

USAID/FH360

REQUEST FOR QUOTE

RFQ #: FHI-OFDA-17-05

Latrine and Shower Facilities

Issue Date: 14th February 2017

Response Deadline: 27th February 2017 hard copy & electronic submission

Submit Questions by: 21st February 2017

via email: CRprocurement@ng.fhi360.org

Expected Award: 28th February 2017

BACKGROUND

The USAID/OFDA-funded Integrated Humanitarian Assistance to NE Nigeria (IHANN) Program is designed to significantly scale up health, protection, and WASH activities, delivering targeted interventions that are designed to meet the most pressing needs of IDPs in Borno State, FHI 360's activities will comprise a fully integrated package to promote comprehensive support to IDPs, thus reducing risks of morbidity and mortality and contributing to improved wellbeing of displaced and conflict-affected individuals.

FHI 360 plans to establish a total of 183 latrine blocks and 90 shower facilities during the 12 months of implementation. The facilities will be phased to meet the needs of IDP populations in Dikwa and Ngala LGAs. An initial lot of 20 latrine blocks of 5 stances each, and 10 shower blocks of 5 stances each, will be established to serve a population of 5,000 in Sangaya IDP camp.

PURPOSE

FHI360 Nigeria Country Office is hereby seeking competent firms to carry out establishment of proper hygiene and sanitation facilities under the supervision of FHI360 staff, in coordination with other implementing agencies and in accordance to technical specifications outlined in the supporting documents.

Specific work anticipated under the solicitation include:

- Provide materials and equipment to establish temporary latrine and shower facilities
- Supervise on-going work and ensure adherence to technical specifications

DURATION

FHI 360 intends to award a Master Agreement to multiple service providers. Duration of the Master Agreement will be 12 months, with an option to extend for an additional 6 months. Work under these contracts will be issued on the basis of Task Orders (TO).

SCOPE OF WORK

Complete establishment of 20 latrines blocks of 5 stances each and 10 shower blocks of 5 stalls each in Sangaya IDP camp in Dikwa LGA. Specific locations of each block will be determined after a field assessment. Additional tasks anticipated under this scope of work are:

- (1) Elaborate a work schedule for each Task Order including expected material delivery and completion dates.
- (2) Submit weekly progress reports to die FHI360 contract technical administrator on all active projects.
- (3) Establish a specified number of Latrine or Shower blocks as specified in Task Orders.
- (4) Purchase all materials and tools required to complete work to the standard specified in the technical drawings, as verified by the FHI360 WASH Coordinator.
- (5) Deliver all materials and tools required to the project site.
- (6) Provide a foremen or site supervisor for all project locations during any scheduled working times.
- (7) Engage local labor to conduct unskilled labor (e.g. Excavation) at WASH Sector approved rates, and skilled labor (e.g. carpentry, masonry) where available.
- (8) Undertake site safety measures during on-going work (e.g. Temporary fencing, site delineation, visibility marking) to prevent accidental injury at in complete worksite.
- (9) Schedule material transport with FHI360 to coordinate necessary security escorts to project sites.
- (10) Coordinate projects and submit reports to IDP camp management.
- (11) Clear site of excess material and refuse prior to requesting completion certificate.
- (12) Upon completion, request site assessment from FHI360 to certify work.

You are to request for the following attachment through an auto-response email CRwash@ng.fhi360.org

Attachment A: BoQ Latrine Block (5 stances)

Attachment B: BoQ Shower Block (5 stalls)

Attachment C: Technical Drawing Latrine Block

Attachment D: Technical Drawing Shower Block

VENDOR EVALUATION CRITERIA

All quotations will be reviewed, evaluated and scored based upon the criteria listed below. The final selection will be based on favorable costs and services. The point structure for evaluating the quotations is as follows:

Competitive Pricing

Criteria	Comments	Points
Competitive Pricing	Provide competitive pricing to be used through the term of the agreement	60
Past Performance	Verifiable references from NGO or similar firm for completed work in target area.	10
Favourable Delivery Schedule	Proposed work plan for 20 latrine blocks and 10 shower blocks for the initial lot of work.	20
Proper Management Resources	Civil engineer, with verifiable CV, is contracted by the entity as a full -time employee.	10

Instructions to Bidders

FHI360 invites qualified submit quotations for the work as described above. FHI 360 will award a single contract to the most qualified bidder, as evaluated above, for immediate delivery in Dikwa LGA. FHI360 anticipates awarding multiple contracts for additional anticipated works, but reserves the right to terminate the RFQ or negotiations at any time prior to award.

VENDORBIDS MUST INCLUDE

- (1) Quotation Cover Page
- (2) Company profile with registered address, functional email address and telephone number, point of contact for the entity
- (3) Evidence of official presence in Maiduguri, Borno State
- (4) Evidence of company registration (i.e. Certificate of incorporation, form CAC7 & CAC2).
- (5) Evidence of tax payment for the last three years

- (6) Three professional references, including name, phone number and organization that can attest to satisfactory performance in previous provision of related services
- (7) BoQ Latrine Block (5 stances) Attachment A
- (8) BoQ Shower Block (5 stalls) Attachment B
- (9) Proposed Work Schedule
- (10) CV of civil engineer

Bidders must submit request for any clarification and further information concerning this solicitation in writing via email to CRprocurement@ng.fhi360.org **no later than 4pm, Friday, 10th February, 2017.**

Complete quotations must be submitted electronically and in hard copy (in a sealed envelope and signed by authorized representative of the bidding company) **on or before 5pm, Tuesday, 21st February, 2017** to the following addresses:

Hard Copy

Procurement Team
Family Health International (FHI360),

Godab Plaza, Plot 1073

J.S. Tarka Street, Garki Area 3

P.M.B. 44, Abuja, Nigeria

Electronic Copy

CRprocurement@ng.fhi360.org

Envelopes should be labelled “Latrine and Shower Facilities”

- Any proposal received by FHI360 after the deadline for submission stated herein shall be rejected and returned unopened to the bidder
- Issuance of this RFP in no way constitutes a commitment by FHI360 to award a contract FHI 360 reserves the right to vary any part of this RFP at the time of prior to award if it becomes necessary.
- This procurement is funded by the U.S Agency for International Development (USAID) and is subject to die applicable rules and regulations of US Government Funded awards.
- FHI360 is Value added tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian laws.

RIGHT TO SELECT /REJECT

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotations and to terminate negotiations without incurring any liability.

REQUEST FOR QUOTATION FIRM GUARANTEE

All information submitted in connection with this RFQ will be valid for sixty (60) days from the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

RESERVED RIGHTS

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- Extend the time for submission of all RFQ responses after notification to all offerors.
- Terminate or modify the RFQ process at any time and re-issue the RFQ
- Issue multiple awards based on solicitation activities.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- FHI 360 shall not be obligated to order any minimum or maximum quantities of services or products and assumes no commitment, financial or otherwise.