INSTRUCTIONS TO TENDER

1. Generally

Words and phrases are used in these instructions (unless the context otherwise requires) in conformity with the usage and definitions given in the Conditions of the Contract.

2. Site Visit

Person tendering shall at their own expense, visit the site of the works and obtain for themselves all useful information that may be necessary for making a tender and entering a Contract. The Articles of Agreement and the Conditions of the Contract must be examined and factors affecting local supply of labour and materials ascertained as no claim will be entertained for lack of knowledge.

3. Tender Documents

The documents issued for the purpose of tendering hereinafter referred to as the Tender Documents, are as follows:

- Instructions to Tenderers,
- Tender Form,
- Conditions of Contract,
- Trade Preambles and Specifications,
- Bills of Quantities
- Schematic drawings

4. Tender Documents to be completed

The Tenderer shall complete the Form to Tender and all the Parts and Summary of the Bill of Quantities in **INK (BLUE COLOUR)** with the whole of the information and prices called for thereupon. Each place provided for the purpose shall be completed with the date and signature of the person or persons authorised to sign Tender Documents and submission accompanying the Tender, shall be dated and signed by the same person or persons.

5. Alterations

No alterations shall be made to the documents listed in paragraph 3 of these instructions, other than in filling the blanks intended to be filled in accordance with the intent and purpose of the Bills of Quantities. Where any ambiguity, contradiction or any other form of uncertainty is discovered in the tender documents, no alterations shall be made whatsoever, but the anomaly shall as soon as possible be clarified in accordance with clause 12 of these instructions.

6. Status of Tenderer

The Tenderer shall submit with his Tender the information and documents specified below. Tenders not accompanied by this information will be classified "incomplete" and may stand the risk of being rejected:

I. Incorporation/Registration of Company.

The Tenderer shall submit certified copies of the Certificate of Incorporation/Registration of the firm with the **Corporate Affairs Commission** (including I.D card of at least one of the major directors of the company that is a signatory to the company's account)**.**

II. Financial Qualification

The Tenderer shall submit evidence of his financial standing and a banker's reference. Audited balance sheets and profit and loss accounts should be provided for the last three years.

III. Experience

The Tenderer shall submit details of work of a similar nature, which he has at hand and/or has completed recently together with an indication of the skill and experience of employees available for works. The description of plant available or to be available to the Tenderer for the execution of this project shall also be forwarded along with details required in paragraph 14 (iii – v) hereinafter.

IV. Time schedule

The Tenderer shall submit a detailed work programme (Gant chart) showing when an activity of work starts and ends to buttress the tenderer's expected delivery period stated in the form to tenderer. Submitting an activity plan that shows the ECT (earliest completion time) and LCT (latest completion time) of each activity is highly recommended.

V. Other Requirements

The Tenderer shall submit evidence of compliance certificate valid till 31st December 2025 with the following organizations:

- Industrial Training Fund.
- Federal Inland Revenue Service (Tax Clearance – 3 years).
- Nigeria Social Insurance Trust Fund

- Bureau for Public Procurement or Interim Registration Report (IRR).
- Financial Regulatory Council (optional).
- Economic and Financial Crimes Commission (SCUML).
- Registration with relevant professional bodies.
- Any other relevant documents.

VI. Additional Requirements

The Tenderer shall submit the following documents to be able to register on our portal:

- Bank account details from bank.
- Signatories statement from the tenderer
- A copy of the passport data page of the owners of the company.

7. Submission of Tender

All binders comprising the Tender Documents shall be returned complete and marked as specified in the **TENDER NOTICE (RFQ)**.

Tenders shall be delivered free of cost to the Employer by registered post or against a dated receipt at any time up to 16:00 hours Nigerian time and not later than the appointed day of delivery. No Tender received thereafter will be considered.

The latest day appointed for delivery of Tenders shall be as stated in the Tender Notice or such other day as may be notified in a subsequent instruction by the Employer.

Inquiries relating to this tender should be submitted by email to gcnigeria@gcharity.org

All submissions must be accompanied with a cover letter.

The cover letter for financial submission must carry information such as tender sum, completion period and tender validity.

Submissions must be made in English language.

Bidders must submit their technical and financial bid documents as stated in the tender notice. Failure to submit both soft and hard copies will render you submission invalid.

No phone calls will be entertained.

8. Withdrawal or Modification of Tender

Before the latest date fixed for delivery of Tenders, any Tenderer may without prejudice to himself withdraw, modify, or correct his Tender after it has been delivered to the Employer provided that the notice containing such withdrawal, modification or correction is submitted and delivered in accordance with the instructions given in paragraph 7 hereof.

9. Validity of Tenders

The Tenders to be submitted shall remain valid for acceptance or rejection for not less than three months (90 days) from the date of tender.

10. Opening of Tenders

Tenders will be opened at a subsequent day fixed by the Employer. The representatives of Tenderers may be requested to attend at the absolute discretion of the Employer. On submission, and prior to and after the date of opening, no correspondence will be entered with any tenderer except as provided in these instructions.

Financial bids of unqualified technical bids will be returned to the bidder(s) unopened.

11. Adjudication of Tenders

The Employer's representative shall correct any arithmetical errors in the Tender, and the Architect may ask each Tenderer for clarification of his Tender and provided that such clarifications and corrections of computations do not change the substance of the Tender or affect the order of value of the Tenders, then the Tender may still be considered for acceptance, subject to the necessary corrections and clarifications.

Where applicable for the purpose of comparing tenders, the Employer will take into consideration:

I. The corrected Tender Sum and Completion Period.
II. The extent to which the Tenderer has responded to the requirements for submission under these instructions and the degree to which they are satisfactory, including:

a. The Tenderer's experience, reputation and legal constitution. Parameters to be considered include relevant record of accomplishment, possession of Tax Clearance Certificates and other quasi-legal matters.

b. The Tenderer's commercial and financial status, indicated by the results of detailed analysis of audited accounts; including analysis of key financial ratios, and such other parameters as may be laid down by the Employer.

12. Bill of Quantities

The Tenderer shall enter a rate of price against each item in the Bill of Quantities. Where the Tenderer wishes to include the cost of one item in that of another, he shall write INCLUDED in the rate and amounts columns against the former, indicating in which item or items the cost is included. The Tenderer shall money out each item, cost each page, total each section and carry the total of the summary to the Form to Tender.

If the Tenderer wishes to make some percentage addition or reduction to any total or sub-total of the Bill of Quantities in order to arrive at the sum which he carries to the Form to Tender, such percentage shall be applied to all items making up the total of sub-total as the case may be except those for which provisional sums are stated and shall be deemed to apply equally to every such item.

Any correction or clarification made by the Tenderer of clerical errors or illegibility entered by him, shall be in words rather than numerals shall be signed by the person authorised to sign the Tender.

13. Documents Confidential

All recipients of any of the Tender Documents (whether they submit Tenders or not) shall treat the details of the documents as private and confidential.

14. Separate Memorandum

The Tenderer shall submit the following details together with such further information as he may wish to provide in amplification of his Tender, in a separate memorandum enclosed with to this Tender:

I. A statement of unresolved doubts as to the meaning of anything in the Tender Documents and of the interpretation relied upon by the Tenderer,

II. Details of the Tenderer's proposed programme for execution of the Works from the date of receipt of the Architect's order to take possession of the site.

III. A statement giving the numbers and categories of supervisory and technical staff and skilled and unskilled labour to be employed on the works divided into Nigerian national and others; this should include the curriculum vitae of the proposed Foreman-in-charge.

IV. A list and type details of major Constructional Plant (including vehicles) which the Tenderer proposes to employ on the works indicating those:

a. Which are owned at the time of tendering and are expected to be free for use on the works.

b. Which are to be acquired and, in each case, whether by outright purchase, hire purchase or hire.

V. A statement giving the Tenderer's proposals for location or locations and sizes of accommodations, offices, workshops and stores.

No submission made in accordance with the foregoing requirements will be included in any Contract, which may be entered into or be binding on either party unless the said Condition is accepted by the Employer.

15. Part Tenders

Tenders are invited for the Works (as measured and described in the Bill of Quantities) as a whole and Tenders for part only are not invited. Incomplete tenders will be rejected.

16. Right of Rejection

The Employer reserves the right to reject any or all the tenders and is not bound to accept the lowest or any tender in either whole or in part.

A firm commitment to purchase is not established until Qatar Charity Organization issues a written purchase order and agreement. Qatar Charity Organization will not pay for vendors' quote preparation costs.