost (In US Dollar) For <u>School Construction</u>: Please provide the total cost <u>in words</u> within the box to the right:	_____ USD

Total Cost (In US Dollar) For <u>Football Pitch</u>: Please provide the total cost <u>in numbers</u> within the box to the right:	_____ USD
Total Cost (In US Dollar) For <u>Football Pitch</u>: Please provide the total cost <u>in words</u> within the box to the right:	_____ USD

Total Cost (In US Dollar) For <u>Furniture for Admin-Room</u>: Please provide the total cost <u>in numbers</u> within the box to the right:	_____ USD
Total Cost (In US Dollar) For <u>Furniture for Admin-Room</u>: Please provide the total cost <u>in words</u> within the box to the right:	_____ USD

Total Cost (In US Dollar) For <u>Furniture for classroom:</u> Please provide the total cost <u>in numbers</u> within the box to the right:	_____ USD
Total Cost (In US Dollar) For <u>Furniture for classroom:</u> Please provide the total cost <u>in words</u> within the box to the right:	_____ USD
Total Cost (In US Dollar) For <u>Solar Source:</u> Please provide the total cost <u>in numbers</u> within the box to the right:	_____ USD
Total Cost (In US Dollar) For <u>Solar Source:</u> Please provide the total cost <u>in words</u> within the box to the right:	_____ USD

b. Bid Folder Attachment (Documents to be provided by the bidder):

- **The annexes filled and Measurable Timeline for works signed and stamped from the bidder side as PDF files (the timeline chart should be prepared by bidder, the bid without timeline will be rejected).**

The annexes are:

1. **Technical Conditions of Classroom Furnishings**
 2. **Technical Conditions of Football Pitch**
 3. **Technical Conditions of School Administrative Furnishings.**
 4. **Technical Conditions of School Construction.**
 5. **Technical Conditions of Solar Power source**
 6. **Site Plan.**
 7. **School Drawing.**
 8. **Construction BoQ.**
 9. **Football Pitch BOQ**
 10. **Furniture for classroom BoQ.**
 11. **Furniture for Admin-Room BoQ**
 12. **Solar Source BoQ**
- Copy of the identity card, Passport or any official document that confirms the identity of the bidder.
 - In case the bidder is different from the owner of the company, establishment or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.
 - Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria. **(A Must)**
 - Measurable Timeline for construction works, that shows the time (In working days) to finish the construction works
 - Whenever feasible, the bidders are requested to provide any catalogues, specifications or certificates relevant to demonstrating the bidder capacity to provide the requested items.
 - **Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with I/NGOs that have been conducted in last 3 years for the provision of similar item/s.**

- List must be attached containing the following details:
 - Similar previous work contracts with other I/NGO within the last three years.
 - Measurable Timeline for construction works, that shows the time (In working days) to finish the construction works.
 - The number of working engineers within the submitted company for the bid with specialization and the number of years of experience for each engineer.
 - The working machines in the company (Excavating machines, Dozer, trucks, Concrete Mixture, Briquette Machine, Water Tanker.... etc.)
 - Number of available workshops within the submitting company to the bid for the following works (Proven by Past contracts, Service Agreement with Third Party or Field inspection by HA team):
 - Construction workshops (including concrete workshops).
 - Workshops related to the sewage system.
 - Workshops related to electrical works (inside School).
 - Workshops related to drinking water and wastewater (Sanitation Drainage, plumping workshops inside School)
 - Workshop related to the carpenter.
 - Workshop related to the ironing.
 - Workshop related to floor tiling.
 - Workshop related to the plastering.
 - Workshop related to the painting. The working machines in the company (excavating machines, trucks etc.)

c. Bidder’s Declaration

I hereby state that I read and understood the terms indicated within the above invitation to tender form, and that I have carefully checked and examined all the provided bid related documents. I also confirm that the provided pricing is a fixed and not subject to any changes or alterations including those due to currency fluctuations. The offers are fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses (excluding overnight stays etc.), of all kinds including printing costs, telephone calls and travel/subsistence expenses necessary for the completion of the Services.

Company Name :

Bidder’s Full Name :

Official Stamp :

Title :

Signature :

