**INVITATION TO BID DOCUEMENT**

**ITB No. WIU/UNICEF/WORKS/ITB/2025/001**

**Title of Works:**

Construction of Water supply system in Kamwenge and Kikuube

**Bids Documents (Tender Pack) shall be submitted in hard copies together with this ITB Document.**

**Bid Closing Date & Time: Tuesday, 11th March 2025 at 12:00 Hrs. Mid-day (Local Time)**

**Bid Opening Date & Time: Tuesday, 11th March 2025 at 14:00 Hrs. (Local Time)**

**All Bidders are advised to visit the site before filling the ITB documents. Due to limited space and restriction in gathering because of MPox, Ebola Bids Opening Session is not open to Bidders**

**Address:**

**Windle International Uganda, Windle House,**
**Plot 726 Nagawa Close Off Mawanda Road, P.O. Box 24230 Kampala, Uganda**
**Phone No: 0393 260951 / 414 531142/8**
**Website: https://windleuganda.org**

**DATE: 4th March 2025**

**INVITATION TO BID: No. WIU/UNICEF/WORKS/ITB/2025/001**
**FOR THE ESTABLISHMENT OF SERVICE AGREEMENTS FOR CIVIL CONSTRUCTION FOR:**

| LOTS | DESCRIPTION OF WORKS | LOCATION |
|---|---|---|
| Lot 1 | Construction of water supply system in Bwizi and Kasorora Primary Schools | Kamwenge |
| Lot 2 | Construction of water supply system in Karuhinda and Kimbugo Primary Schools and Kyangwale HCF | Kikuube |

## INTRODUCTION TO WIU

Windle International Uganda (WIU) is an International Non-Governmental Organization dedicated to providing inclusive, equitable, and quality education for refugees and host communities in 12 refugee settlements across Uganda, including urban Kampala. WIU works in partnership with the Office of the Prime Minister (OPM) and UNHCR, the UN Refugee Agency, along with other education and development actors, to address the urgent education needs of refugees in Uganda.
In Adjumani, WIU serves as the lead education-implementing partner, covering Kiryandongo, Palabek, Palorinya, and Adjumani settlements. Additionally, in Arua, WIU operates in Rhino Camp, Imvepi, and Bidibidi settlement, one of the largest refugee settlements in Uganda.

WIU believes that, Education Transforms Society and aims to facilitate access to quality education and skills training for refugees and individuals in need of humanitarian assistance. By doing so, we strive to reduce inequality and poverty among refugees, people affected by conflict, and host communities. Please refer to WIU website https://windleuganda.org for more information.

## 1. REQUIREMENTS

WIU with funding from UNICEF, invites duly registered and qualified construction firms to make a firm offer for the civil construction of Water supply systems in Bwizi and Kasorora Primary Schools in Kamwenge and Karuhinda and Kimbugo Primary Schools and Kyangwale HCF in Kikuube referred to hereinafter as the **"*Works*"**

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. Also, the Bidders are strongly advised to visit the sites where the construction are to take before filling in the BOQs. Evidence of Site visit shall be Signed Site Visit Certificate attached to the Bid documents – Site Visit is not mandatory.

**Note:** This document is not construed in any way as an offer to contract with your firm.

## 2. BIDDING INFORMATION:

### 2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid

Annex A: Drawings and Technical Specifications
Annex B: Financial Offer Form (BOQ to be filled on the same BOQ Forms provided)
Annex C: WIU General Conditions of Contracts for the Provision of Services/Works
Annex D: Bid Submission Form

### 2.2 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to wiu.procurement@windle.org**, the deadline for receipt of queries is 7th March 2025.**

**IMPORTANT:**
Please note that Bid Submissions are **not** to be sent to the e-mail address above. WIU will compile the questions received, may, at its discretion, copy, and reply to questions of all other invited bidders at once.

## 2.3 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the format of the Annexes provided above. Offers not conforming to the requested formats shall not be taken into consideration.

Your offer shall comprise the following two sets of documents:

1- Technical Offer
2- Financial offer

### 2.3.1 CONTENT OF THE TECHNICAL OFFER

**Important:**
No pricing information should be included in the Technica Offer. Failure to comply may risk disqualification. The Technical Offer should contain all the information required.

**Bid Security:**

*Bid Security is a requirement for this ITB and must be submitted with your bid document in a separate envelop, but open and registered in the Bid Receiving Book. The Bid Security shall be denominated in Uganda Shillings for UGX* ***2,000,000/- per lot bided for,*** *and shall be in the form of an unconditional bank guarantee or certified cheque, issued by a reputable local bank in favour of* ***Windle International Uganda*** *and submitted in separate envelope.*

**Note: Bid Security shall be returned after evaluation for the unsuccessful bidders. For the successful bidders the bid security will only returned after successful completion of the whole works.**

**Performance Bond**
**The successful bidders will be required to provide performance bond equivalent of 10% of the contract value. The Performance Bond will be either in the form of Bank Guarantee or Bank Draft from a reputable Commercial Bank.**

The following details shall be provided in the Technical Offer

**Registration Documents:** The bidder shall provide copies of the following registration documents:

a) Company Registration Certificate / Certificate of Incorporation with a Physical address
b) Valid Trading License for 2025
c) Current Income Tax Clearance Certificate 2025
d) VAT Certificate
e) Memorandum and Articles of Association
f) Powers of Attorney showing signatory authority.
g) Recommendation letters (from 3 to 5 previous clients).
h) Proof of experience in similar construction works with Central government, Local government and International NGO in form of contracts and completion certificates.

**List of Similar Works executed in the last five years:**

The bidder will provide list of similar works done in the last five (05) years. It will be a simple list containing information about the works done for the last five years, brief description of works, organization name/contact person and total amount of contract. **Please attach contract copies and completion certificates.** WIU may go for a reference check with any/all of the organizations with whom the bidders worked with.

**Also, provide the following documents along with the details mentioned above:**

a) Technical qualification, certificates and experience of Engineers and Foremen.
b) Proposed work plan and project delivery schedule.
c) Method of statement and quality control strategy.
d) Contract copy of biggest civil works contract undertaken and completed.
e) Number of similar projects currently under way
f) Evidence of construction equipment owned in the names of the company (trucks, mixers, construction machinery etc).
g) Work site –staff deployment chart for implementation.
h) Annual Turnover for the period of two years (i.e. 2022/2023 & 2023/24).
i) Certified Audit financial reports for last two years (i.e. 2023 and 2024)
j) Certified Bank statement (last four months October 2024 to January 2025).
k) Site Visit Certificate

**WIU General Conditions for Provision of Works and Services:**
Your Technical Offer should contain your acknowledgement of the WIU General Conditions for Provision of Works and Services (attached separately as Annex C)

### 2.3.2 CONTENT OF THE FINANCE OFFER

a) Your Separate **Financial Offer** (Annex B) should be made in the Bills of Quantities attached herewith. Each page in the financial offer ***must be*** signed and stamped.
*b)* Offer shall be ***Inclusive of VAT***
c) Prices quoted should be net after deduction of discount, if any and valid until the entire project is completed and unchanged for the entire project duration
d) Offers must contain an overall offer in Uganda Shillings (UGX).
e) You are requested to hold your offer valid for a period of 90 days from the deadline for submission. WIU will make its best effort to select a company within this period.
f) WIU standard payment terms are within 30 days after satisfactory implementation or completion of delivery as per terms and receipt of all required documents in order.
g) The cost of preparing a bid and of negotiating a contract, **site visit** including any related travel, neither is reimbursable nor can it be included as a direct cost of the assignment.

**Please note:** The Contractor is required to **insure** the works at every stage of the construction works until the day of completion and handover of completed works.

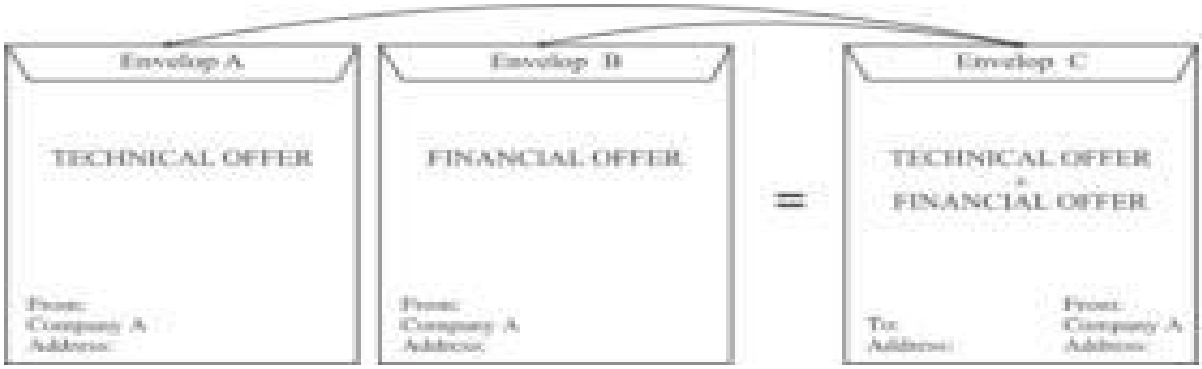
### 2.4 SUBMISSION OF BID:

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

Bids should be hand delivered in one sealed envelope containing two envelopes, one envelope containing the ***Technical offer*** and second envelope containing the ***Financial Offer***, outer envelope clearly marked "Bids for Construction of ***(state the works)***" Only ***one copy*** of the bid is required and clearly write your company name on both envelopes carrying the Technical and Financial offer.

Addressed to the **"Secretary WIU Bid Opening and Prequalification Award Committee"** and submitted to WIU office in Kampala. Plot 726 Nagawa Close Off Mawanda Road, P.O. Box 24230 Kampala – Uganda.

**IMPORTANT:**
The technical and financial offers are to be sent in separate envelopes. Failure to do so may result in disqualification**.**




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

**IMPORTANT:**
The Financial offer will **only** be opened for evaluation if the bidder's technical part of the offer has passed the technical requirements and has been accepted by WIU as meeting the desired technical requirements.

## 2.5 BID ACCEPTANCE:

WIU reserves the right to accept the whole or part of your bid. WIU may at its discretion increase or decrease the proposed content when awarding the contract and would not expect any variation of the rate submitted.

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

Please note that WIU is not bound to select any of the firms 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 WIU's general principles, including economy, efficiency, and best value for money.

## 2.6 EVALUATION OF OFFERS

### 2.6.1 Bid Evaluation:

The technical component of your proposal should be concisely presented and structured to include all the required documents listed in **section 2.3.1** under contents of the technical offer.

### 2.6.2 Points System Percentage:

For the award of the construction works, WIU has established evaluation criteria that govern the selection of offers received.

A point system will be used in evaluating the proposals, both technically and financially as in 2.6.3 and 2.6.4 below

### 2.6.3 The Technical Component at 70% will be evaluated using the following criteria:

a. The company's general reliability as well as experience and capacity in the civil works similar proposed work. e.g. Size, financial status, area of expertise, experience in civil works, number of years in construction business, past experience and performance/recommendations letters from Gov't, Local Gov't and International NGOs
b. The approach and methodology in respect to the proposed works and detailed work plan and experience in specific area of the project
c. Resources: The qualification and competence of personnel, equipment proposed for the construction activity

### 2.6.4 The Price Component 30%:

Price proposal should be completed in the bills of quantities. The financial offers for only those companies that pass the technical evaluation will be evaluated. The Financial offers for bidders that fail the technical offer may be returned to the bidders.

## 2.7 CURRENCY AND PAYMENT TERMS

The successful contractor(s) will be required to pre-finance the works up to 40% of the awarded contracts. All instalments will be paid after completion of the different stages of the construction and completion of the works.

WIU engineers and officers will assess the works and the instalments ONLY disbursed if the works are found to be satisfactory. There will be no advance payment for these construction contracts.

Payment shall be paid in UGX in instalments as shown below:

a) 30% 1st interim payment upon completion of 40% of the work
b) 60% 2nd interim payment upon completion of 100% of the work
c) 10% retention payable after 6 months of defects and liability period (correction of defects and issuance of Final Completion Certificate)

WIU may at its discretion vary percentage of interim payment ***basing on the work description***.

## 2.8 LIQUIDATED DAMAGES FOR DELAY:

Late execution of the construction works or any other services related to this, due to default on the part of the Contractor will be subject to liquidated damages equivalent to ***0.1% per day or part therefore for remaining balance of work to be delivered or completed***.

## 2.9 WIU GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF WORKS AND SERVICES

Please note that the General Conditions of Goods (**Annex C**) 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.

**Prepared by WIU Procurement Department**

**Attachments**

1- **Annex A-** Technical Specification and Drawings
2- **Annex B –** Financial Offer in the BOQ provided
3- **Annex C -** WIU General Conditions of Contracts for the Provision of Works and Services
4- **Annex D** – Bid Submission Form