INVITATION TO BID FOR LATRINES CONSTRUCTION IN GUBIO 2, BORNO STATE

RFQ Reference: **NGA/ITB/GPON/2024/96843/004** Date: 05th February 2024

SECTION 1: REQUEST FOR PROPOSAL (RFP) for Household Latrines construction

GOALPrime Organization Nigeria (GPON) kindly requests your proposal for the provision of goods, works, and/or services as detailed in Annex I of this RFP.

This Request for Proposal comprises the following documents:

Section 1: This request letter

Section 2: RFP Instructions and Data

Annex I: Schedule of Requirements

Annex II: Quotation Submission Form

Annex III: Technical and Financial Offer

When preparing your quotation, please be guided by the RFP Instructions and Data. Kindly ensure to note that quotations must be submitted using **Annex II: Quotation Submission Form and Annex 3 Technical and Financial Offer,** by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

SECTION 2: RFP INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	**12th February 2024 at 11:59 pm**
Method of Submission	Quotations must be submitted as follows: ☐ E-tendering ☒ Email ☐ Courier / Hand delivery ☐ Other Click or tap here to enter text. Bid submission address: **procurement.elect@goalprime.org** **(and others in copy)** • File Format: PDF or Word format signed and stamped • File names must be a maximum of 60 characters long and must not contain any letter or special character other than from the Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Max. File Size per transmission: 35MB in total • Mandatory subject of the email: **NGA/ITB/GPON/2024/96843/004** • It is recommended that the entire Quotation be consolidated into as few attachments as possible
Cost of preparation of quotation	GPON shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Conflict of Interest	GOALPrime Organization Nigeria urges every prospective Supplier to avoid and prevent conflicts of interest, by revealing to GPON if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.
General Conditions of Contract	Any Purchase Order or contract that will be issued because of this RFP shall be subject to the GPON General Conditions of Contract for supplies of goods/services/transportation/construction services.
Objective	To establish a framework agreement for Latrines Construction to GPON after signing a given contract which will last for a period of 12 months.

Eligibility Criteria	Bidders shall have the legal capacity to enter a binding contract with GPON and to deliver in the country, or through an authorized representative. • The company must have prior experience in construction. • Must have a technical staff to understand the technical specifications of items required. • The company must have the capacity to execute the contract without any challenges and in various deep-field location • Have qualified staff with experience working in difficult conditions and knowledge of local conditions.
LOCATION	**Kindly tick the location you are quoting for**: BORNO State ☐
Currency of Quotation	Quotations shall be quoted in Naira (NGN)
Duties and taxes	Following the requirement of the Federal Government of Nigeria, GOALPrime Organization Nigeria (GPON) will deduct a 5% withholding tax from the total contractual sum.

Language of quotation and documentation	English
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex ii: Quotation Submission Form duly completed, stamped, and signed ☒ Annex iii: Technical and Financial Offer duly completed and signed and by the Schedule of Requirements in Annex I ☐ Other (Company registration certificate, Ta clearance certificate).
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of the Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	☒ Not Permitted
Payment Terms	☒ 100% payment after full delivery of service within 30 days after receipt of goods, works, and/or services and submission of payment documentation. ☐ Other Click or tap here to enter text.
Contact Person for correspondence, notifications, and clarifications	Focal Person: Faith Akanbi 08087974256 GPON SUPPLY CHAIN Maiduguri E-mail address: **procurement.elect@goalprime.org and others in copy**

Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to requests for clarification will be communicated through **email.**
Evaluation method	☒The contract will be awarded to the lowest price substantially compliant offer ☐ Other Click or tap here to enter text.
Evaluation criteria	☒Full compliance with all requirements as specified in Annex I ☒Full acceptance of the General Conditions of the Contract ☐ Comprehensiveness of after-sales services ☒Earliest Delivery /shortest lead time ☐ Others *(for ex, environmental criteria/considerations, etc.)*
Right to vary requirements at the time of award	At the time of award of Contract or Purchase Order, GPON reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum of 25% of the total offer, without any change in the unit price or other terms and conditions.
Expected date for contract award.	23rd February 2024
Policies and procedures	This RFP is conducted by the Policies and Procedures of GPON

ANNEX I: SCHEDULE OF REQUIREMENTS

Technical Specifications for Service:

Item No	Technical Requirements	Unit	Quantity
1.	Emergency Household Latrines Construction in Gubio 2 (as per attached BOQ and Photo)	Unit	1
	It is recommended that the Selected Vendor reserves/Stores the total requested quantity immediately after the award to avoid eminent scarcity that may arise after the award has been issued. *Bidders are required to have either a station, an office, or a verifiable partner based in Maiduguri.*		

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 3 days after Contract (PO) signature.
Delivery Terms	**Deliver at Place (DAP), BORNO STATE**
Exact Address(es) of Delivery Location(s)	GPON Maiduguri
Distribution of shipping documents (if using a freight forwarder)	N/A
Packing Requirements	N/A
Warranty Period	
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	
Other information	

ANNEX II: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the **Company Profile (current tax clearance certificate)** and Bidder's Declaration, sign it, and return it as part of their quotation along with Annex iii: Technical and Financial Offer. The Bidder shall fill in this form by the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFP reference:	**NGA/ITB/GPON/2024/96843/004**	Date: Click or tap to enter a date.

BIDDER'S DECLARATION OF CONFORMITY[1]

Yes	No	
☐	☐	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making, or control over it or any member of its administrative, management, or supervisory body, has been the subject of a final judgment or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organization; money laundering or terrorist financing; terrorist offenses or offenses linked to terrorist activities; child labour and another trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights outlined in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise, and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period, and by the relevant terms and conditions.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules, and regulations.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of GPON.
☐	☐	On behalf of the Supplier, I further represent and warrant that no official of GPON or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges, and immunities of GPON as a Non-Profit Organization.

[1] **This form is mandatory to fill in and sign by every vendor who submits a quotation.**

Yes	No	
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract, or otherwise deal with any person, entity, or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.

☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition, and transparency, and will avoid any conflict of interest.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the GPON Code of Conduct
☐	☐	It is the responsibility of the Supplier to inform GPON immediately of any change to the information provided in this Declaration.
☐	☐	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered between the Supplier and GPON.
☐	☐	GPON reserves the right to terminate any contract between GPON and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX III: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it, stamp it, and return it as part of their quotation along with the Annex II Quotation Submission Form. The Bidder shall fill in this form by the instructions indicated. No alterations to its format shall be permitted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	**NGA/ITB/GPON/2024/96843/004**	Date: Click or tap to enter a date.

Currency of the Quotation: NGN (Nigerian Naira)

S/N	Description	Form	Qty	Unit price	Total price
1.	Emergency Household Latrines Construction in Gubio 2 (as per attached BOQ and Photo)	Unit	1		

	It is recommended that the Selected Vendor reserves/Stores the total requested quantity. immediately after the award to avoid eminent scarcity that may arise after the award has been issued. *Bidders are required to have either a station, an office, or a verifiable partner based in Maiduguri.*				
Total Price					
Other Charges (specify)					
				Total Final and All-inclusive Price	

Compliance with Requirements

	You Responses		
	Yes, we will comply	**No, we cannot comply**	**If you cannot comply, pls. indicate counter proposal**
Minimum Technical Specifications	☐	☐	Click or tap here to enter text.
Delivery Term	☐	☐	Click or tap here to enter text.
Delivery Lead Time	☐	☐	Click or tap here to enter text.
Warranty and After-Sales Requirements	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Other requirements *[pls. specify]*	☐	☐	Click or tap here to enter text.

Note: Very important, please check/tick and fill in the above.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of the company Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text.	Authorized Signature/Stamp: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorized

Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

CODE OF CONDUCT

Policy

GOALPrime Organization Nigeria has a mission TO PUTTING PEOPLE FIRST IN OUR COMMITMENT TO MAKING LIFE BETTER IN THE NATION. In pursuing its goals, GOALPrime Organization Nigeria serves those that are perceived to be vulnerable in Nigeria irrespective of race, colour, ethnicity, or geographical location. Every vulnerable Nigerian is at risk of becoming a national nightmare. In delivering our programs to Nigerians, employees, and volunteers work with each other and the public at large. The following Code of Conduct ("the Code") is designed for GOALPrime Organization Nigeria to preserve its tradition of integrity and credibility with the public and within the Organization. This Code applies to all direct service program employees and volunteers (those in face-to-face contact with our beneficiaries and prospective beneficiaries), and any third-party service provider in face-to-face contact with our beneficiaries.

This Code of Conduct is organized into categories, as follows:

Service

1. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall always act with fairness, honesty, integrity, and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.

2. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall always act to promote the mission and objectives of GOALPrime Organization Nigeria in all dealings with the public on behalf of the Organization and within GOALPrime Organization Nigeria.

3. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall always act in good faith to provide a positive and valued experience for those receiving service within and outside GOALPrime Organization Nigeria.

Accountability

1. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall act with honesty and integrity and by any professional standards and/or governing laws and legislation that have an application to the responsibilities he or she performs for or on behalf of GOALPrime Organization Nigeria. GOALPrime Organization Nigeria is a national organization with regional and branch operations. GOALPrime Organization Nigeria's Human Resource policies apply to all volunteers and employees. Policies are reviewed every 2 years or sooner if an issue arises with their interpretation and use.

2. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall comply with both the letter and the spirit of any training or orientation provided to him or her by GOALPrime Organization Nigeria in connection with those responsibilities.

3. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall adhere to the policies and procedures of GOALPrime Organization Nigeria and support the decisions and directions of the Board of Directors and its delegated authority.

4. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall take responsibility for their actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that he or she does not exceed the authority of his or her position.

Conflict of interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale, or provision of goods and services) that may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

It is always the duty of any person taking part in the operations of GOALPrime Organization Nigeria to adhere to the Conflict-of-Interest Policy. If such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision and shall not cast any vote on the matter.

Confidentiality

1. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, GOALPrime Organization Nigeria's business documents and printouts, and all-volunteer, employee membership, donor, and supporter records.

2. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall Respect and maintain the confidentiality of individual personal information about beneficiaries gained through his or her role in GOALPrime Organization Nigeria, for example, in support groups, meetings or inservice programs.

Prevention, Protection from Sexual Exploitation and Abuse (PSEA)

At GPON, we are intolerant of any form of sexual exploitation and abuse. We value the dignity of all our beneficiaries. GPON shall not tolerate its employees, volunteers, consultants, partners, or any other representatives associated with the delivery of its work sexually exploiting or abusing any of GOALPrime's beneficiaries. Such behavior goes against the very beliefs, values, and mission of our organization. Safeguarding our beneficiaries is a priority for GPON.

Sexual Exploitation and abuse, as well as a range of non-sexual abuses of power, take various forms and can happen to anybody at any time during their lives, but are more likely when one person is in a position of power over another. GPON recognizes that this can happen within our workplaces or project locations hence the need for this measure to mitigate the risk and possibilities of occurrence.

All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding are obliged to report any suspicions of sexual exploitation or abuse. This can be done without sharing details of cases where information has been shared in confidence. Failure to report to a relevant person suspected of abuse relating to someone else is a breach of the GPON policy and could lead to disciplinary action being taken. GOALPrime maintains zero tolerance for Sexual Exploitation and Abuse and any confirmed defaulter shall be duly prosecuted in line with approved standards and protocols.

Personal or sexual harassment

Sexual harassment *is any conduct, comment, gesture, or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.*

Personal harassment *means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age, or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person, and serves no legitimate work-related purpose.*

GOALPrime Organization Nigeria has a zero-tolerance policy concerning Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay instead of notice.

Procedures for Personal Contact with Vulnerable People

Procedures for the care of others who may be vulnerable because of age or disability in the course of providing GOALPrime Organization Nigeria, our volunteers, employees, and third-party service providers may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their age or disability. When this occurs, the following procedures should be followed:

1. Where practical to do so, GOALPrime Organization Nigeria-related one-on-one meetings with beneficiaries who may be vulnerable be conducted in a business-like setting, public location, or in an area that is private but visible to others.

2. GOALPrime Organization Nigeria's volunteers, employees, and third-party service providers who seek to initiate personal contact with vulnerable beneficiaries or prospective beneficiaries outside GOALPrime Organization Nigeria's program are asked to seek prior approval from the appropriate employee/leadership volunteer, and, in the case of children/youth, from the parent/ guardian.

Implementation

1. Strict observance of this Code of Conduct is fundamental to the activity and reputation of GOALPrime Organization Nigeria. It is essential that all direct service program volunteers (those in face-to-face contact with GOALPrime Organization Beneficiaries or Prospective Beneficiaries), all employees (permanent fulltime, hourly, fixed term contract, permanent part-time), and any other third-party service provider in face to-face contact with our clients adhere to this Code of Conduct.

2. They will certify this by signing a Declaration that they have read and will abide by this Code.

FOR: THE BOARD OF DIRECTORS



OGUEGBU, CHRISTOPHER CHINEDUMUIJE,
CHIEF EXECUTIVE OFFICER GOALPRIME ORGANIZATION NIGERIA.

CODE OF CONDUCT DECLARATION

I, _____, have read, understand, and agree to abide by the Code of Conduct of GOALPrime Organization Nigeria and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay instead of notice.

Signed this _____ day of _____, 20_____.

_____ (Volunteer/Employee/Supplier - Signature)

_____ Department/Region/Area/Section/Branch