



## INTERNATIONAL RESCUE COMMITTEE (IRC)

### BID NOTICE

#### IRC Somalia - Dhusamareb Field Office

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. With the funding of different donors, IRC has been working in Somalia since 2007, providing essential services to conflict and disaster affected communities in Mudug, Banadir, Nugal and Galgadud regions.

The intent of this Request for Proposal (RFP) is to secure competitive bids and proposals to select a contractor, for the IRC Somalia Program in **Dhusamareb** to provide the following services:

ITEM REFERENCE	SERVICE DESCRIPTION
PR/2SO/DH/524086	<ul style="list-style-type: none"><li>• SOLAR UPGRADING AT DOCOLEY BOREHOLE.</li></ul>

Interested and suitably qualified contractors can collect tender documents from IRC **Dhusamareb** Office during official working hours and also can download bid documents from the following website [www.somaliangoconsortium.org](http://www.somaliangoconsortium.org). Duly filled and completed Technical and Financial Bid documents sealed in one envelope shall be addressed and submitted to:

**The Tender Committee**  
**International Rescue Committee (IRC) Somalia**  
**Dhusamareb Field Office, DhusamarebTown**

Deadline for submission of bids is **22<sup>nd</sup> Dec, 2019** by 4.30pm East African Time. Late submission of bids will not be accepted.

For any clarification of any part of the Tender Document shall be sought from: The Supply Chain Coordinator, IRC, at the email address [SO-procurement@rescue.org](mailto:SO-procurement@rescue.org).

***IRC is not bound to accept the lowest priced bid or any bid that is submitted.***  
***Any form of canvassing will lead to automatic disqualification.***



# International Rescue Committee Somalia Program

## Request for Proposal (RFP)

### SOLAR UPGRADING AT DOCOLEY BOREHOLE.

Ref. #: PR2SO/DH/514086

Planned Timetable	
Issue ITT	<i>9 Dec 2019</i>
Last date for submission of questions on RFP	<i>16 Dec 2019</i>
Last date IRC respond to questions on RFP	<i>19 Dec 2019</i>
Deadline for submission of tenders	<i>22 Dec, 2019 – 4:30pm East Africa Time</i>
Evaluation of ITT	<i>26 Dec 2019</i>
Supplier Visit	<i>TBA</i>
Award of Contracts	<i>18 Jan, 2020</i>

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## I. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC has been operating in The IRC has been operating in Somalia since 2007. IRC is among the numerous organizations assisting Somali populations to address their basic humanitarian needs, while trying simultaneously to support localized longer term opportunities. With a strong foot print in South Galkacyo (since 2007), Mogadishu (since 2011) Garowe (since 2012) and Dhusamareb (since 2015) the IRC has developed a solid humanitarian portfolio in the field of Health, WPE, and WASH & Livelihoods.

### 2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select a supplier or vendor for the International Rescue committee Somalia, Dhusamareb Office to provide supply of solar upgrading at Docoley borehole. All eligible Suppliers and Vendors that are qualify and are technically competent for the supply of the goods and services in the price list schedule as per various categories provided are invited to submit their proposals.

The winning bidder(s) will enter into a fixed price Agreement up to the completion of the requested services Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in Somalia and a regular tax payer to offer such goods and services as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year 2019. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## II. THE BIDDING DOCUMENTS:

### 4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

*The Bidding documents comprise of the following documents:*

- *The Request for Proposal – RFP (applied to this document);*
- *Bill of Quantities – Annex 1*
- *Work Plan Annex – Annex 2*

- *Intent To Bid form - **Annex 3***
- *Supplier information form - **Annex 4***
- *IRC code of conduct and supplier conflict of interest form - **Annex 5***
- 

## 5. **Clarification of Bidding Documents**

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the [SO-Procurement@rescue.org](mailto:SO-Procurement@rescue.org). The request for clarification must reach the purchaser not later than **16<sup>th</sup> Dec 2019**. The Purchaser will respond by e-mail providing clarification on the bid documents on the **19<sup>th</sup> Dec 2019**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

## III. PREPARATION OF BIDS:

### 6. **Language of Bid**

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** only. Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of Somalia.

### 7. **Documents Comprising the Bid**

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

- *Cover letter explaining interest to be a contracted vendor or supplier*
- *Profile of the company: organization structure, capacity in terms of technical staff to perform and or supervise the work; Table with recent, previous similar completed works; Technical Qualifications of staff and inclusion of an Engineer in the Bid document; Number of Employees working for the company, the company's number of years in the construction sector (insert table with similar contracts) and Financial capacity (Amount of Turnover of the company in the sector)*
- *Three (3) References from current or past clients (at least in the last one year.*
- *A schedule of works/ Proposed work Plan*
- *Bill of Quantities, complete with unit process per item and or work completed without any rubbings and any or deletions (where there are deletions, countersigned).*
- *Certificate of registration with Regional or Federal Administration.*
- *Certificate of Site Inspection duly endorsed (stamped and Signed) by IRC*
- *Evidence of paying tax (where applicable)*
- *Bank details /financial statements from reputable banking institutions in Somalia.*

- *Intent to bid form, completed, signed and stamped.*
- *Supplier Information form, completed, signed and stamped.*
- *IRC Conflict of Interest and Supplier code of conduct, completed, signed and stamped.*
- *Other important document bidder feel need to be attached to support their bid.*

#### **8. Bid Prices & Price Changes**

For the purpose of selecting a supplier/vendor and executing the Master Purchase Agreement, the Bidder shall clearly indicate the unit price of the goods they want to supply. All unit prices shall be clearly indicated in the space provided in the price schedule. The Bidder must sign and officially stamp the price schedule.

During the validity period of the agreement, if there is a price change in the market the **supplier can express the change in writing for the Purchaser a month before implementing the change.** The Purchaser also responds for the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the agreement.

#### **9. Bid Currencies**

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **(USD Dollars)**

#### **10. Document Establishing Good's Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A **clause-by-clause** commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications **(OR SCOPE OF WORK)** are intended to be restrictive. However, the Bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

### **11. Bid Security**

For the Purpose of This Tender Process, Bid Security or Bond is not applicable.

### **12. Period of Validity of Bids**

Bids shall remain valid **for 90 working days** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

### **13. Format and Signing**

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed 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.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

- A table containing bid offer: item description, unit price
- A detailed specification of the offered goods and services
- Warranty (if necessary and appropriate);
- Delivery time;
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).

## **IV. SUBMISSION OF BIDS**

### **14. Submission and Marking of Bids:**

Bidder shall submit sealed bids addressed to the

**The Tender committee  
International Rescue Committee (IRC) Somalia;  
Dhusamareb Field Office, Dhusamareb Town**

All bids are to be dropped in IRC Tender Box at the reception desk provided for the purpose in sealed envelope no later than **4:30pm on 22<sup>nd</sup> Dec 2019**. Bids submitted after the deadline will not be accepted.

Bidders must sign the **bid register** form at the reception of the office indicating their **company name, telephone number, and date of submission**.

**Format**

The Bidder's proposal shall comprise of technical proposal and financial proposal, in separate sealed envelopes.

**15. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified after the deadline for submission of bids.

**V. BID OPENING AND EVALUATION****16. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

**17. Evaluation and Comparison of Bids.**

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

**Supply of solar upgrading in rig Omane bore hall at Galdogob district**

Evaluation Criteria	Description	Weight (%)
<b>Eligibility</b>	Refers to Bidder's ability to demonstrate that they have: I. Certificate of Registration with the Federal government or Regional Administration II. Evidence of Paying Tax, where applicable III. Bank Statement covering the last 1-2 Years. IV. Intent to bid form, completed, signed and stamped. V. Price sheet/financial proposal completed and stamped each page VI. IRC conflict of interest & Supplier code of conduct, signed and stamped. Supplier Information form, completed and signed and stamped	<b>PASS OR FAIL:</b> <b>Pass</b> – Proceed to next stage of evaluation. <b>Fail:</b> Not to Proceed to the next stage of evaluation.
<b>Capacity</b>	The Capacity of the Contractor: General Organization structure and or profile of the Bidding Company and the owners. (10%) A table showing recent and previous similar assignments and proof of such completed works and services (Min of 3 completed works) (15%) The Capacity in terms of the Technical Qualifications and Number of Employees in the company. (15%) Inclusion of an Engineer/Solar technician in the profile. (10%) Number of Years (minimum 2) experience of the company in the sector or similar works. (5%)	<b>55%</b>
<b>Delivery Term</b>	Delivery Terms (from the work plan provided by the contractor) Offered completion Time (from the work plan) tentative duration of the work	<b>10%</b>



<b>Payment terms</b>	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of completion of works and acceptance of services and receipt of invoice. Please specify in calendar days in the supplier information form.	<b>15%</b>
<b>Past Experience/References</b>	Three traceable business references and their contacts. These should be included reputable organizations such INGO's, Government or UN that had engaged with past work experiences	<b>20%</b>
<b>TECHNICAL PROPOSAL</b>	<b>TECHNICAL EVALUATION SCORE OUT OF 100%</b>	<b>100%</b>
<b>Financial Proposal</b>	<b>FINANCIAL PROPOSAL SCORE.</b> <b>SCORE=(LOWEST BID OFFER PRICE/OFFERED BID PRICE)*100%</b>	<b>100%</b>
<b>TECHNICAL EVALUATION (60 Points) + FINANCIAL (40 Points)</b>	<b>WEIGHTED SCORES:</b> <b>TECHNICAL EVALUATION=[SCORE/100]*60 POINTS]</b>  <b>FINANCIAL EVALUATION SCORE=(LOWEST BID PRICE/OFFERED BID PRICE)*40 Points</b>	<b>60 Points + 40 Points</b>
	<b>TOTAL WEIGHT (TECHNICAL EVALUATION + FINANCIAL EVALUATION)</b>	<b>100 Points</b>

#### **17. Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced.

#### **18. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

### **VI. CONTRACTING**

#### **19. Contract award and notification**

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Agreement and perform its obligations satisfactorily.

#### **20. Warranty**

The Supplier warrants that the goods to be supplied are new, unused, of the most recent or current models (products), and meet Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Somalia Law.

## **21. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

## **22. Price Schedules and Location**

Vendors interested supply of solar upgrading at Docolley borehole, are required to fill and complete the attached BOQ as per the breakdown.

## **23. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

## **Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

## **Ethical Operating Standards**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, and IRC's Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and (ii) report such events through IRC's confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

## **ANNEXES:**

***ANNEX I: The Bills of quantity (BOQ) for the borehole rehabilitation.***

***ANNEX II: Proposed work plan***

***ANNEX III: Intent to Bid Form***

***ANNEX IV: Supplier Information Form.***

***ANNEX V: IRC Conflict of Interest and Supplier Code of Conduct form***

***ANNEX VI: Certificate of pre-tender site inspection.***

**ANNEX I: The Bills of quantity (BOQ) for the borehole rehabilitation**

<b>SUMMARY BoQs FOR SOLAR UPGRADING, FENCING AND REHABILITATION OF DOCOLEY BOREHOLE</b>					
<b>No</b>	<b>ITEM DESCRIPTIONS</b>	<b>Unit</b>	<b>QTY</b>	<b>Unit Price (USD)</b>	<b>Amount (USD)</b>
<b>SOLAR UPGRADING AT DOCOLEY BOREHOLE</b>					
<b>Note:</b>					
<b>Rehabilitation of a Borehole depth 250m, Water level 60m, Depth of Pump Installed/pump level 130m with a Pumping test, and clearance the site</b>					
1.0	Transport and Install Solar Panels of <u>Mono Crystalline Type</u> No. PCs which is CERTIFIED <u>M2 SOLAR</u> Produced by International Organization for Standardization(ISO) and the Efficiency between 15 - 24% <ul style="list-style-type: none"> <li>• Type ..... 300 – 72M</li> <li>• Peak Power (Pmax)..... 300 W</li> <li>• Open Circuit Voltage (Voc)..... 44.5V</li> <li>• Short Circuit Current (Isc)..... 9.05 A</li> <li>• Max.Power Voltage (Vmp)..... 35.8 V</li> <li>• Max.Power Current (Imp)..... 8.38 A</li> <li>• Maximum System Voltage..... 1000 V</li> <li>• Power Tolerance:..... +/- 3%</li> <li>• Dimensions (MM)..... 1956 x 992 x 40</li> </ul> <u>Note:</u> All Technical Data at a Standard test Condition $AM=1.5$ , $E=1000 \text{ W/M}^2$ , $TC=25 \text{ C}^0$	PCs	75		
2.0	Supply stainless steel Solar Pump Inverter 30KW of (DC/AC Inverters With GPRS Remote Control) Controller/ pump Inverter Input DC & AC Output 380VAC 3Phase 50Hz. <ul style="list-style-type: none"> <li>• working temperature: -10~+50°C</li> <li>• Well sensor.</li> <li>• Water Tank sensor.</li> </ul>	PCs	1		
3.0	Supply and Install DC Wire for Special solar cable - 40 ~+1250C Max 1000V AC/1800V DC 1x6.0 mm2	M	400		
4.0	Combiner fuse box & small accessory <ul style="list-style-type: none"> <li>• DC Combiner Fuse box</li> <li>• DC circuit breaker</li> <li>• Manual transfer switch-generator &amp; PV Array of 100A max</li> </ul>	LMS	1		
5.0	Case Water Proof for Solar pump inverter	PCs	1		
6.0	Cable 16mm x 4 core PVC insulated	M	20		
8.0	Installation, internal wiring sundries, sensors.	LMS	1		

7.0	Supply and Install the Solar Ground Mounting of Golvanized Steel 3 inch for Columns and 2 inch for frame of the Ranking Structure frame with Gentel sloping of 1.6m Elevation ,1.3m@<15 <sup>o</sup> of Golvolnized for frame and Sett off the resistance of the air space of 2mm,Bolding and welding the frame work Fix to the footing reinforced concrete to the ground and Plaster man powering, painting with a setting of Serial and Parelell as you see the attached Drawing with a technical guidance of Engineer for 22,500Wp	Kw	22.5		
9.0	Supply and Install Earthing and Elecical grounding use metallic rod (diameter = 25mm (1inch) and length = 2m (6ft) instead of earth plate for earthing system. The metallic pipe should be 2 meter below from the surface of ground. To maintain the moister condition, put 25mm (1inch) coal and Salt mixture around the earth plate	No	1		
SUB TOTAL A COST IN USD				\$	
B- REHABILITATION OF BOREHOLE					
1.0	Supply & Install Franklin/Loawara Submersible Pump 11KWatt/15HP	PCs	1		
2.0	Supply & Install GI Pipes Class C Ø 2", each length 6m	PCs	22		
3.0	Supply & Install Control Panel with 30ampier capacity	PCs	1		
4.0	Supply & Install Electric cables 16X4mm	m	220		
5.0	Supply reducer from 2.5" to 2.00"	PCs	1		
SUB TOTAL B COST IN USD					
CONSTRUCTION OF CHAIN LINK FENCE					
Note :	Provide materials and construction of chain Link Fence made from GI pipe 2.5" dia. B-class and 1.8m clear height every 2.5 meter length, The chain link is 50mmx50mm opening and 2.7mm dim.				
	Supply and Install The chain link is 50mmx50mm opening and 2.7mm dim. Which the roll is 30mx2m(LxW) The • Area of Solar Panels: Width: 992x12=11,904mm Length: 1956x8=15,648mm	Roll	4		
1.0	Supply and Fix 5" of Angular for as a Columns Fixing the ground	PCs	30		
2.0	Construction Footing and Blinding to fix G.I Pipe ;the n to 50cm above the footing, and welden the Security net in to G.I And fix Two frame door of 1.5mx2m, and 3mx2m	No	35		

3.0	Construction foundation of Marble stone and concrete above the foundation a Ground beam Lean concrete to fix the Chain Link fence 40cm above the ground floor and insert the 10cm the chain link in to the footing above the ground(100x40x40)	M <sup>3</sup>	15.68		
4.0	Supply and install Wires Fixing above the chainlink but on the weldening G.I Angular and Fence Net	Roll	12		
<b>SUB TOTAL COST IN USD</b>					
<b>D</b>	<b>Visibility</b>				
1.0	Construct billboard both phases written in (Upgrading with solar power system, construction of chainlink fence and rehabilitation of Docoley borehole implemented by IRC with logo and Funded by BRICS2 DFID with logo)	1	1		
<b>SUB TOTAL C COST IN USD</b>					
<b>GRAND TOTAL COST IN ONE BOREHOLE INSTALLATION OF SOLAR SYSTEM AND CHAINLINK FENCE</b>					



International Rescue Committee

Galkacyo Somalia  
www.rescue.org

Tel:  
Fax:

Sunday, Nov 24, 2019

## Upgrading Boreholes through solar system

### Solar pumping project

**Note:** Rehabilitation of Boreholes through solar system at Docoley Borehole under Adado District

#### Parameter

Location:	(6° North, 47° East)	Water temperature:	20 °C
Required daily output:	84m³; Sizing for November	Dirt loss:	10 %
Pipe type:	steel	Static head:	130 m
		Pipe length:	250 m

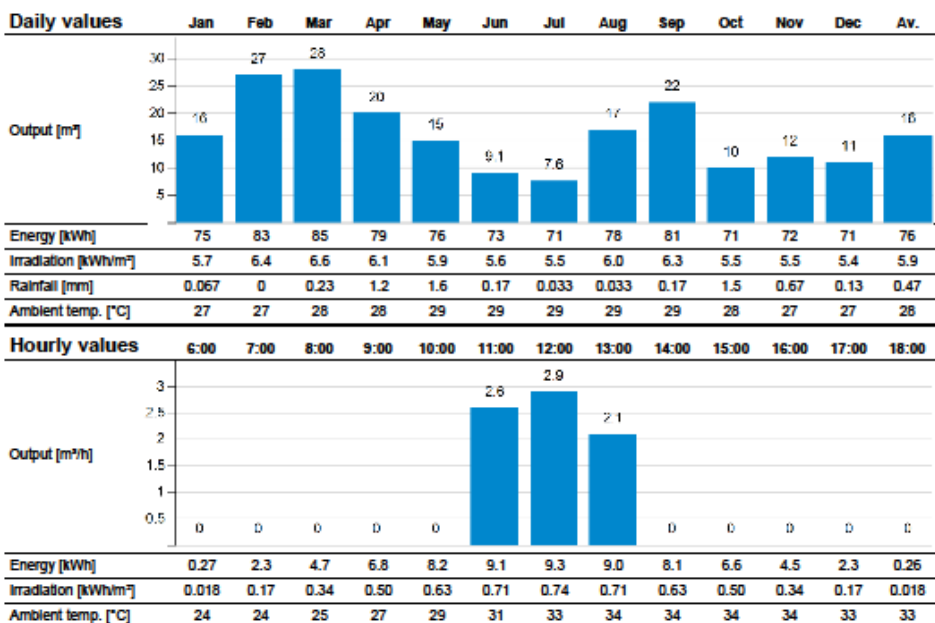
Products	Quantity	Details
PSK2-25 C-SJ30-22	1 pc.	Submersible pump system including controller with DataModule, motor and pump end
LC300-P72	75 pc.	16,200 Wp; 18 x 3 modules; tilted
Motor cable	85 m	16 mm² 3-phase cable for power and 1-phase cable for ground
Pipeline	250 m	50 mm (inner diameter) Pipeline
Accessories	1 set	Well Probe, Surge Protector, PV Disconnect 1000-40-5, PV Protect 1000-125, SmartPSUK2, SmartStart

#### Sun Switch setting in Pump Scanner

min. 550 W/m²

#### Daily output in July

7.6 m³



ANNEX III: Intent to Bid Form



International Rescue Committee, Inc.  
Intent to Bid

IRC Reference #: \_\_\_\_\_

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

1. ☐ It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2. ☐ This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Please fill in this questionnaire in order to permit the registration. Information given in this questionnaire will be handled confidentially.**



**ANNEX IV: Supplier Information Form.**



**INTERNATIONAL RESCUE COMMITTEE**  
**Supplier Information Form**

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

*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		
Name(s) of Company Owner(s) or Board of Directors		
Parent companies, if any		
Subsidiary or affiliate companies, if any		

**Financial Information**

Bank Name and Address	
-----------------------	--

Name under which company is registered at bank	
Payment Terms	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No
Specify Standard Payment Terms (Net15, 30, etc.)	

**Product/Service Information**

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

**References**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

**Supplier Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their 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.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
  - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future IRC procurement.
9. Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.

10. Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

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 IRC USE**



**Following documents have been supplied:**

Business registration or license	
Articles of incorporation or similar document	
Business and other NGO references	
Bank statements and references	
Passport / ID cards of business owners/board of directors	
Financial statement (if available)	

**I \_\_\_\_\_ an employee of IRC 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.

## ***ANNEX V: IRC Conflict of Interest and Supplier Code of Conduct form***

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, and IRC's Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

### **Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

### **Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest**

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**Supplier hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [www.ethicspoint.com](http://www.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date:

Application Checklist	
Description	
✓ Submitted required documents- Page 2 No7	
✓ RFP -Product Annex 1 – filled, signed & stamped	
✓ Annex 2 – Proposed Work plan	
✓ Annex 3 – Intention to Bid , signed & stamped	
✓ Annex 4– Supplier Information Form Signed & stamped	
✓ Annex 5 – IRC Conflict of interest, Signed &stamped	

**THE END**