DATE: 5th Sep 2024

INVITATION TO BID: No. ITB/WASH/GPON2024/RRF/001

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE REHABILITATION OF SOLAR-POWERED BOREHOLES

CLOSING DATE AND TIME: 13th Sept 2024 – 23:59 hrs

INTRODUCTION TO GPON

GOAL Prime Organization Nigeria (GPON) is a policy-driven humanitarian, non-governmental. organization that implements her program through revitalized partnership. It seeks to improve. the lives of vulnerable people especially in the face of disaster or crises. GPON is presently operating in the Northeastern regional part of Nigeria where we have—reached over 2,000,000 people, especially women and children in IDP camps, returnee. population and those in host communities with relief materials, child protection services, GBV mitigation services, livelihood skill-building, health services, and Education support services.

1. REQUIREMENTS

The Office of the GOALPrime Organization Nigeria (GPON), Zonal Office Maiduguri, invites qualified suppliers and contractors to submit firm offers for the rehabilitation of solar-powered boreholes, as well as other WASH-related infrastructure, hereafter referred to as (Rehabilitation Services).

IMPORTANT:
Exact technical specifications of the items are detailed in **Anne**x B of this document.

GPON may award Frame Agreement(s) with an initial duration of 2 (two) years, potentially extendable for a further period of 1 year, for providing rehabilitation services in Maiduguri, Borno State, Adamawa, and Yobe State. The successful bidders will be requested to provide services as per the Frame Agreement(s) duration.

For information purposes only, to assist bidders in preparing their proposals, the estimated requirements of GPON for the services are listed in **Annex B.** Please note that figures have been stated to enable bidders to have an indication of the projected requirements. This does not represent a commitment that GPON will request the services above or below the quantity. Quantities may vary and will depend on the actual requirements and funds available, regulated by the issuance of individual Purchase Orders against the Frame Agreement.

IMPORTANT:
When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

GPON will carry out random quality inspections, including specific selected criteria for laboratory tests on services provided by the contractor, or by an independent surveyor appointed by GPON, from samples selected during execution, departure, arrival at the destination, or from any worksite location. The cost of quality control inspections and laboratory tests will be covered by GPON.

For potential dispute cases regarding the quality of services delivered to GPON, the Organization will keep reference samples for any further required testing.

Therefore, suppliers and contractors are requested to ensure that the quality of services shall fully comply with GPON's technical specifications and requirements.

Also note that for all services delivered by contracted suppliers, the suppliers will be requested to provide their respective in-house quality certificates, attesting to the conformity of the delivered service with technical specifications.

In cases of quality default by the contractor, in addition to the services' PO penalty clauses, the inspection and laboratory costs will be charged to the contractor.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex F).

Note: this document is not construed in any way as an offer of contract with your firm.

. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form an integral part of this Invitation to Bid:

Annex A: Calendar of activities
Annex B: GPON Technical Specifications
Annex C: Financial Offer Form
Annex D: Vendor Registration Form
Annex E: GPON Child Safeguarding Policy
Annex F: GPON PSEA Policy
Annex G: GPON Supplier Code of Conduct

2.2 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to and copy to and supplychain@goalprime.org as to: **The deadline for receipt of questions is September 7th , 20242024 at 23:59 hrs**

IMPORTANT:
Please note that Bid Submissions are **not** to be sent to the e-mail address above.

GPON will compile the questions received. GPON may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.3 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:
Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other GPON staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.3.1 Content of the TECHNICAL OFFER

IMPORTANT:
No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all the information required.

The technical details of the products requested by GPON can be found in **Annex B.**

Your technical offer should clearly state whether the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer.

Incoterms: The International Chamber of Commerce Incoterms 2010 (**DAP – Delivery at Place**) shall apply for this ITB and for any resulting purchase orders(s).

Packing and container utilization details: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the packing and transport requirements part of this ITB. (These are minimum packaging requirements; however, suppliers are encouraged to propose alternative options for better container utilization).

Production Capacity: The bidder shall state annual production capacity of the materials required for borehole rehabilitation.

Delivery Capacity: The bidder shall state the mobilization time for workers and materials, availability of ex-stock materials, and quantities that can be delivered after one, two, three, and four weeks of the production lead time.

Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life and usable lifespan of any relevant materials and equipment required for the rehabilitation, i.e., the recommended usage period for materials like PVC pipes, solar panels, etc.

Batch and Supplier Identification Marks: The successful bidders will be expected to affix non-removable and permanent markings on key materials and equipment (e.g. pipes, solar panels) clearly identifying the production batch and the supplier. Your technical offer should include details on how such markings will be implemented (as indicated in the technical specifications found in **Annex B**).

Place of Inspection: The bidder shall state the place of inspection for materials prior to installation or execution. This could be at the supplier's facility or the rehabilitation site.

Warranty: The bid shall include information on defects liability and the warranty period for all materials and services provided. The warranty should cover both the performance of materials and the quality of the workmanship involved in the borehole rehabilitation. Specify the terms of warranty, including the duration, conditions, and any exclusions.

Certificate: If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

Please also include the following documents/information that should be a part of technical evaluation:

- Company profile and organization
- Company registration, extracted from trade registrar
- Company license
- Financial standing, (Bank statement)
- Declaration on the legal and commercial capacity to enter the contract.
- Experience working with the Nonprofit sector.
- Quality Management System in place
- Corporate Social Responsibility

IMPORTANT:
Pre-qualification of samples

Step1:
Paper-based following sections 2.4.1 and 2.5.2

Successful bidders are required to obtain a certificate confirming the product(s) offered to meet the item specifications and compliance with the standards and testing criteria stated in Annex B 'Technical Specifications" from the Standard Organisation of Nigeria (SON).

Failure to provide the requested certificate in the Technical offer may result in disqualification of the offer.

Step 2:

The companies having successfully provided the requested certificate, will be contacted with a request to send 1 (one) reference sample of the product(s) for visual/tactile inspection to the following address:
GPON Northeast Regional office Maiduguri
Supply Management Unit
No 23, Choice Private School Road, Old GRA, Maiduguri, Borno state
Failure to provide the requested sample upon request from GPON offer will result in disqualification of the offer.

Vendor Registration Form: If your company is not already registered with GPON, you should complete, sign, and submit with your technical proposal the Vendor Registration Form (**Annex E**).

GPON General Conditions for Provision of Goods: Your technical offer should contain your acknowledgment of the GPON General Conditions for Provision of Goods by signing **Annex F.**

Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

IMPORTANT NOTICE ON ETHICAL CONDUCT

Under no circumstances should a vendor pay GPON or a GPON Staff Member for the submission of a quotation, bid or proposal or for the fulfilment of a Contract. This includes non-cash gifts or favors to Staff Members. Be aware that if such payment or non-gifts or favors are made, it would result in the immediate termination of the vendor agreement or contract and the vendor would be disqualified from further Request for Quotations/Invitation to Bid/Request for Proposals with GPON. You are advised to read and understand the GPON Supplier's Code of Conduct specifically on Ethical Conduct.

IMPORTANT:
If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex B**). Do not send only an offer for an alternative product, i.e. these should be sent in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in a single currency, in Nigeria Naira NGN.

The prices offered should remain valid for at least three months.
The price must remain unchanged for the duration of the Frame Agreement [(2 + 1 years)].

The Financial offer is to be submitted as per the Financial Offer Form (**Annex C**). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item*:*

Unit costs: The bidder shall quote the unit price naming the locations respectively having the transportation cost already included. The unit cost shall be provided for the supply of product in bulk as well as palletized. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

You are requested to hold your offer valid for **30 days** from the deadline for submission. GPON will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. GPON's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.5 BID EVALUATION:

2.5.1 Supplier Registration:

The qualified suppliers will be added to the Vendor Database after verification of suitability based on the submitted Vendor Registration Form and supporting documents. The verification involves consideration of several factors such as:

- Company profile and organization
- Company registration, extracted from trade registrar
- Company license
- Financial standing, (Bank statement)
- Declaration on the legal and commercial capacity to enter the contract.
- Experience working with the Nonprofit sector.
- Quality Management System in place
- Corporate Social Responsibility

This will be followed later by supplier performance evaluation such as:

- Random/periodic testing of the supplier's products,
- Ability to respond quickly to the Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Technical evaluation:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL by using the same structure as outlined in Annex C, and based on the requirements from Annex B.**

2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established GPON technical specifications
- Qualification and acceptance of product samples
- Unit price,
- Delivery capacity after two, four, six, and eight weeks or more.
- Warrant period (respecting given minimum periods)
- Further requirements set out in this ITB

Reference is also made to the Technical and Financial Offer Forms **(Annexes B and C)**

For evaluation purposes only, all offers should be submitted in Nigeria currency

2.6 SUBMISSION OF BID:

The offers must bear your official letterhead, clearly identifying your company.

Bids should be submitted through e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats, etc.).

The technical and financial offers must be clearly separated.

Bid must be sent by e-mail ONLY to: procurement.elect@goalprime.org;

IMPORTANT:
The technical offer and financial offers are to be sent in separate documents/attachments. Failure to do so may result in disqualification.

The deadline for Submission of your offers is: 13th Spet. 2024 at 23:59 HRS

IMPORTANT:
The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

IMPORTANT:
Any bid received after this date or sent to another GPON address may be rejected. GPON may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is your responsibility to verify that all e-mails have been sent and received properly before the deadline. Please be aware of the fact that the e-mail policy employed by GPON limits the size of attachments to maximum of (25) Mb so it may be necessary to send more than one e-mail for the whole submission.

GPON will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

Please indicate in e-mail subject field:

- **Bid Number ITB/WASH/GPON2024/RRF/001**
- **Name of your Company with the title of the attachment(s)**
- **Number of e-mails that are sent (example: 1/3, 2/3, 3/4).**

For example: ITB/WASH/GPON2024/RRF/001…COMPANY ABC (email 1 of 3).

IMPORTANT:
The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by GPON as meeting the technical specifications.

2.7 BID ACCEPTANCE:

GPON reserves the right to accept the whole or part of your bid.

GPON may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

GPON may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by GPON at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that GPON is not bound to select any of the firm's submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to GPON's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by GPON business owner.

2.9 GPON GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the General Conditions of Contracts (**Annex F**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

ANNEX – A

CALENDER OF ACTIVITES

ACTIVITY	DATE
ITB sent to Bidders	5th September 2024
Deadline to receive questions from bidders	7th September 2024
Answers to questions are responded	08th September 2024
Last Date of Bid Submission	13th October 2024
GPON Sample Inspection finalized	16th October 2024
Finalization of technical and Financial Evaluations	17th October 2024
Planned Contract Awards	20th October 2024