

**Dawladda southwest State ee Soomaaliyeed Southwest State of Somalia**

**Wasaarada Arrimaha Gudaha Ministry of Interior**

****

**BARAAWE DISTRICT COUNCIL**

BIDDING DOCUMENTS

FOR

DISTRICT WORKS

**DISTRICT BASKET FUND**

**Contract Number ……MOI-SWS- SDM 0100-2025…………….………………………**

**Dowlad-Kaab SDM 2025 Projects – South West State, Somalia**

**Tender for the Extension of Aflah Primary School and Abdiaziz Cawami Primary School.**

Notice;

Please make sure to fill all Bidding forms and to submit the following documents (copies) for your support.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Type** | **Description** | **Submitted** | |
| **Yes** | **No** |
| 1 | Certificate of registration | From district |  |  |
| 2 | Receipt from District Council | Bid documents from source ($10) |  |  |
| 3 | Certificate of completion projects | The past three years completed projects with UN agencies, INGOs |  |  |
| 4 | CVs of project engineer with certificate | The project engineer’s CV |  |  |
| 5 | The company’s profile | The company profile documents |  |  |
| 6 | Bid fully priced | Priced BOQ, the bidding document (*amount in figures* and *amount in words)* |  |  |
| 7 | Bid signing | To sign and to stamp (Signed form of tender)) |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

***Name of the Contractor***;

***Signature; Date;***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/2025***

***Contractor’s Stamp;***

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# FORM A1: Invitation to Bid

## Form of Advertisement for Bids

9 September 2025

Reference: Tender Reference: SDM/EDU/2025/001 Dowlad Kaab Program.

The District Council of Barawe has received funding from the Dowlad-Kaab Programme for Local Governance and Decentralized Service Delivery, and intends to apply part of the funds toward the Extension of Classrooms for Abdiaziz Al Amawi Primary School and Aflah Primary School in Barawe District, as part of the SDM initiative.

The District of Barawe therefore invites sealed bids from eligible and suitably qualified construction companies to provide the following services:

|  |  |  |
| --- | --- | --- |
| **#** | **Dhismaha Mashaariicda SDM 2025** | **Name of Projects SDM 2025** |
| 1 | Dhismaha fasallo cusub oo lagu kordhinayo Dugsiga Abdiaziz Al Amawi | Construction of additional classrooms at Abdiaziz Al Amawi Primary School. |
| 2 | Dhismo Fasalo ee Dugsiga Aflah. | Extension of classroom at Aflah Primary School |

*Bid Documents are available from 9 September 2025 District Council at a cost of US $ 20 per set. An official receipt will be issued. Bidders must attach a copy of the receipt issued to their bid.*

*The bid opens on 9 Septembert 2025, and closes at 11:00. P.M (time) on* *18 September 2025.*

*All Bids shall be prepared in accordance with the Instructions to Bidders and other documentation in the said documents.*

*All Bids must be submitted in three copies, and must be delivered to:*

**Barawe District Council Office or** [Top.somali.jobs.]

*at or before 18 September 2025, 11:00 PM* .

Bids *will be opened immediately thereafter, in the presence of Bidders’ representatives who choose to attend.*

Bidders who require clarifications shall submit their queries in writing by email addressed to the District Tender Committee’s email address.Finance.department.Moisws@gmail.com.[**Baraawemayor@gmail.com**](mailto:Baraawemayor@gmail.com)**,Moilgr@moilgr.sw.so** and copied to [Moilgr159@gmail.com](mailto:Moilgr159@gmail.com). latest by 12pm on the 3rd day after the date of invitation to bid. The District Tender Committee will provide a written response and email it to all bidders (who provided valid email addresses when purchasing Bid documents) at the same time by 12pm on the 7th day after the date of invitation to bid.

# FORM B1 Instructions to Bidders

Contract Number: -…….......................... …

Preparation of Bids: You are requested to Bid for the Works by completing, signing and returning:

1. the Form of Tender
2. the Bill of Quantity and Drawings.
3. the documents evidencing your eligibility, as listed below;

You are advised to carefully read the complete Request for Bids document, Form of Agreement, before preparing your bid.

Clarifications: Bidders who require clarifications shall submit their queries in writing by email addressed to the District Tender Committee’s email address[**Baraawedhomayor@gmail.com**](mailto:Baraawedhomayor@gmail.com)**,** and copied to [Moilgr159@gmail.com](mailto:Moilgr159@gmail.com) latest by 12pm on the 3rd day after the date of invitation to bid. The District Tender Committee will provide a written response and email it to all bidders (who provided valid email addressees when purchasing Bid documents) at the same time by 12pm on the 7th day after the date of invitation to bid.

Validity of Bids: The bid validity required is 30 days after the deadline for bids.

Validity of prices: This is a fixed sum contract. The prices offered must be firm and fixed for a period of 30 days from the date of closure of the bidding period.

Sealing and marking of Bids:Each Bid should be sealed in a single envelope, clearly marked with the Contract Number above. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected. Details of the bidder should not appear anywhere on the envelope.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Bids received after the deadline will be rejected.

Date of deadline: 18 September 2025

Time of deadline: 11:00 (24hr clock)

Address for submission of Bids:

……*…………*……………

Opening of Bids: Bids will be opened by the Tender Committee, Procuring Entity –Baraawe.District Council shortly after the deadline. Bidders’ representatives/Bidders are permitted to attend the opening. A record of the opening will be posted on the District Council Notice Board within one working day of the opening.

Evaluation of Bids: The evaluation of bids will use the Technical Compliance Selection (quality and cost based) methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Invitation for Bids on a pass/fail basis;
2. Detailed evaluation to determine technical responsiveness;
3. Financial comparison to determine the lowest priced of technically responsive bids.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in this bid:

* Must have received the bid documents from the Procuring Entity- District Council, and been issued with an official receipt. A copy of the receipt MUST be attached to the bid.
* Have capacity to provide the required services.
* Have the legal capacity to enter into a contract;
* not to have a conflict of interest in relation to this procurement requirement; and
* Not to be subject to suspension by any Government authority.

Qualification Information: The Bidder shall fully complete the Bidder’s Qualification Information in Form B6. Failure to fully complete this information shall result in disqualification of this Bid.

Technical Requirements: The Works are defined in C5, Statement of Works.

Bid Prices: Bids shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works and shall include all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall deemed to be included in the prices quoted.

Currency: Bids must be priced in US$ and all payments shall be made in US$.

Best Evaluated Bid: The best evaluated bid shall be the most advantageous bid, which is eligible and substantially responsive to the technical and financial requirements of the District Council and shall be recommended for award of contract. The lowest bid price alone is not decisive.

Award of contract: Award of contract shall be by placement of a contract in accordance with Form of Agreement.

Right to Reject: The District Council reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award without giving reasons thereof.

One Bid Per Bidder: A Bidder may submit a bid for as many contracts advertised as

They want provided they have the capacity. However, each bidder shall not submit more than one bid per contract.

Bid Documents: “The Bidder" shall complete, sign and date the Bidding Documents in the spaces provided for the purpose, and must bid for the whole of the works included in the Bidding Documents which comprise the following:

* Invitation for Bids
* Instructions to Bidders
* Form of Tender and Appendix to Form of Tender
* Form of Agreement
* Statement of Works comprising
* Drawings
* Bills of Quantities
* Conditions of Contract: Parts I and II
* Contract Specifications.

The Bid shall be signed by a person authorised for the purpose and the registered name and address of the Contractor must be printed in block capitals in the space provided.

Pricing and Quantities :

1. Prices in the Bill of Quantities shall be entered in ink, and all alterations shall be initialled by the person signing the Contractor’s Bid.
2. The quantities of the various items listed in the Bill of Quantities are estimated quantities only and the accuracy or otherwise of these quantities shall in no way affect the validity of the Bid or of any Contract based thereon.
3. The Bidder shall fill in rates and prices for all items of works described in the Bill of Quantities which have been assigned a quantity. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.

Correction of Errors:

1. Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

(a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and

(b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate in which case the line item total as quoted will govern, and the unit rate will be corrected.

1. The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected.

Examination of Bids and determination of responsiveness:

1. Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid:
2. meets the eligibility criteria.
3. has attached copy of receipt evidencing purchase of the bid documents
4. has been properly signed.

(d)is substantially responsive to the requirements of the Bidding Documents.

1. If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non conforming deviation or reservation

Evaluation and comparison of Bids:

1. The Employer will evaluate and compare only the Bids determined to be substantially responsive.
2. In evaluating the Bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

(a) Making any correction for errors.

(b) Excluding provisional sums and the provision, if any, for contingencies in the Bill of Quantities, but including Day work, where priced competitively.

# Form B2 Form of Tender

TO: Baraawe District Council

[Name of Employer)

DATE:\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Contract]

Gentlemen,

1. Having examined the conditions of contract, specifications, drawings and bills of quantities for the execution of the above-named works, we, the undersigned, offer to execute and complete such Works and remedy any defects therein in conformity with the Conditions of Contract, Specification, Drawings, Bills of Quantities and Addenda for the sum of ……………………………………………………….…………………...……

……………. (in words)

or such other sums as may be ascertained in accordance with the said conditions.

2. We acknowledge that the Appendix forms part of the Tender

3. We undertake, if our tender is accepted, to commence the Works on the date stated in the Appendix and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Form of Tender.

4. We agree to abide by this tender until 30 days after date of bid closure and it shall remain binding upon us and may be accepted at any time before that date.

5. Unless and until a formal Agreement is prepared and executed this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.

6. We understand that you are not bound to accept the lowest or any Tender you may receive or give reasons thereof.

Dated this……………………………….……….

Signature…… …………………..in the capacity of……………………………….……

Duly authorized to sign tenders for and on behalf of……………………………………………………………………………. (company name)

Name…………………………………………………………………………………..………

Address………………………………………………………………………………..………

Tel/Email………………………………………………………………………………………

Witness: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Form B3 Appendix to Form of Tender

|  |  |  |
| --- | --- | --- |
|  | Clause |  |
| Documents Forming the Contract in order of priority | 1.1.1 |  |
| The Agreement |  |  |
| Particular Conditions |  |  |
| General Conditions |  |  |
| The Specifications |  |  |
| The Drawings |  |  |
| The Bills of Quantities\*\* |  |  |
| Bill No,  Bill No.  Bill No.  Bill No.  Bill No. |  |  |
| Time for Completion | 1.1.9 | ……..Days\* |
| Provision of Site | 2.1 | ……..Days \*\* |
| Authorized Person | 3.1 | …………………………\*\* |
| Minimum Insurance Cover | 14,1 | Waived |
| (a) Damage of or loss to the works, equipment, Plant and materials | 14.1 (a) | Waived |
| (b) Loss of or damage to property | 14.1 (b) | Waived |
| (c) Personal injury or death and third party liability | 14.1 (c) | At Contractor’s liability |
| Performance Security | 4.4 | Waived |
| Amount | 4.4 (a) | Waived |
| Form | 4.4(b) | Waived |
| Liquidated Damages (Amount Payable for Failure to Complete) | 7.4 | 0.1 % per week of delay up to a max. of 1 % of the contract |
| Defects Liability Period | 9.1 & 11.5 | ……………………….Days \*\* |
| Percentage of Retention | 11.3 | 10 %\*\* |
|  |  |  |

Notes

*\* To be filled by the bidder*

*\*\* To be filled by the Tender Committee*

# Form B4 Qualification Information

**A - General Information**

The Contractor is requested to complete in full this proforma as set below and to submit it as part of his bid.

1. Full Name of Firm and Physical Address

............................................................................................................................

............................................................................................................................

............................................................................................................................

2. Company's Registration No ...........................

3. Details of All Contracts for the past three years.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contract  Name | Name of  Client | Type of Work Performed | Contract  Sum | Duration  of Contract | | Av.  labour  force | % of Work  completed |
| Start | Finish |
| ............  ............  ............  ............  ............  ............ | ............  ............  ............  ............  ............ | ............  ............  ............  ............  ............ | ............  .............  .............  .............  .............  ............. | ............  ............  ............  ............  ............  ............ | ..........  ..........  ..........  ..........  ......... |  | ..............  ..............  ..............  ..............  ..............  .............. |

4. Questionnaire

4.1 State here below the main items of plant and equipment that you intend to use on the project:-

a) Items Owned by you.

* 1. …………………………………………………………………..
  2. ……………………………………………………………………
  3. .

b) Items which you intend to hire, and from whom:-

* 1. Grader

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Name in full Signature

Duly authorised to sign bids on behalf of:

…(company name)

Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**B - List of Proposed Key Personnel**

The Bidder shall list below the key personnel he will employ at Head Office and Site Office to direct and execute the Works.**SELF EXPLANATORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROPOSED**  **DESIGNATION** | **NAME OF**  **NOMINEE** | **HIGHEST**  **ACADEMIC**  **QUALIFICATION** | **PRESENT**  **DESIGNATION** | **LENGTH OF SERVICE**  **(PART/FULL TIME)** | **Years of Experience in Similar Works** |
| a) Head Office  (i)......................  (ii).....................  (iii).................... | ..................  ..................  .................. | ...........................  ...........................  ....................... | ......................  ......................  ...................... | ..........................  ..........................  .......................... | .....................  .....................  ..................... |
| b) Site Office  i)......................  ii)......................  iii)..................... | ..................  ..................  .................. | ...........................  ...........................  .......................... | ......................  ......................  ...................... | ..........................  ..........................  .......................... | .....................  .....................  ..................... |

**C - List of Proposed Labour to be mobilised**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **NUMBERS** | **TO BE RECRUITED FROM** |
| SUPERVISORY  SKILLED  SEMI SKILLED  UNSKILLED | ....................................................  ....................................................  ....................................................  .................................................... | ....................................................  ....................................................  ....................................................  .................................................... |
| TOTALS |  |  |

**D - List of Proposed Plant and EquipmentSee Form B4/4**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Description | Status  Owned or Hired | Condition |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**E-Basic Price for Labour**

The Bidder shall schedule here below all labour and supervision required for execution of the Works together with their basic rates for bidding purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **DESCRIPTION OF EACH**  **CATEGORY** | **UNIT**  **DAY/HOUR** | **RATE IN**  **US$** |
| **SUPERVISORY**  **......................**  **SKILLED**  **......................**  **UNSKILLED**  **......................**  **OTHER** | .....................................  .....................................  .....................................  ..................................... | ....................  ........................  ........................  ........................ | ..................................  ..................................  ..................................  .................................. |

**F -Basic Price for Plant and Equipment**

The Bidder shall schedule here below all plant and equipment required for execution of the Works together with their basic rates for bidding purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM**  **No.** | **DESCRIPTION OF EACH**  **ITEM** | **UNIT**  **DAY/HOUR** | **RATE IN**  **US $** |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**G -Basic Price for Construction Materials**

1. The Bidder shall list below all materials required for execution the Works.

2. Written confirmation, not more than one month old before the date of contract signing, for suppliers in respect of each item for materials shall be submitted to the Employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM**  **No.** | **DESCRIPTION OF EACH**  **ITEM** | **UNIT** | **RATE IN**  **US $** |
| ...........1..........  ...........2............  .......................  .......................  .......................  .......................  .......................  .......................  .......................  .......................  .......................  ....................... | .....................................  .....................................  .....................................  .....................................  .....................................  .....................................  .....................................  .....................................  .....................................  .....................................  .....................................  ..................................... | …...............  ...................  ...................  ...................  ...................  ...................  ...................  ...................  ...................  ...................  ...................  ................... | ...................  ……............  ...................  ...................  ...................  ...................  ...................  ...................  ...................  ...................  ...................  ................... |

**Form B5 - Proposed Programme of Works**

The Bidder shall provide his draft programme in the form of a bar chart. A suitable format is shown below:-

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LIST OF  ACTIVITIES | TIME IN WEEKS | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |