**TERMS OF REFERENCE FOR SERVICE PROVIDER/Contractor**

***Construction project: Wash in School Latrines Construction***

**Background:-**

UMCOR’s Haiti mission is to providing emergency response, early recovery and transitional development assistance in the affected regions of Haiti. UMCOR innovatively bridging the gap between immediate relief and long-term community development program by partnering with communities on front lines.

**UMCOR** is implementing integrated program in the Municipality of Tabarre, Thomazeau, Delmas .The overall goal of the Water, sanitation and Hygiene (WASH***)*** programis to address and facilitate the communities concerning health, sanitation & hygiene issues through variety of interventions. In order to promote sanitation in communities of the West department **UMCOR** intends to initiate construction of latrines in identified schools; **UMCOR** Haiti seeks service provider/ contractor tocarryout construction work in aforementioned area. The service provider/ contractor will be responsible to deliver high-quality quality construction work based on agreement and technical input through designated UMCO staff.

**Description:-**

United Methodist Committee on Relief (UMCOR) Haiti invites sealed Bids from reputed and eligible firms/contractors/Organizations/ registered from Ministry/ Department/ DGI. Applying contractors must have strong financial background to complete construction with in time frame of project to avoid any un-expected delay. Project comprised of construction of 5 latrines with 6 cubicles Width: 3. Length: 7m; Height: 3.10 m, 3.40 m depth, chained masonry including.

**Deliverables:-**

 Service provider/contractor /vendor are responsible to complete construction of school in accordance with specification aforementioned in document.

**Site visit**

Interested contractors must attend a compulsory site visit starting at: UMCOR Port-au-Prince office, 16 Delmas 54, Port-au-Prince

On (:

9 am, July 19th, 2016

Contractors in attendance will be given an introduction to the project and have an opportunity to review the drawing set, after which we will visit the school site. After the visit each contracting company will be provided with a CD containing the drawings and BoQ template. Contractors are required to provide their own transport to UMCOR Haiti’s Port-au- Prince Office and onward to the school site.

 **Submission of Bids:-**

The contractors are requested to submit sealed Bids Before:

2pm July 21nd , 2016 after advertisement for consideration and bids should be submitted in ***English***.

**Opening of Bids:** Contractors are invited to the bid opening which will be at: UMCOR Port-au-Prince office

On: 3pm July 21, 2016

The bid must include:

1. Complete the attached BOQ template by adding the unit costs. These should include all costs, including materials, labor, transport, administration and any other cost.
2. Complete contact information’s on letter head including address of offices/office.
3. Detailed work plan for completion of construction including number of technical human resources involved directly with project.
4. List of similar project completed during last 03 years and ongoing as well
5. Bids must be accompanied by Technical and Financial proposal in separate envelop

Bids can be submitted in a sealed envelope to the following address:

**UNITED METHODIST COMMITTEE on RELIEF (HAITI)**

**P.O Box 15562**

**HT 6140**

**Port- au-Prince, Haïti**

**Or**

Sealed bids can be submitted by hand at

 **16, Delmas 54 office UMCOR-Haiti**

(Separate box is designated for submission of Bids)

For question 7 clarification, please can contact: ***procurement@umcor-haiti.org***

 **General Requirements:-**

* Contractor/service provider should have demonstrated relevant experience in construction work in Haiti.
* Registration from relevant technical/Ministry/DG office of Haitian Government/Patente/Quitus
* Should have at least 05 years of experience in dealing relevant construction project with National, International Organization
* Should give detailed information about location of business and be ready to accept site visit before signing of contract
* Incomplete Bids will not be considered
* Complete Banking information: name of Bank, Address, Account number, Account Name, any sorting codes are mandatory

Financial statements which should include

* Profit and lose statement
* Statement of financial position
* Bank reconciliation
* Detailed contact information of vendor is required
* List of available technical equipments involved for aforementioned project
* Bidders shall be responsible to bear all costs associated with the preparation and submission of their tenders. UMCOR has no liability to pay any expenditure of documentation/travelling etc
* Contact details for at least three organizations for which you have completed similar work and authorization to contact them.

 **Bids Evaluation:-**

The evaluation will be carried out in accordance with defined policies and procedures of UMCOR. There will be evaluation of technical bids which represent 60% of the points and then evaluation of financial bids which represent 40% of the points. The Bidders selected on technical grounds would be eligible to compete for financial evaluation

**Refusal of Bids:-**

 UMCOR Haiti reserves the right to cancel tender process or to reject all bids without incurring any liability to bidders.

UMCOR Haiti has no liability of payment incurred for documentation of bids/transportation and any other relevant cost.

Note: - Bids submitted electronically will be considered in-eligible for process.