



CATHOLIC RELIEF SERVICES – PROGRAM

**REQUEST FOR PROPOSAL (RFP) for the Reconstruction
and Rehabilitation of School's Building
HT5690**

Letter of invitation

Dear Bidder,

Catholic Relief Services is issuing a Request for Proposals (RFP) for a qualified company to conduct the reconstruction and rehabilitation of one school as tabulated below. The attached RFP contains all the necessary information for interested Bidders.

School's Name	Address	Focal Point	School Model New Construction
Ecole Presbyteral Anse a-veau (Anse a Veau)	Anse-a-Veau	Curé Coltaire - 3359-0366	1 floor- 6 classrooms with 1 library, 1 teacher's office & 1 latrine block

The Reconstruction and Rehabilitation of Schools is funded by the Catholic Relief Services, and through this RFP, new school building will be constructed while some existing school building will be rehabilitated to return into its original function and performance prior to the earthquake event.

Once you have downloaded the complete bidding documents, interested Bidders **MUST** send the following details to crs_haiti_procurement@crs.org your interest in this Tender and to receive any responses to clarification questions and/or updates to tender modifications, bid addendum, deadlines, etc. Bidders who failed to confirm their interest will not be considered in the process.

1. Company Name of Bidder:
2. Valid Email Address:
3. Telephone Number:
4. Name of contact person:

CRS realizes that Bidders may have additional questions after reading this RFP. Interested Bidders can submit their questions to crs_haiti_procurement@crs.org according to the instructions in the RFP. If necessary, CRS will provide answers to all relevant questions by email to all companies or organizations that have expressed interest.

This RFP does not oblige CRS to execute a contract, nor does it commit CRS to pay any costs incurred in the preparation and submission of the proposals. Furthermore, CRS reserves the right to reject any or all offers, if such an action is considered to be in the best interest of CRS.

Sincerely,

Request for Proposals (RFP)
for the Proposed **Reconstruction and Rehabilitation of School Buildings** as
tabulated on the RFP invitation letter.

HT5690

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Section I. General Information

1. Introduction

The earthquake of August 2021 severely impacted rural and urban communities in southwest Haiti. Shortly after the earthquake, tropical storm Grace hit the same region. CRS is currently implementing a rapid response and recovery programming to provide basic needs, shelter, and water, sanitation, and hygiene (WASH) support, with a cross-cutting objective of supporting the wellbeing of the affected families and communities.

In addition, CRS aims to support the Catholic Churches in rebuilding schools that were damaged during the earthquake. Therefore, CRS is looking for qualified Contractor to construct new school buildings, repair and retrofit the existing school building based on the technical documents as shown in the scope of works, part 1 and part 2, to return the existing school facility into its original function and performance prior to the earthquake event.

2. Instruction to Bidders

Catholic Relief Services (hereinafter 'CRS') invites you to submit a sealed bid (in English) for the **Proposed New Construction of School Buildings** as described in this RFP, under the terms set forth in this invitation to bid.

2.1. Your bid should contain the following documents:

- i. Cover letter
- ii. Eligibility documents
- iii. Technical Proposal
- iv. Financial Proposal

2.2. The awardee contractor shall deliver to CRS on or prior to the Commencement Date the original **performance security**, and from a third party approved by CRS, and in an amount equal to 20% of the Contract Price. Such performance security shall remain in full force and effect until the completion of the contracted works.

2.3. Any request for an advance payment by the awardee is to be justified and documented by a priced bill of quantities and a payment schedule. Please note that in the case that an advance payment is requested and subsequently granted, CRS will require an **advance payment security** in a form of bank guarantee or other suitable security arrangement. This guarantee shall be in an amount equal to the advance payment and shall guaranty such amount in case of Contractor's default and shall remain in full force and effect until the advance payment has been repaid by the Contractor.

2.4. Bids financial information shall be submitted in US Dollars. All bidders are allowed to submit cost proposal for all lots; however, each bidder will only receive a contract for one (1) lot.

2.5. It is required that you visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the bid and entering a contract for

construction of the Works. The site visit is scheduled after the pre-bid conference. Affidavit of Site Inspection form is shown in [ANNEX H](#).

- 2.6. The contractor or company shall be responsible for the set-up of temporary facilities such as site office, warehouse, water storage, temporary toilets, electricity, and other needs as contractor's obligation under the general requirements for their purpose of use during the construction activities.
- 2.7. The cost of preparing your bid and negotiating the possible contract, including any related travel, is not reimbursable nor can it be included in your Financial Proposal.
- 2.8. Companies and organizations that submit proposals in response to this RFP (hereinafter 'the Bidders') shall make the following representation.
 - a. **Legal Capacity.** Bidder is an entity with independent legal personality validly existing under the laws of the jurisdiction in which it was formed,
 - b. **Necessary Power.** Bidder has all the necessary power and has been duly authorized by all necessary consents, actions, approvals and authorizations to execute and deliver its bid and any other document relating hereto and to perform all the obligations as described in the RFP if awarded to Bidder. The execution, delivery and performance by the Bidder of its bid does not violate or conflict with any applicable law, any provision of its constitutional documents, any order or judgment of any court or any competent authority, or any contractual restriction binding on or affecting it,
 - c. **Compliance with Laws.** All the respective activities of Bidder are operated in compliance with the law of Haiti and other applicable law,
 - d. **No Claims.** There are no claims, investigations or proceedings in progress or pending or threatened against Bidder which, if determined adversely, would have a material adverse effect on the capacity of it to perform its obligations under the RFP and any resulting contract,
 - e. **Immunity.** Bidder has no immunity from any legal process (whether through service of notice, attachment prior to judgment, attachment in aid of execution, execution or otherwise) with respect to itself or its property and assets
 - f. **Denied National or Persons.** Bidder is not a national of or located in any country embargoed by the United States or on the Specially Designated Nationals List, Denied Persons List or any similar restricted lists maintained by the United States Government, the European Union and the United Nations; and
 - g. **Corrupt or Fraudulent Practices.** Bidder has not engaged in corrupt or fraudulent practices in competing for this award. For purposes of this clause, "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of anyone involved in the awarding process or of a public official; "fraudulent practice" means a misrepresentation of facts in order to influence the procurement process, and includes collusive practices among bidders designed to establish bid prices at artificial non-competitive levels and to deprive CRS of the benefits of free and open competition

Any material misrepresentation by the Bidder of the matters listed above is a breach and shall constitute grounds for rejection of the bid and/or termination, of any resulting contract.

In addition to the previous points, companies and organizations that submit proposals in response to this RFP (hereinafter 'the Bidders') shall not be eligible to submit a proposal, **if** at the time of bid submission:

- h. Bidders are already suspended by CRS, or,
 - i. Have failed to submit or to correctly complete the documents required for the tender return.
 - j. Have attempted to subvert the tender process.
 - k. Have conflicts of interest regarding the proposed works.
 - l. Have been found guilty in Court/Tribunal/Government Courts, or are currently involved in any action, related to violations of professional conduct.
 - m. Have been found guilty by Court/Tribunal/Government Courts of serious misinterpretation in supplying information.
 - n. Have been found guilty or have pending cases of breaching contractual obligations by other parties.
 - o. Are on any list of sanctioned parties issued by the Government of Haiti.
- 2.9. As a condition of doing business with CRS it is required that contractors, their subcontractors, subsidiaries, agents, intermediaries, and principals cooperate with the CRS' Head of Operations, Head of Procurement, Finance Manager, and/or CRS Internal Audit as well as with other investigations authorized by the CRS Country Representative during preliminary reviews in line with CRS' whistle blower policy as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents, and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow CRS to repudiate and terminate the contract, and to debar and remove the contractor from CRS' list of approved/registered contractors.
- 2.10. CRS reserves the right to modify any part of this invitation to bid, including the deadline for submission of bids, either at its own initiative or as a result of requests for clarification or otherwise from one or several prospective bidders.

Any requests for clarification about the content of this Request for Proposal should be addressed in writing to: crs_haiti_procurement@crs.org
Bidders shall be given seven (7) calendar days prior to the deadline for bid submission to submit their questions or clarifications. After such period CRS will no longer accept or entertain questions and clarifications.

2.11. A Pre-Bid Meeting will be held online on:

Date: 12 November 2024

Time: 10:00 – 11:00 AM Local Time

A zoom or MS Teams link will be shared to all registered bidders who have confirmed their interest to participate in the bid process 2 days before the pre-bid meeting.

3. Deadline for Bid submission

The deadline for submission of bids **November 29th, 2024.**

Email address for receiving proposals

Bidders must submit their proposals ONLY electronically to the

electronic address (email): ht_proc@crs.org

Any bidsreceived after this date and time will be rejected.

The bids can be submitted by any of the following methods:

For: **Proposed New Construction of School Building**

For: **Proposed New Construction of School Building**

Bids will be opened simultaneously on **December 4, 2024, 2 pm.**

Bidders are responsible for ensuring that their offers are received in accordance with the instructions stated herein.

4. Submission of Bids

Email address for receiving proposals

Bidders must submit their proposals **ONLY** electronically to the electronic address (email):

ht_proc@crs.org

5. Requirements

To be determined responsive, an offer must include all of documents and sections included in **5.A** and **5.B** (see below).

5.A Eligibility Requirements

Bidders must meet the following requirements, duly certified true copies by the issuing agencies.

1. Duly signed Bidder's Declaration Form, [ANNEX J](#)
2. Haitian Contractors Accreditation Board license and registration for the type and cost of the contract for this Project
3. Certificate of Company Business Registration
4. Tax Bureau Certificate of Registration
5. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
6. Last 3 years Audited company financial statements, stamped "received" by the Haitian government revenue office
7. Bank Account Statements for the past 6 months
8. Evidence that the Bidder has adequate financial resources including letter of credit if any

5.B Other Proposal Documents

a. Cover Letter

The Bidder's cover letter shall include the following information or attachments:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Office Address

- iv. Telephone
- v. E-mail
- vi. Full names of members of the Board of Directors and Legal Representative (as appropriate) with corresponding board resolution and duly notarized secretary's certificate or equivalent document from the company or organization showing authority of the Legal Representative
- vii. Brief description of company profile

b. Technical Proposal

The technical proposal must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverable's schedule.

The technical proposal shall comprise the following:

- 1. Similar Work Experience; **ANNEX A**
- 2. Detailed construction schedule; **ANNEX B**
- 3. Manpower Schedule; **ANNEX C**
- 4. Construction Methods in narrative form; **ANNEX D**
- 5. Contractor's/Company's Organizational Chart; **ANNEX E**
- 6. List of Contractor's Key Personnel; **ANNEX F1**

Supported with the following:

- a. Key Personnel's Biodata; **ANNEX F2**
- b. Photocopy of Valid Professional Licenses Identification Card; and
- c. Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer

- 7. Contractor's Equipment (owned or leased) **ANNEX G1**

Supported with the following:

- a. Proof of ownership (O.R./C.R./Deed of absolute sale) for owned equipment
- b. Certificate of availability of lease equipment (for leased equipment); (PRO-FORMA ATTACHED) and
- c. Lease contract agreement as well as the proof of ownership of the lessor (O.R./C.R./Deed of absolute sale - for leased equipment)

- 8. Equipment utilization schedule; **ANNEX G2**

9. Affidavit of Site Inspection; [ANNEX H](#)

10. Construction safety and health program duly signed by the Safety Officer and the Owner of the company.

c. Financial Proposal

The financial proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract. The financial proposal will include all costs associated with implementation of the technical proposal, including all taxes, profit, and other fees.

2.13. No profit, fees, taxes, or additional costs can be added after award. Bidders must provide a budget with major line items such as daily fees. All financial information must be expressed in US.

Supporting information must be provided in sufficient detail to allow for a complete analysis of each financial element or line item. CRS reserves the right to request additional financial information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Bidder's proposed cost.

Under no circumstances may financial information be included in the technical proposal. No financial information or any prices, whether for deliverables or line items, may be included in the technical proposal. Financial information must only be shown in the financial proposal.

The financial proposal shall contain the following:

1. Duly Signed Bid Form by the authorized personnel of the company-[ANNEX K](#)
2. Duly Signed Priced Bill of Quantities
3. Duly Signed Detailed Cost Estimates by the authorized personnel of the company including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; and
4. Duly Signed Payments Schedule by the authorized personnel of the company.

6. Source of Funding

Any contract resulting from this RFP will be financed by Catholic Relief Services-USCCB and will be subject to CRS Procurement Policy and regulations.

7. Chronological List of Proposal Events

The following calendar summarizes important dates in the bidding process. Bidders must strictly follow these deadlines.

Important Dates	Important Events
31 October 2024	Publication of the call for tenders
November 5 th , 2024	RFP issued to interested Bidders
November 12 th , 2024	Pre-bid meetings with the interested bidders will be conducted online. A zoom or MS Teams link will be shared to all registered bidders 2 days before the pre-bid meeting.
November 20 th , 2024	Site visit inspection-Location is indicated in the RFP shown in page 1
November 26 th , 2024.	Deadline for written questions and written clarifications. / CRS will send/circulate the answers through email for the questions and clarification received from all interested bidders four (4) working days before the deadline for the submission of bids along with the minutes of the pre-bid meeting
November 29 th , 2024	Deadline for submission of Bid Proposal
December 4, 2024, at 2 pm	Bid Opening
December 10, 2024.	Evaluation of proposal received.
December 13, 2024	Negotiation
January 14, 2025	Contractor presentation, Bid Clarification, evaluation, and due diligence check
January 21 st , 2025	Awarding of Contract (estimated)
January 30, 2025	Commencement date of school construction (The Construction)

The dates above may be modified at the sole discretion of CRS. Any changes will be published in an amendment to this RFP.

8. Bid Opening

A. The following practices must be adhered to during the bid opening:

1. Only bidders who have submitted bids or their authorized representatives are invited to the bids opening.
2. During the bids opening, no bid will be rejected immediately, except for late bids.
3. Bids will be opened by and in the presence of the bid committee. Each bid will be subjected to a preliminary review to ensure that it meets the mandatory requirements

indicated in the solicitation documents (e.g., the right number of copies was submitted, each bid was signed by the bidder, and the bid security was submitted where required).

4. All information related to the opening, records of attendees, records of all bids, including returned bids will be recorded in an opening record/report, and read aloud to the attendees.
5. The eligibility documents shall be opened first followed by the technical proposal. Financial proposals shall be opened on the same day, and immediately after the technical proposal has been reviewed preliminarily.
6. The Bid Committee shall certify the opening process by signing on the opened document.
7. Discussions on a bid or an award are not entered into at the time of opening.
8. CRS procurement personnel or designated member of the bid committee shall officially open and close the opening of the bids.

9. Validity Period

Your bid will be valid for **90 calendar days** from the submission deadline. CRS will make its best efforts to select a firm within that period.

10. Bid Clarification

The bid committee may seek clarifications from bidders after the technical and financial evaluations. The request for clarifications shall be in writing (email clarifications are allowed) and sent to the authorized representative of the bidder by the CRS procurement person involved with the bid. The request shall provide the bidder with adequate time to respond, depending on the nature of the questions. Bidders shall be given a timeframe to submit clarifications to CRS.

11. Evaluation Process and Criteria

Evaluation Process

The evaluation process is comprised of eligibility, technical, and financial evaluation.

- The eligibility requirements shall be evaluated first to ensure that they are responsive to the mandatory requirements and related to instruction to bidders. Any bid that does not meet the eligibility requirements will be considered non-responsive and removed from the pool of bidders.
- Upon the evaluation of the eligibility requirements has been satisfied, the technical proposal shall be evaluated and assessed for responsiveness to the specifications and technical requirements indicated in the evaluation criteria.
- The financial evaluation shall be reviewed and assessed based on the financial and pricing requirements in the evaluation criteria. The financial evaluation shall be undertaken after the eligibility and the technical evaluation are completed.

A Contract will be executed with the Bidder whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value for Money (VfM) to CRS. Best value for Money will be decided using a weighted scoring process.

Evaluation Criteria

In assessing each proposal, CRS will allocate greater importance to the Technical Proposal **(65%)**, while Financial Proposal will also be assessed **(35%)**.

The weighted technical score of a Technical Proposal will be calculated by multiplying the technical score of the respective Proposal with the technical weight (in percent).

The weighted financial score of a Financial Proposal will be calculated by multiplying the ratio of the evaluated price of the lowest financial Offer to the evaluated price of the respective Financial Proposal with the financial weight (in percent). The lowest financial offer that should be considered should not be lower by 15% from the CRS Engineers Estimate. All Financial proposal less than 15% from the CRS Engineers Estimate should be disregarded.

The overall score will be calculated by summing up the technical and financial score per Proposal and the Proposal selected for Award of Contract is the one that obtains the highest overall score.

Overall score = Technical score + Financial Score

Part I: Technical Evaluation

The Technical Proposal must be presented in accordance with the RFP guidelines and should provide adequate detail as to the proposed methodologies and work plans, as well as the Bidders' experience and resources to implement the work.

Below is the outline of the value of each of the aspects of the technical proposal, with a maximum possible score of **65 points** for evaluation of the Technical Proposal.

Technical Evaluation (65 Points)	
Criteria	Possible Points
Experience: having a minimum of ten-years' experience in constructing projects, repair and retrofit of damaged buildings of similar size/scale (7 points each) <ul style="list-style-type: none">• (a) Firm must provide evidence of having completed at least three repair and retrofit of damaged building (residential, office, school, and other infrastructure facilities)• (b) evidence of completion of at least three new constructions of offices, schools, and other infrastructure facilities	14
Proposed implementation methodology containing the following: (5 points each) <ul style="list-style-type: none">• Construction Schedule	

<ul style="list-style-type: none"> • Manpower Schedule • Equipment Schedule • Quality Control Plan • Work Implementation Methodology • Safety Plan 	30
Plumbing System (5 points) <ul style="list-style-type: none"> • Construction of Latrine and water points 	5
Experience of Professional engagement team proposed– CVs inclusive of professional experience, education and language skills must be provided for staff to be engaged (4points each) <ul style="list-style-type: none"> • Project Manager proposed to have a minimum of Ten years of construction works of similar scale or larger; • Project Engineers proposed to have supervised a minimum of three projects of similar scale or larger; • Structural Engineer proposed to have supervised a minimum of three projects of similar scale or larger • Plumbing Engineer to have supervised a minimum of three projects of similar scale or larger 	16
Total possible score	65

Technical Proposals are considered responsive and eligible to move on to Financial Proposal review if they achieve a technical score of at least 70 % of the total possible points for the Technical Proposal (70% X 65 points = 45 points). Non-responsive Technical Proposals will be rejected at this step and Bidders' submissions will not be included in the pool of submission eligible for Financial Proposal review.

Part II: Financial Evaluation

The review of the Financial Proposal will assess the Bidders' Financial Proposal's cost competitiveness and reasonableness. Cost proposals will be assessed to determine if the overall costs proposed are realistic for the work to be performed; if the proposed costs reflect an understanding of the requirements of the work to be performed; and if the costs are consistent with the Technical Proposal.

When reviewing the Financial Proposal, the Evaluation Committee will correct any computational or arithmetical errors and the corrected total amount will be used for scoring the Financial Proposal. All financial proposal lower than 15% from the CRS Engineer's Estimate will be disregarded.

The Financial Proposal will be scored in accordance with the following formula:

$$P_F = 35 * Co/C, \text{ with}$$

- P_F = attributed score for the Financial Proposal (points),

- C = Bidders 's corrected price of the Financial Proposal,
- Co = lowest corrected Financial Proposal but should not be 15% lower from CRS Engineer's Estimate

The Financial Proposal shall have a weighted score of 35% in calculating the total scores awarded to each Bidder.

To assist in the examination, evaluation and comparison of bids, CRS may, at its own discretion, ask any bidder for clarifications, including but not limited to breakdowns of unit rates. All requests for clarification shall be issued and responded to in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted, except as required, in order to allow for correction of arithmetic errors discovered by CRS.

If a bid is considered not substantially responsive by CRS, it will be rejected, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

Discrepancies and errors in the Price Component of the Bid will be corrected as follows:

1. Where there is discrepancy between the amounts in figures and in words, the amount in words will govern; and
2. Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the quoted unit rate will govern, unless in the opinion of CRS there is an obviously gross misplacement of the decimal point in the unit rate, in which case the unit rate will be corrected and the line item total respected or corrected in accordance with this paragraph, if need be.

The amount stated in the bid shall be adjusted by CRS in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid will be rejected.

CRS will only evaluate bids that are considered substantially responsive in accordance with the Requirements in Section 5 of this RFP.

CRS reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

12. Negotiations

Best offer proposals are requested. It is anticipated that a contract will be awarded based on the original offers received. However, CRS reserves the right to request clarifications and conduct a negotiation with the entire bid committee in attendance, prior to award. At the

sole discretion of CRS, Bidders may be requested to conduct oral presentations. If deemed an opportunity, CRS reserves the right to make separate awards per component or to make no award at all.

Section II. Background, Scope of Work, Deliverables, and Deliverables Schedule

1. Background

The earthquake of August 2021 severely impacted rural and urban communities in southwest Haiti. Shortly after the earthquake, tropical storm Grace hit the same region. CRS is currently implementing a rapid response and recovery programming to provide basic needs, shelter, and water, sanitation, and hygiene (WASH) support, with a cross-cutting objective of supporting the wellbeing of the affected families and communities.

In addition, CRS aims to support the Catholic Churches in rebuilding schools that were damaged during the earthquake. Therefore, CRS is looking for qualified Contractor to construct new school buildings, repair and retrofit the existing school building based on the technical documents as shown in the scope of works, part 1 and part 2, to return the existing school facility into its original function and performance prior to the earthquake event.

2. Scope of Work

Part 1: Design Drawings, Specification and Bill of Quantities

The design drawings, specifications and bill of quantities are shown in the attachment. Design drawings for one storey school building in pdf files, blank Bill of Quantities are shown in excel file and the Specification in pdf file.

Part 2: Terms of Reference (Scope of Works)

Services of a General Contractor For the Proposed New Construction of School Building

The Scope of Works shall be completed in accordance with the Drawings, Technical Specification and Bill of Quantities. The Scope of Works shall also include, but not be limited to the following:

1. Mobilization and demobilization of all equipment, materials and manpower required to complete the Works.
2. Construction of temporary facilities like office, toilets, fabrication area, safe scaffolding and platform for external activities.
3. All necessary survey works for levelling, alignment and other measurements required for the works using the appropriate survey instrument and tools.

4. All necessary material tests as required by CRS and/or specified in the technical specifications and bill of quantities.
5. All necessary temporary works required to secure storage and/or stock piling of materials, consumables, heavy equipment, and trucks parking area to facilitate construction in a safe manner.
6. All necessary safe scaffolding, platform, power supply, temporary stair for above ground activities to facilitate demolition activities, installation of walls, construction of beams and floor slab, plastering of walls and painting of walls.
7. All necessary earthworks, such as clearing and grubbing, excavation/ cut works, demolition of underground rocks, backfilling & compaction works and other needed works thereto where required.
8. All necessary works for the supply and installation of subbase and 1" gravel bedding underneath the slab on grade.
9. All necessary concreting works for beams, columns, slab in accordance with the approved design drawings and specifications
10. All necessary roof works and other finishing works in accordance with the approved plans, specifications, and bill of quantities
11. All necessary safety precaution works so as not to damage any existing facility. Protection of existing structures and cost to repair damaged structures will be shouldered by the contractor.
12. Provision of necessary safety precaution sign- board to be installed and displayed at working site.
13. Provision and installation of the project sign board as specified by CRS.
14. Provision of a personal protective equipment for all persons working at the construction site and taking into consideration the COVID-19 pandemic.
15. All necessary repair and retrofit works such as pressure grouting to structural member, repair and making good of all expansion joints, application of non-shrink cementitious grout and other activities as specified in the approved plans, specification, and bill of quantities.
16. Finishing works such as plastering of walls, floor and wall finishes, painting of walls and ceiling, replacement of damaged doors and windows, installation of new doors, all in accordance with the bill of quantities and specifications.

17. Plumbing works – construction of toilets and or latrine in accordance with the approved design drawings and specifications.

18. General Requirements for all Contractors

The Contractor must describe and implement quality procedures to verify that the whole of the Works complies with the Drawings and Specification. The following conditions shall be agreed before contracts are awarded and complied with prior to commencement of and during the performance of the Works:

- a) The Contractor is required to carry out quality control procedures throughout the Works.
- b) The Contractor's Quality Plan must be agreed with CRS Technical Team prior to commencement of work (or, exceptionally 14 days after appointment).
- c) The Contractor is responsible for the Quality Control for all his Works.
- d) Checklists are to be produced for agreement with CRS prior to commencing and when required during the Works. Upon completion of the Works or any part thereof, the Contractor shall provide documentary evidence that the Works comply with the Drawings and Specification(s). Completed checklists are to be issued to CRS and/or retained by the Contractor. CRS Engineers will monitor its implementation.
- e) CRS will carry out regular inspection of the Works against both the quality plan and the checklists to ensure that the General Contractor is carrying out effective Quality Control. The minimum number of inspections will be agreed between CRS and the Contractor prior to commencement of the Works. Whilst CRS will countersign a checklist to confirm that the inspection check has been completed. The responsibility for ensuring that the Works are in compliance with the Drawings and Specification remains with the General Contractor.
- f) If major or consistent minor non-compliance with specification occurs, CRS will issue Site Instruction Form requiring rectification within an agreed time frame by the Contractor.
- g) If the Contractor fails to comply with the Site Instruction request(s) or the agreed Quality Control Procedures, CRS will employ a suitably qualified third party to carry out the necessary procedures at the General Contractor's expense.
- h) The General Contractor shall periodically review its Quality Plan to ensure its continued effectiveness. The review procedures shall be detailed within the Quality Plan and records of the review, and amendment / improvement to the plan shall be maintained and available for inspection by CRS.

19. General Information

- a) The Contractor shall execute and complete the Works in accordance with the requirements of the Contract and within the completion period stated.
- b) The Contractor shall perform the Works in accordance with the Contract with due diligence, efficiency and in conformity with sound engineering, administrative and financial practices.

- c) The Contractor shall perform the Works in conformity with local Health, Safety & Environmental regulations.
- d) The Contractor shall always perform the Works in such a manner as will always safeguard and protect CRS's interest and take all necessary and proper steps to prevent abuse or uneconomical use of facilities, if any, made available by the CRS's Representative to the Contractor.
- e) The Contractor shall gather all information necessary to perform the Works in accordance with this Contract, including but not limited to information as to the character of the Works, jobsite conditions, local conditions and facilities, conditions of labour, wage standards, safety requirements, environment, and industrial matters.
- f) The Contractor shall not in any way be relieved from any obligation under this Contract should any technical information and data obtained from CRS (whether contained in the Tender Document or otherwise) be incorrect and/or insufficient.

20. Provisional

The Contractor can provide alternative design option using different materials such as insulated panel, sheetrock on light gauge steel frames, and other materials that are readily available in Haiti. Architectural redesign is also permitted as an option, provided that number of classrooms and teacher's space covered floor area are the same as the CRS original design.

21. Construction Programme

Time for Contractor's performance of its obligations is of the essence. The Contractor shall be required as a condition of Contract to maintain the Construction Project Programme.

The Contractor shall be required to provide adequate manpower to commence with the work immediately upon receipt of a notice to proceed and shall be required to complete all work associated with the identified site/area. Failure to provide adequate manpower to achieve the indicated completion requirement shall be subject to penalties as identified in the Conditions of the Contract.

The Contractor shall be contracted not later than the indicated date and should be prepared to engage its services immediately. The contract duration shall be for and estimated period of **90 calendar days**, or as agreed with the winning bidder.

The Scope of Works shall also be deemed to include anything that is not listed here but may reasonably be inferred to be necessary for the completion of the Works as specified in the technical specifications and/or indicated in the drawings. CRS reserves its right to update the drawings at a later stage to adapt the scope of works to the actual physical context of the site.

CRS has the right to reduce and or adjust the scope of works depending on the availability of the budget.

3. Deliverables and Deliverables Schedule

The works specified in the scope of work shall be finished within **90 calendar days** from the time the contract is signed by the contractor. However, the bidder has the right to propose a realistic construction schedule based on their workplan and methodology. If the bidder's proposed duration to complete the scope of work is over the estimated period provided by CRS, a negotiation between CRS and the winning bidder to find a middle ground will be conducted prior to the signing of Contract. The detailed timeframe of works shall fall part of the construction agreement that the contractor shall submit upon signing of the agreement with CRS.

Section III - Annexes

ANNEX A

Similar Works Experience

[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

ICB No. and title: *[insert No and Title]*

Page *[insert page number]* of *[insert total number]* pages

List chronologically works performed as Prime Contractor of a nature and amount similar to the work proposed in this bid over the past 10 years. Also list details of work in progress or committed to, including the expected completion date(s), using the table below.

Project name and country	Customer name and contact information (phone, email, etc.) of the contact person	Year of start / year of completion Type of work carried out.	Construction Cost (In Haitian Gourdes)

Company Name: _____

Name of In-Charge: _____

Position: _____

Signature: _____

Date: _____

ANNEX B

Construction Schedule and S-Curve

Project : _____
 Location : _____

Item#	Description of Activities	Month 1				Month2				Month3			
		1	2	3	4	1	2	3	4	1	2	3	4

Submitted by:

Name and Signature of the Representative of the Bidder _____ Date: _____

Position

Name of the Bidder

ANNEX C

MANPOWER UTILIZATION SCHEDULE

Category	Month											
Contractor's Name:	Name of the Procuring Entity:					Contract Name:						

Submitted by:

Name of the Representative of the Bidder _____ Date: _____
Position _____
Name of the Bidder _____

ANNEX D

OUTLINE

NARRATIVE DESCRIPTION

OF

CONSTRUCTION METHODS

1.0 INTRODUCTION

Refer to Bidding, etc.

2.0 BRIEF DESCRIPTION OF CONTRACT WORKS

State general features of contract works. Use tables as necessary.

3.0 CONSTRUCTION METHODS AND PROCEDURES

3.1 Methodology or General Approach

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of construction financing the project, safety of workers, etc.

ANNEX E

Contractor's Organizational Chart for the Contract

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Structural Engineer, Plumbing Engineer, Quality Control Engineer, Foreman, and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

ANNEX F1

MINIMUM REQUIRED APPLICANT FIRM'S KEY PERSONNEL PROPOSED TO BE ASSIGNED IN THE PROJECT

	Project Manager	Project Engineer	Structural Engineer	Electrical Engineer	Mechanical/Plumbing Engineer	Quality Control Engineer	Foreman
1. Name							
2. Address							
3. Date of Birth							
4. Citizenship							
5. Civil Status							
6. Education							
Elementary Name and location of School Year graduated							
High School Name and location of School Year graduated							
College Name and location of School Year graduated							
Post-Graduate Name and location of School Year graduated							
Technical Seminars (Use extra sheets, if necessary)							
7. Professional License No.							

Notes: Minimum qualification requirement:

Project Manager – Ten (10) years, Project Engineer - Five (5) years
Structural, Electrical, Plumbing and Quality Control Engineer - Three (3) years, Foreman - Five (5) years

Name and Signature of Authorized Official

Date: _____

ANNEX F2

KEY PERSONNEL (FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project.
Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____
2. Date of Birth : _____
3. Nationality : _____
4. Education and Degrees : _____
5. Specialty : _____
6. Registration : _____
7. Length of Service with the Firm : _____ Year from _____(months)_____(year)
To _____(months)_____(year)
8. Years of Experience : _____
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____	year(s) from	_____	to	_____
_____	_____	year(s) from	_____	to	_____
_____	_____	year(s) from	_____	to	_____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name : _____
2. Name and Address of Owner : _____
3. Name and Address of the Owner's Engineer (Consultant) : _____
4. Indicate the Features of Project

(particulars of the project components and any other particular interest connected with the project):

5. Contract Amount Expressed in
Currency (HTG or USD) :

6. Position :

7. Structures for which the employee
was responsible :

8. Assignment Period : from _____(months)_____(years)
: to _____(months)_____(years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

ANNEX G1

MINIMUM REQUIRED EQUIPMENT OWNED/LEASED/UNDER PURCHASED AGREEMENT PLEDGED TO THE PROPOSED PROJECT

Name of Proposed Project: **St. Laurent New School Building**

Location of the Project: **Les Cayes Haiti**

Description (Type, Model, Make)	No. of Each	Year of Manufacture	Owned 1] Leased 2] /Under Purchase Agreement 3]	Capacity	Motor No./ Body No.	Condition	Present Location
Excavator, backhoe 0.9 – 1.1 cum cap.							
Dump Truck							
Air Compressor, 250 cfm							
Jack Hammer (U/W)							
Bar Bender/Bar Cutter (20mm max.)							
Portable Concrete Mixer, 1cu.m Capacity							
Concrete Vibrator (50mm dia.) type with gasoline driven unit							
Generator							

Name of Firm/Applicant

Authorized Signing Official

Date: _____

Notes:

1] The Applicant Firm shall enumerate hereunder the equipment units it owned, under leased, and or under purchase agreement that it shall commits to use exclusively in the project.

Incomplete required data as indicated above shall be disqualified.

a] If Joint Venture, each partner or member firm shall separate information and duly accomplished.

2] Equipment with purchase agreement must be owned at the time of bidding.

ANNEX G2

EQUIPMENT UTILIZATION SCHEDULE

[illegible]

ANNEX H

AFFIDAVIT OF SITE INSPECTION

I, (Representative of the Bidder), of legal age, (civil status), Filipino and residing at (Address of the Representative), under oath, hereby depose and say:

1. That I am the (Position in the Bidder) of the (Name of the Bidder), with office at (Address of the Bidder);
2. That I have inspected the site for the _____, located at _____, Haiti;
3. That I am making this statement as part of the requirement for the Technical Proposal of the (Name of the Bidder) for the proposed new school building and rehabilitation of existing school building.

IN WITNESS WHEREOF, I hereby affix my signature this _____ day of _____, 2022 at _____, Haiti.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____, day of _____ 2022, affiant exhibiting to me his/her Identification Card No. _____ issued on _____ at _____, Haiti.

(Notary Public)

Until _____
ID No. _____
Date _____
Place _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

ANNEX I

PAYMENT SCHEDULE EXAMPLE

Contractor

**Contract
Price:**

Payments	Months	When Progress Accomplishment reaches	Percentage Paid	Amount	Recoupment for Advance Payment	Deduction for 2% Income Tax <i>under Section 5.4</i>	Retention Amount (10% of the Contract Price)	Net paid
Advance Payment			20%	0.00				0.00
Payment-1		40%	40%	0.00	0.00	0.00	0.00	0.00
Payment-2		70%	30%	0.00	0.00	0.00	0.00	0.00
Payment-3		90%	20%	0.00	0.00	0.00	0.00	0.00
Payment-4		100%	10%	0.00	0.00	0.00	0.00	0.00
Final payment after 6 months DLP								0.00
TOTAL				-	-	-	-	0.00

Total payment made plus the deducted 2% tax

-

Note: Advance payment security or advance payment bond will be released to the Contractor after the issuance of Payment 4

Organization: _____

Name of Authorized Representative: _____

Position: _____

Signature: _____

Date: _____

ANNEX J

BIDDER'S DECLARATION FORM

Date: _____

To: **CATHOLIC RELIEF SERVICES**

Attention:

Country Representative

We, the undersigned, declare that:

- a) I/We have examined and have no reservation to the Technical Plan and Construction Cost, including the Addenda, for the _____ (The Construction Works), located at _____
- b) I/We offer to execute the Works for this Contract in accordance with the Design Drawings, Specification, Bill of Quantities, General and Special Conditions of the Contract accompanying this Declaration.
- c) Our bidder's declaration shall be valid for a period of 90 calendar days from the date fixed for the submission of letter of intent to participate in the construction works in accordance with the required Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d) If our offer or sworn declaration is accepted, we commit to obtain a Performance Security in the amount of Twenty Percent (20%) of the contract price for the due performance of the contract and an advance payment security equivalent to Twenty Percent (20%) of the contract price;
- e) Our firm, including any sub-contractors or suppliers for any part of the Contract, are nationalities of Haiti and are residents of this region;
- f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by Catholic Relief Services USCCB;
- g) I/We understand that this declaration, together with your written acceptance of our intent to participate in the repair and construction of office and warehouse building ("the construction") thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- h) We understand that you are bound to accept only the highest quality of workmanship as

dictated by the designs and specifications shared to all bidders prior to this declaration and that our firm accepts to uphold, observe such standard set forth by your organization.

- i) I/We likewise certify/confirm that the undersigned, is duly authorized representative of the contracting firm, and granted full power and authority to do, execute and perform all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the _____ located at _____,
- j) I/We acknowledge that the failure to sign each page of this Declaration Form, including the Technical Plans, Specifications and Bill of Quantities, shall be ground for the rejection of our offer and participation.

If this is for a single proprietorship, then the “We” above must be changed to “I” and no need for Authorized Representative if s/he is signing this document.

Name: _____

Organization: _____

Position/Title: Could be owner if Single Proprietorship or Chairman of the Board if Corporation

Signature: _____

Date: _____

Authorized Representative:

Name: _____

Organization: _____

Position/Title: _____

Signature: _____

Date: _____

ANNEX K

BID FORM

From: *(Name of director/owner/manager)*
(Name of company)

Address: *Address of company*

We, the undersigned, have completed our inspection of the tender documentation for the proposed works and declare the following:

- 1) We confirm that we have carried out detailed inspections of the site and have checked and amended the quantities as necessary to meet the overall scope of works indicated.

We have included/not included a separate list of quantities of additional works that we consider necessary to meet the scope of works.

- 2) To complete the proposed works in conformity with the conditions of contract, specifications and drawings (following appraisal of the total quantity of works including the costs of any additional works) we require the sum of:

(words) _____

(figures) _____

This sum includes all direct costs of work on site (material purchase, transportation, labor, temporary works and other installation costs etc.) including all indirect costs (overheads, meetings, ceremonies, withholding taxes, social benefit payments, permits and licenses etc.) and other miscellaneous cost to complete the project.

- 3) The construction contract period is _____ Calendar Months from the agreed start date, to include all weekends, national holidays and seasonable weather conditions.
- 4) We confirm that we are able to start immediately with the works, the exact date to be determined prior to the signing of the contract.
- 5) We agree to abide by this Bid for the period 90 (ninety) days from the date fixed for the Deadline of Submission and this bid shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 6) We confirm that we have read and agree with the Request for Proposal (RFP) conditions and procedures.

- 7) We confirm that we:
- a) have not attempted to subvert the tender process;
 - b) have no conflict of interest regarding the proposed works;
 - c) have not been convicted for an offense concerning professional conduct.
 - d) have not been guilty of serious misinterpretation in supplying information;
 - e) have not been found guilty of breaching contractual obligations by other parties;
 - f) are not on any list of sanctioned parties issued by the Haiti local government agencies.

- 8) We confirm our company registration details as follows:

(We have attached a copy of our company registration for reference)

- 9) We confirm that we have:
- a) adequate equipment and access to workshops;
 - b) experienced technical staff managers and a skilled workforce;
 - c) a good track-record and references from previous clients.
 - d) Certified that all documents submitted in support of our company's Identification is true and correct and we understand that any form of misrepresentation is a valid ground for immediate disqualification of our company on this bidding process.

Signed on behalf of *(company name)*: _____

By *(signature and name and capacity)* _____

Date _____

Section IV – Construction Contract Template

Please refer to the attached bi-lingual long form construction contract template in pdf file.