



14/08/2023

INVITATION TO TENDER –

**WATER, SANITATION AND HYGIENE SUPPLIES (GOODS/SERVICES/WORKS) IN
BORNO – ITT/BO/2023/001**

Dear Sir/Madam,

Foundation for Refugee Economic Empowerment (FREE) wishes to engage the services of interested vendors to provide WASH facilities/services to support its activities with vulnerable conflict-affected persons in Borno State. FREE provides assistance to calamity-affected people and other populations in distress. FREE supports affected people regardless of race, religion, creed, or political convictions. FREE staff members observe neutrality and undertake to respect the organization's professional code of conduct, while committing to maintain complete independence from all political, economic, or religious bodies.

FREE invites interested eligible businesses/individuals to submit by deadline, quotations along with:

- Business Registration
- Tax Registration
- Business Profile
- Duly filled, signed/stamped tender documents for Supplies below:

1. WATER, SANITATION AND HYGIENE SUPPLIES (GOODS/SERVICES/WORKS) IN BORNO

- a) ITT/BO/2023/001/A: UPGRADING OF HAND PUMP TO SOLAR MOTORIZED BOREHOLE (SMBH) IN DAMBOA
- b) ITT/BO/2023/001/B: REHABILITATION OF WATER SYSTEMS IN DAMBOA
- c) ITT/BO/2023/001/C: SUPPLY OF AQUATABS 167mg WATER TREATMENT TABLETS
- d) ITT/BO/2023/001/D: DAILY WATER TRUCKING
- e) ITT/BO/2023/001/E SUPPLY OF HOUSEHOLD WASH NFIs
- f) ITT/BO/2023/001/F REHABILITATION/ RE-CONSTRUCTION OF COMMUNAL AND INSTITUTIONAL SANITATION FACILITIES
- g) ITT/BO/2023/001/G SUPPLY OF DISINFECTION KIT
- h) ITT/BO/2023/001/H SUPPLY OF VISIBILITY/PROTECTIVE KIT
- i) ITT/BO/2023/001/I CONSTRUCTION MATERIALS/SOLID WASTE MANAGEMENT
- j) ITT/BO/2023/001/J: PROVISION OF POST-DISTRIBUTION MONITORING SERVICE
- k) ITT/BO/2023/001/K: TRAINING OF VILLAGE MECHANICS ON WATER FACILITY REPAIR AND PROVISION OF REPAIR KITS

IMPORTANT – ESSENTIAL INFORMATION

SUBMIT ONLINE/SOFT COPY SUBMISSION (VIA THE PROVIDED EMAIL ADDRESS:
freengprocurement@gmail.com)

SUBMIT IN PERSON OR VIA COURIER SERVICE TO:The Procurement Committee, Foundation for
Refugee Economic Empowerment, **25B, Golden Plaza, Opposite Elkanemi College of
Theology, Bulumkutu, Maiduguri – Borno State**

OFFERS should be prepared with the proposal reference number **ITT/BO/2023/001** clearly marked at the top right corner of the envelop/cover page, to the email address **freengprocurement@gmail.com** or in person to **25B, Golden Plaza, Opposite Elkanemi College of Theology, Bulumkutu, Maiduguri – Borno State**. The offers must be received not later than **23rd August, 2023 at 16:00hours** ("the Closing Date") unless FREE determines there were exceptional reasons for the delay in submission. Failure to meet the Closing Date may result in the bid being void. Foundation for Refugee Economic Empowerment is under no obligation whatsoever to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the tender requirements, please address them to the following email: **info.free_ng@proton.me** between **14th August 2023 and 20th August 2023**. All official communication should be in English language.

Bidders MUST complete the tender response form and should go through the tender instruction for guidance.

**Thank you,
FREE Procurement**

Tender Instruction

We include the following information for your review and action:

- Part 1:Tender Information
- Part 2: Product/Service Specifications
- Part 2:Award Criteria
- Part 4: Conditions of Tendering
- Part 5: Key Contractual Terms
- Part 6: FREE Anti-Bribery and Corruption Policy
- Part 7: FREE Foundation's Supplier/Vendor Code of Conduct
- ANNEXES

Your tender/Proposal response must be received in the following format:

- Full completion of the Tender Response document in order for the bid to be compliant. Supplementary proposal documents are requested to demonstrate that the bid meets the essential and preferred criteria listed below. Those tenders returned uncompleted will be treated as void. However, a tenderer may choose to respond only to some of the WASH Goods/Services/Works (excluding others) for which offers are invited. This means, a tender shall be considered if a minimum of 1 (one) item is being offered for, provided that other conditions are duly satisfied. FREE has the right to, without explanation, reject any/all offers, or to cancel to the tendering process at any stage.
- Bids to be submitted in a sealed envelope, addressed to: The Procurement Committee, Foundation for Refugee Economic Empowerment, **25B, Golden Plaza, Opposite Elkanemi College of Theology, Bulumkutu, Maiduguri – Borno State**. The envelope should indicate the tender reference number (**ITT/BO/2023/001**), and no other details relating to the bid; or by email to **freengprocurement@gmail.com**.

Your return tender must be received at the address (or email) above not later than **23rd August, 2023, 16:00 hrs (The Closing Date)**". Failure to meet the closing date will result in the bid being void.

PART I:TENDER INFORMATION

Introduction

Foundation for Refugee Economic Empowerment (FREE) wishes to engage the services of interested vendor to provide WASH facilities/services to support its activities with vulnerable conflict-affected persons in Borno State. FREE provides assistance to calamity-affected people and other populations in distress. FREE supports affected people regardless of race, religion, creed, or political convictions. FREE staff members observe neutrality and undertake to respect the organization's professional code of conduct, while committing to maintain complete independence from all political, economic, or religious powers. We have reached approximately 1,000,000 people since 2015 through programmes in water, sanitation and hygiene, livelihood, health, nutrition, and education both in development sectors and in responding to humanitarian crises.

SCHEDULE OF ACTIVITIES:

No	Date	Process/Milestone
1	14/08/2023	Issue Tender Notice and Invitation to Tender
2	20/08/2023	Closing of request for information/clarification window
3	23/08/2023	Return of tenders (Closing Date)
4	24/08/2023	Procurement Committee Evaluation of Technical Bids/Proposals Evaluation Financial Bids/Proposals
5	25/08/2023	Notification of Contract award

FREE reserves the right to make changes to this schedule without notice.

PART 2: PRODUCT/SERVICE SPECIFICATIONS

The supplies/services to be procured and delivered to FREE specified locations comprise of the following items categories. Quantities are estimation and could differ on the final contract. Use these for preparing your price offers/quotations. All prices should be in Nigerian Naira (NGN), exclusive of VAT. The Quotation Form and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation. All quotes have Validity Period of at least 3 months.

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Your Price
A	ITT/BO/2023/001/A: UPGRADING OF HAND PUMP TO SOLAR MOTORIZED BOREHOLE (SMBH) IN DAMBOA			
1	FREE is seeking for qualified contractor(s) for the Upgrading of a Hand Pump Borehole to Solar Powered Borehole System in Damboa LGA – Borno State. FREE invites sealed bids from legally registered companies who specialized in this field to deliver works as described in this ITT. See Annex A for further specifications	LS	1	

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Your Price
B	ITT/BO/2023/001/B: REHABILITATION OF WATER SYSTEMS			
1	Upgrade of Complete Indian Mark II Hand Pump to Indian Mark III	Pieces	12	
2	Sundry Labour for Concrete/Cement works for platforming and drainage construction to improve sanitory/hygiene	Pieces	12	

	condition of hand pump area			
3	Deliver Portland Cement to Damboa (Dangote block master)	Bags	500	
4	Granite	Tonnes	80	
5	Sharp sand	Tonnes	60	
6	Provide 9 inches blocks	Pieces	4,000	
7	TMT Iron Rods, combination of different mm (16,12,10,8)	Tonnes	35	
TOTAL COST FOR LINES 1-7:				

S/N	Description of Works/ Goods / Services	Unit/Form	Quantity	Your Price
C	ITT/BO/2023/001/C: SUPPLY OF AQUATABS 167mg WATER TREATMENT TABLETS			
1	Supply Aquatab Water Purification Tablets 167mg BULK - 1,400 strips	Carton	60	

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Your Price
D	ITT/BO/2023/001/D: DAILY WATER TRUCKING			
1	Supply of Water by Trucking to Damboa ¹	Cubic Meter	2,700	
2	Water Purification Tablets: 67mg sodium dichloroisocyanurate (NaDCC), 1,600 foil strips	Carton	90	
TOTAL COST FOR SUPPLIES 1-2:				

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity Per Kit	Your Price
E	ITT/BO/2023/001/E SUPPLY OF HOUSEHOLD WASH NFIs			

¹ See Annex B for further details

1	Jerrycan (25 litres), non-collapsible	Piece	2	
2	Jerrycan (10 litres), non-collapsible	Piece	1	
3	Bucket (20 litres) with lid, HDPE	Piece	2	
4	Kettle (2 litres) with lid, plastic, sanitary cleansing	Piece	1	
5	Flashlight, rechargeable	Piece	2	
6	Child potty with lid (plastic)	Piece	1	
7	Laundry soap (200 grams)	Piece	18	
8	Toothbrush, standard large size	Piece	3	
9	Cotton female undergarments (panties), small/medium/large sizes (2 each)	Piece	6	
10	Toothbrush, standard small size	Piece	3	
11	Toothpaste, standard tube 125 grams	Piece	2	
12	Bucket (14 litres), heavy-duty plastic, with lid, HDPE	Piece	2	
13	Solar-powered torch	Piece	2	
14	Antiseptic Bathing soap (250 grams)	Piece	18	
15	Hygiene promotion leaflet: Size: A4; Quality 300g/m ² ; Finish: Matt Laminated; 1 page two sides; Environmentally friendly	Piece	2,400	

16	Reusable sanitary pad set (2 holders, 3 winged pads, 2 straight pads). Pack of 7.	Pack	2	
TOTAL COST OF 1 COMPLETE KIT				
TOTAL COST OF 1,200 KITS				

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Your Price
F	ITT/BO/2023/001/F SUPPLIES FOR REHABILITATION/ RE-CONSTRUCTION OF COMMUNAL AND INSTITUTIONAL SANITATION FACILITIES			
1a	Allow for initial mobiliation to site	LS	LS	
1b	Provide Labour: Mason, Carpenter, Painter, Iron bender, Labourers for complete revamping of 40 blocks of latrines (average of 4 units/cubicles each), with provision of protective covering-wall and disability-friendly ramp (with hand rail), construction of draiange for each block, provide gender marker per unit and provide project sign board	Block	40	
2	Deliver Portland Cement to Damboa (Dangote block master)	Bags	500	
3	Crushed laterite (properly sieved)	Tonnes	100	
4	Sharp sand	Tonnes	150	
5	Granite	Tonnes	120	
5	Provide 9 inches blocks	Pieces	10,000	
6	TMT Iron Rods 16mm	Tonnes	10	
7	TMT Iron Rods 12mm	Tonnes	15	
8	TMT Iron Rods 10mm	Tonnes	8	

9	TMT Iron Rods 8mm	Tonnes	10	
10	Long span aluminium roofing sheet 0.45mm	m3	400	
11	Emulsion paint (multiple colours)	Bucket	200	
12	2x2 wood	Length	1300	
13	2x3 wood	Length	800	
14	2x4 wood	Length	700	
15	Ceiling board (Brazil)	Pcs	170	
16	Batten (normal size)	Pcs	1600	
17	Nail 2' 3' 4' inches	Kg	400	
18	Long span aluminium roofing sheet 0.45mm	square/m	400	
19	Roofing nails for aluminium	Kg	150	
20	Facial board plank	Pieces	250	
21	Oil paint (for Facia board)	Litres	200	
22	Chemical for anti-termite treatment	Litres	200	
23	Water for all works	LS	LS	
24	Allow for clearing and evacuation of all debris from all 40 sites	Block	40	
25	1 fully-kitted Foot-operated handwashing station fitted with 500 litres HDPE tank per latrine block	Block	40	
26	Septic Tank/Soak Away Evacuation and Cleaning	Cubicle/Unit	160	
TOTAL PRICE OFFER FOR 1-15:				

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity Per Kit	Your Price
G	ITT/BO/2023/001/G SUPPLY OF DISINFECTION KIT			
1	Sniper DDVP Insecticide/Pesticide 1 Litre	Piece	5	
2	IZAL or Z Germicide (4 Litres)	Piece	5	
3	Sanitol Anti-Bacterial Hand Wash 500ml	Pieces	5	
4	Heavy-duty protective work glove, rubber, reusable, adult size	Pair	15	
5	Plastic boots/socks, assorted, all adult size	Pair	15	

6	Face/dust masks	Dozen	2	
7	Basic first aid kits for managing cuts/bruises. Includes bandage, iodine, gauze, glove, plaster (adhesive), compress	Piece	2	
TOTAL COST OF 1 COMPLETE KIT				
TOTAL COST OF 20 KITS				

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Price
H	ITT/BO/2023/001/H SUPPLY OF VISIBILITY/PROTECTIVE KIT			
1	Short-sleeved T-shirts Unisex 100% Cotton Short-sleeved & Long-sleeved polo t-shirt Weight: 210g/cm2 Size: S to XL (S: M, L, XL combined) Colour: White/Sky blue Environmentally friendly material: Yes Printing: Logo (will be provided to the supplier)	Piece	50	
2	Jackets Field vest / jacket - good quality brand No sleeve Color/Size: Yellow, Brown (S: M, L, XL combined) Environmentally friendly material: Yes Printing: Logo (will be provided to the supplier)	Piece	80	
3	Roll-up Banners: Multi-colour, Standard Size, 80 c.m x2 m + Design + Printing (to be provided to supplier)	Pieces	5	
4	A5 size outdoor vinyl stickers	Pieces	200	
5	Event Banners, multicolour, 7ft x 5 ft with Logos (to be provided to supplier) Design + Printing	Piece	12	
6	Face/dust masks	Dozen	5	
7	Basic first aid kits for managing cuts/bruises. Includes bandage, iodine, gauze, glove, plaster (adhesive), compress	Piece	12	
8	Hijabs Good quality brand, With sleeve, Cotton Color/Size: Blue (S: M, L, XL combined) Environmentally friendly material: Yes Printing: Logo (will be provided to the supplier)	Dozen	4	
TOTAL COST OF 1-8:				

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Your Price
I	ITT/BO/2023/001/I CONSTRUCTION MATERIALS/SOLID WASTE MANAGEMENT			
1	Deliver Cement to Damboa (Dangote block master)	Bags	500	
2	Crushed laterite (properly sieved)	Tonnes	70	
3	Sharp sand	Tonnes	200	
4	Granite	Tonnes	150	
5	TMT Iron Rods 16mm	Tonnes	8	
6	TMT Iron Rods 12 mm	Tonnes	6	
7	TMT Iron Rods 10mm	Tonnes	6	
8	TMT Iron Rods 8 mm	Tonnes	6	
9	Binding wire	Roll	12	
10	Provide ten-tyre truck (all expenses and maintenance included) to collect the solid waste (garbage), hauling, removal and transfer the solid waste from temporary sites across 6 communal dumping sites in Damboa to main landfill approximately 8 km out. This shall be done weekly, and approximately 6 trips on 10-tire truck per week for 6 Months (approximately 144 trips in all).	L/S	1	
11	Provide for Personnel: 1 Technical Supervisor, 2 Drivers, 3 Operators and 15 Labourers (Adjust as needed).....	Month	6	
12	Provide Regular Wheelbarrows , with metal tray, solid wheel	Pieces	30	
13	Heavy-duty protective work glove, rubber, reusable, adult size	Pair	30	
14	Plastic boots/socks, assorted, all adult size	Pair	30	
15	Blue, khaki overalls with hats, branded with logo (to be provided)	Piece	50	
TOTAL COST FOR I-15:				

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Your Price
J	ITT/BO/2023/001/J: PROVISION OF POST-DISTRIBUTION MONITORING SERVICE			
I	Conduct full post-distribution monitoring in Damboa to assess the use/effect of WASH Non-Food Items distributed to approximately 2,000 people in vulnerable communities, and provide interim and final reports to FREE on the exercise. See Annex C.	Lumpsum	I	

S/N	Description of Works/ Goods / Services	Unit / Form	Quantity	Your Price
K	ITT/BO/2023/001/K: TRAINING OF VILLAGE MECHANICS ON WATER FACILITY REPAIR AND PROVISION OF REPAIR KITS			
1	Facilitate Training for 10 VLOMs on Water Facility Repair and Maintenance over 6 Months	Person	10	
2	Provide Monthly stipends for 10 VLOMs on training	Person	10	
3	Certification of each Trainee	Person	10	
4	Full Hand Pump Repair Kit (Mark II/Mark III), with box and pair of branded (logo to be provided) khaki blue overalls	Set	10	
TOTAL COST/OFFER FOR I-4:				

PART 3: SELECTION CRITERIA

Please note that prior to price consideration, all bids that meet the essential criteria listed below will be evaluated based on the preferred criteria; preferred criteria are scored as per below table. Best scoring bids will be selected for the categories, as applicable. Where a supplier is deemed to have met the criteria by FREE, further documentations *may* be requested as deemed necessary to consider entering into a contract agreement.

Essential Criteria	
Bidder can legally operate in Nigeria (Attach Photocopy of proof of business registration - CAC)	A 'no' in either of these boxes will result in immediate disqualification.
Bidder's confirmation of compliance with the attached Conditions of Tendering, FREE's Vendors' Code of Conduct Policy	
TAX Registration Evidence (Exception for Individual Consultants for Post-Distribution Monitoring)	
Preferred Criteria	
	(0 – 70)
Bidder provides minimum 2 satisfactory client's references for similar services provided over the last two years 5 marks for each	10
Bidder did not provide any satisfactory client's references for similar services provided over the last two years.	0
Bidder's capacity to provide the listed goods including in this tender without subcontracting	10
Bidder did not have capacity to provide the listed goods without subcontracting	0
Bidder has proven past experience in similar capacity in the project location	10
Bidder has no proven past experience in a similar capacity in the project location	0
Bidders provides Past experience in providing services of similar nature and scope to local/INGOs	10
Bidder does not have experience in providing services of similar nature and scope to local/INGO	0

Bidder has the capacity to deliver the supplies within period favourable to FREE Foundation	10
Bidder does not have the capacity to deliver the supplies within period favourable to FREE Foundation	0
Bidder's prices demonstrate economic importance to FREE Foundation.	20
Bidder's price does not demonstrate economic importance to FREE Foundation.	0

PART 4: CONDITIONS OF TENDERING

I. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Invitation to Tender.
- (b) **Bidder** - a person or organisation who bids for the tender.
- (c) **Conditions** - the conditions set out in this 'Conditions of Tendering 'document.
- (d) **Goods and/or Services** - everything purchased by FREE under the contract.
- (e) **Invitation to Tender** - the Tender Information, these Conditions, and FREE's Code of Conduct.
- (f) **FREE** - Foundation for Refugee Economic Empowerment, a charitable NGO registered in Nigeria.
- (g) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by FREE to the Supplier, or specifically produced by the Supplier for FREE, in connection with the tender.
- (h) **Supplier** - the party which provides Goods and/or Services to FREE.

2. The Contract

The framework contract awarded shall be for the supply of goods and/or services, subject to FREE's Terms and Conditions of Purchase (Key Contractual Terms as attached to these Conditions together with other terms agreed between the parties). Each Bidder must confirm it is willing to agree to FREE's Terms and Conditions of Purchase or indicate where the basis of its bid differs from the terms and the reason(s) for the variance, which will be considered during the tender process. FREE reserves the right to undertake a formal review of the contract any time after awarding it.

3. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in FREE's sole discretion exceptional circumstances which have caused the delay.

4. Correspondence

All communications from Bidders to FREE relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least on the indicated date before the Closing Date, as defined in the Invitation to Tender. Responses to questions submitted by any Bidder may be circulated by FREE to all Bidders to ensure fairness in the process.

5. Acceptance of tenders

FREE may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that FREE so wishes. FREE is under no obligation to accept the lowest or any tender. FREE reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for FREE's action.

6. Alternative offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve FREE's Specification) these may, at FREE's discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. FREE is under no obligation to accept Alternative Offers.

7. Prices

Tendered prices regardless of whether or not they are shown as both inclusive of and exclusive of any Tax chargeable or any similar tax, shall be treated by FREE as including the applicable Tx under the laws of Nigeria.

8. No reimbursement of tender expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

9. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to FREE's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by FREE by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without FREE's prior written consent, for any purpose except that of tendering for business from FREE;
- not disclose the Confidential Information to third parties without FREE's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to FREE;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- Notify FREE immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

10. Award Procedure

FREE's Procurement Committee will review the Bidders and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract(s) to any one of them.

11. Information and Record Keeping

FREE shall not return any document or make copy whatsoever to any bidder, so bidders are advised to keep copies they may need of any submission made to FREE. FREE shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, at FREE's exclusive discretion on whether or not it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its tender was rejected. Where applicable, this information

shall be provided within 90 business days, counting from the date on which FREE receives the written request for the information. FREE is under no obligation to enter into correspondence whatsoever with any bidder after they make their submission.

12. Anti-Bribery and Corruption

All Bidders are required to comply fully with FREE's Anti-Bribery and Corruption Policy.

13. Child Protection

All Bidders are required to comply fully with FREE's Child Safeguarding Policy.

14. Exclusion Criteria

By submitting a bid, any vendor undertakes thereby and unequivocally that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.
- Neither it nor any of its workers has been convicted of, or indeed in any way involved illegally with, terrorists or terrorist-related groups or persons.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

15. Conflict of Interest / Non Collusion

Any Bidder who submits a bid undertakes unequivocally thereby:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of FREE which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- That it has not communicated to anyone other than FREE the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

16. Assignment and novation

All Bidders by making a submission, confirm that they will if required be willing to enter into a contract on similar terms with FREE.

17. Cost of Preparing Quotations

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and FREE will not in any case be responsible and liable for the costs incurred.

PART 5: KEY CONTRACTUAL TERMS

The contract/ agreement to be entered into between Foundation for Refugee Economic Empowerment (“**FREE**”) and the successful bidder (the “**Service Provider**”) will contain the following Key Contractual Terms (which are illustrative and not binding on FREE), together with other terms agreed between the parties which shall include at a minimum provisions.

The Services

The Supplier shall meet any performance dates for the Services specified in the Order or notified to the Supplier by FREE.

In providing the Services, the Supplier shall ensure that the Services and Deliverables correspond with their description in the Order and any applicable Specification, and that they comply with all applicable statutory and regulatory requirements

Ethical Standards and Audit Requirements

The Supplier shall observe the highest ethical standards during the performance of its duties and obligations under the Contract. The ethical standards must also be met by those who supply to the Supplier or to which the Supplier

Performance

The Supplier shall perform the Services in accordance with the timings specified in the Agreement or in the Order. Time shall be of the essence in respect of this Condition.

Indemnity

The Supplier shall keep FREE indemnified in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and legal and other professional fees and expenses awarded against or incurred or paid by FREE as a result of or in connection with:

Breach of any warranty given by the Supplier;

personal injury, death or damage to property caused to FREE or its employees arising out of, or in connection with, defects in the supply of the Services, to the extent that

the defect in the Services is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors;

any claim made against FREE for actual or alleged infringement of a third party's intellectual property rights arising out of, or in connection with, the supply or use of the Services, to the extent that the claim is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors;

any claim made against FREE by a third party arising out of, or in connection with, the supply of the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of the Contract by the Supplier, its employees, agents or subcontractors;

any claim made against FREE by a third party for death, personal injury or damage to property arising out of, or in connection with, defects in the supply of the Services, to the extent that the defect in the Services is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors; and

any claim in respect of death or personal injury howsoever caused to any of the employees of the Supplier whilst at the premises of FREE save where caused by the direct negligence of FREE or its respective employees or agents.

Price and Payment

The price of the Services shall be the price set out in the Order/Contract which includes packing, labelling, carriage, insurance, delivery, royalties and licence fees (if applicable) and all other charges, taxes, duties and impositions and is not subject to alteration for any reason whatsoever.

Unless otherwise specified in the Contract, the Supplier shall invoice FREE in arrears from date of supply of the Services (to be determined in accordance with the Agreement and with the Order/Contract) and FREE shall pay correctly rendered invoices within 30 days from the date of invoice.

FREE reserves the right to withhold payment in respect of Services supplied which are defective, rejected or otherwise not in accordance with the requirements of the Contract.

PART 6: FREE FOUNDATION'S ANTI-BRIBERY AND CORRUPTION POLICY

Our values and principles

FREE Foundation does not allow any partner, supplier, sub-contractor, agent or any individual engaged by FREE Foundation to behave in a corrupt manner while carrying out FREE Foundation's work.

What we do

FREE Foundation is committed to preventing acts of bribery and corruption through the following means:

Awareness: Ensuring that all staff and those who work with FREE Foundation are aware of the problem of bribery and corruption.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with FREE Foundation minimise the risks of bribery and corruption.

Reporting: Ensuring that all staff and those who work with FREE Foundation are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

Responding: Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.

b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.

c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.

d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.

e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.

f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.

g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.

h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of FREE Foundation from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the FREE Foundation senior management team or CEO and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with FREE Foundation.

You are obliged to:-

- act quickly and get help
- encourage your own staff to report on bribery and corruption

- contact the FREE Foundation senior management team or CEO with your concerns immediately (or their senior manager if necessary)
- Keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact your FREE Foundation representative.

PART SEVEN: FREE Vendor Code of Conduct

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT is committed to upholding the highest standards in all our business dealings with funders, protecting donor resources, and providing high-quality services and products. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment.

This Vendor Code of Conduct expresses the expectations we hold for all of FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT vendors.

General Disclaimer

This Vendor (“vendors”) Code of Conduct contains principles to promote ethical conduct in the workplace, safe working conditions, the protection of sensitive information, and the treatment of workers with respect and dignity. As used in this Vendor Code, “Vendor” refers to any entity providing products, people or services to FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT, including its subcontractors and agents, and where applicable, the personnel of Vendor and its subcontractors and agents. At a minimum, all Vendors must operate in full compliance with the laws, rules and regulations of the jurisdictions in which they operate or where they provide services to FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT. Where this Vendor Code sets higher standards than what the law provides, FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects Vendors to adhere to such standards. This Vendor Code is not intended to create new or additional rights, or any additional FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT obligations, in favor of Vendors, Vendor personnel, or any third parties. It supplements, but does not supersede, the contracts between FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT and the Vendor.

I. Compliance with Laws

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to maintain full compliance with all laws and regulations applicable to their business. When conducting international business, or if their primary place of business is outside Nigeria, vendors must comply with local laws and regulations.

A. Maintain Accurate Records

Vendors must create accurate records and not change any record entry to conceal or misrepresent the underlying transaction represented by it. All records, regardless of format, made or received as evidence of a business transaction must fully and accurately represent the transaction or event being documented.

II. Human Rights

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to treat people with respect and dignity, encourage diversity, remain receptive to diverse opinions, promote equal opportunity for all, and foster an inclusive and ethical culture.

A. Child Labor

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to ensure that illegal child labor is not used in the performance of work. The term “child” refers to any person under the minimum legal age for employment where the work is performed.

B. Human Trafficking

Vendors must adhere to regulations prohibiting human trafficking and comply with all applicable local laws in the country or countries in which they operate. Vendors must refrain from violating the rights of others and address any adverse human rights impacts of their operations. Vendors must educate employees on prohibited trafficking activities, discipline employees found to have violated the law or rules, and notify FREE of violations and action taken against employees. Specifically, vendors will be prohibited from the following in all contracts:

- Destroying, concealing, or confiscating identity or immigration documents;
- Using misleading or fraudulent tactics in recruiting;
- Charging employee recruitment fees or providing inadequate housing based on local standards, laws, and directives;
- Failing to provide employment contracts and other documentation in the employee's native language; and
- Failing to interview and protect employees suspected of being trafficking victims.

III. Employment Practices

A. Harassment

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to ensure their employees are afforded an employment environment that is free from physical, psychological, and verbal harassment or other abusive conduct.

B. Non-Discrimination

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to provide equal employment opportunity to its employees and applicants for employment, without regard to race, ethnicity, religion, color, sex, national origin, age, military veteran status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, genetic information, or mental or physical disability, so long as the essential functions of the job can be competently performed with or without reasonable accommodation.

C. Substance Abuse

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to maintain a workplace free from illegal use, possession, sale, or distribution of controlled substances.

IV. Anti-Corruption

A. Anti-Corruption Laws

Our vendors must comply with the anti-corruption laws, directives, and/or regulations that govern

operations in the countries in which they do business, such as the U.S. Foreign Corrupt Practices Act, Nigeria's EFCC Act, the UK Bribery Act.

We require our vendors to refrain from offering or making any improper payments of money or anything of value to government officials, political parties, candidates for public office, or other persons. This includes a prohibition on facilitating payments intended to expedite or secure performance of a routine governmental action like obtaining a visa or customs clearance, even in locations where such activity may not violate local law. Personal safety payments are permitted where there is an imminent threat to health or safety.

We expect our vendors to exert due diligence to prevent and detect corruption in all business arrangements, including partnerships, joint ventures, offset agreements, and the hiring of consultants.

B. Illegal Payments

Our vendors must not offer any illegal payments to, or receive any illegal payments from, any customer, vendor, their agents, representatives, or others. The receipt, payment, and/or promise of monies or anything of value, directly or indirectly, intended to exert undue influence or improper advantage is prohibited. This prohibition applies even in locations where such activity may not violate local law.

C. Unfair Business Practices

Vendors must not engage in unfair business practices such as fixing prices or rigging bids with competitors. Vendors must not allocate customers or markets with competitors, or exchange current, recent, or future pricing information with competitors. Vendor will otherwise comply with all applicable antitrust and competition laws.

D. Gifts/Business Courtesies

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to compete on the merits of their products and services. The exchange of business courtesies may not be used to gain an unfair competitive advantage. In any business relationship, our vendors must ensure the offering or

receipt of any gift or business courtesy is permitted by law and regulation, these exchanges do not violate the rules and standards of the recipient's organization, and are consistent with reasonable marketplace customs and practices.

V. Conflict of Interest

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest in their dealings with our company. We expect our vendors to provide notification to all affected parties in the event an actual or potential conflict of interest arises. This includes a conflict between the interests of our company and personal interests or those of close relatives, friends, or associates

VI. Information Protection

A. Confidential/Proprietary Information

We expect our vendors to properly handle sensitive information, including confidential, proprietary, and personal information. Information should not be used for any purpose (e.g., advertisement, publicity, and the like) other than the business purpose for which it was provided, unless there is prior authorization from the owner of the information.

B. Intellectual Property

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to respect and comply with all the laws governing intellectual property rights assertions, including protection against disclosure, patents, copyrights, and trademarks.

C. Information Security

Vendors must protect the confidential and proprietary information of others, including personal information, from unauthorized access, destruction, use, modification, and disclosure through appropriate physical and electronic security procedures. Vendors must comply with all applicable data privacy laws. Vendors shall ensure extension of this requirement to all sub-tier sources they employ.

VII. Environment, Health, and Safety

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to operate in a manner that actively manages risk, conserves natural resources, and protects the environment. We expect our vendors to comply with all applicable environmental, health and safety laws, regulations, and directives. Vendors should protect the health, safety, and welfare of their people, visitors, and others who may be affected by their activities.

VIII. Global Trade Compliance

A. Security

When applicable, vendors are encouraged to implement practices and procedures to ensure the security of their supply chains.

B. Import

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to ensure their business practices are in accordance with all applicable laws, directives, and regulations governing the import of parts, components, and technical data.

C. Export

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to ensure their business practices are in accordance with all applicable laws, directives, and regulations governing the export of parts, components, and technical data.

IX. Quality

Vendors must take due care to ensure their work product meets our company's quality standards. We expect our vendors to have in place quality assurance processes to identify defects and implement corrective actions and to facilitate the delivery of a product whose quality meets or exceeds the contract requirements.

A. Counterfeit Parts

We expect our vendors to develop, implement, and maintain methods and processes appropriate to their products to minimize the risk of introducing counterfeit parts and materials into deliverable products. Effective processes should be in place to detect counterfeit parts and materials, provide notification to recipients of

counterfeit product(s) when warranted, and exclude them from the delivered product.

X. Ethics Program Expectations A.

Whistleblower Protection

FOUNDATION FOR REFUGEE ECONOMIC EMPOWERMENT expects our vendors to provide their employees with avenues for raising legal or ethical issues or concerns without fear of retaliation. We expect our vendors to take action to prevent, detect, and correct any retaliatory actions.

B. Consequences for Violating Code

In the event of a violation of any of the above expectations, we may pursue corrective action to remedy the situation. In the case of a violation of law or regulation, we may be required to report those violations to proper authorities. We reserve the right to terminate our relationship with any vendor under the terms of the existing procurement/purchasing contract.

C. Ethics Policies

Commensurate with the size and nature of their business, we expect our vendors to have management systems in place to support compliance with laws, regulations, and the expectations related to or addressed expressly within this Vendor Code of Conduct. We encourage our vendors to implement their own written code of conduct and to flow down the principles of a code of conduct to the entities that furnish them with goods and services.

Signature of Approved Representative:

Full Name of Vendor:

ANNEX A

Scope of Work/Technical Specifications (UPGRADE OF HAND PUMP TO SMBH)

Scope of Work for Installation of solar pump and mounting of PV array.

I) General Clauses

- i. FREE Nigeria (herein referred to as the EMPLOYER) is planning to rehabilitate/ upgrade borehole in Damboa LGA in Borno State.
- ii. The scope of work is an integral part of the contract.
- iii. This document defines the technical specifications of the construction, according to the technical specification.
- iv. The Contractor will have their own supervisor on site at all work times.
- v. A recording book will be put in place available on site; this book can be checked upon request. This book will record the provision of each material as well as the quantity and quality used for each day. The progression on daily basis will have to be recorded. Each major step of the construction will have to be approved by FREE supervisor. If available, a waybill can be provided to the supervisor to verify quantities.

General Requirement

All system shall be fully operational turnkey installation. Contractor shall make their own assessment and suggest a suitable location for installation of PV system on ground or above the tank. The location chosen for system installation for each site shall be approved by FREE' representative

According to FREE' technical assessment of the water point, all the facilities have adequate unshaded space. The contractor shall make own assessment for enough space for unshaded array: The array will be installed where shading is avoided from 6am-6pm "Solar time" each day of the year. This will be verified during pre-installation and the acceptance test.

The installed system must meet applicable national standards and codes. Plastic laminated safety signage placards should be provided for each installation. Contractor shall install the same at designated locations as per instructions.

For each water point, PV modules must be procured from same make (manufacturer) and same wattage rating.

PV System Mechanical Specification

The installed system shall include all hardware required for assembling the array, balance of system components, and structural attachments to mounting frames.

The PV array shall be installed on a mounting frame with a slope which is approximately 20 degrees with an eastern orientation within northeast to southeast +/- 15 degrees of true south.

The PV array mounting structure including modules and balance of the system component shall be designed to withstand wind load of at least 60 mph

Adequate spacing about 1-2 meters, between the ground surface and mount frame shall be maintained to allow air circulation to cool the modules back sheet.

Array mounting frame supplied shall be compatible with the site consideration and environment.

PV Panels shall be firmly secured to the mount frame using 50mm by 50mm angle iron of 5mm thickness.

Mounting frames for ground based PV modules should be placed on 4"x2"x5mm H-beam berried at least 5mm below ground level in a concrete mix ratio- 1:3:6. Concrete mold should be 50mm above ground level for each stanchion. Stanchion should be spaced at 3460mm horizontally while allowing 300mm hangover at both side and 1600mm vertically.

Special attention should be paid to minimizing from exposed fasteners, sharp edges and special damaged to the modules or support structure. All potentially hazardous hardware shall be protected or shielded for safety.

Mechanical hardware, Conduit and other equipment shall be concealed beneath or behind the array. Contractor shall provide combiner boxes if required.

The array layout must be consistent with the ordering (and labeling) of source circuits in the array combiner boxes. Accessibility to perform array troubleshooting and maintenance is required by allowing access to the back of array.

The PV system will be installed in communities, therefore population safety is critical. Contractor must minimize the risk of vandalism, theft and personnel injury in the installation and operation of the system

PV System Electrical Design Specification

A grounding electrode shall be for the array.

All outdoor wiring must be listed to a temperature rating of 90°C in wet locations and shall be listed as sunlight resistant where run outdoors and outside of conduit. All AC wiring shall be ducted in metal conduit. DC wiring can be ducted in PVC conduits.

Outdoor rated, visible-break lockable disconnect shall be installed on each set of current carrying conductor entering or leaving the array area.

The wiring shall be sized appropriately in order to avoid more than 1% voltage drop.

Scope of Work for Steel Support & PVC Tanks

Material Quality requirement

- Pressed steel water tank to BS 1564 part 2
- Steel tower to BS 449
- Steel Ladder to BS 4211
- All fillet welds not less than 6mm unless otherwise stated.
- All gusset welded plates should be 6mm thick.
- Holes on angle and gusset plates to be 18mm diameter.
- All welding should be deluged and wired brushed.
- Tank and tower to be painted one coat of red oxide primer and one coat of aluminum paint before dispatched, with one coat of aluminum paint after installation.
- All steel shall be grade 43
- All bolts should be M16 (grade 4.6)

- All builders work to be done to suite structural engineer's details
- Foundation based to be on stable undisturbed soil.
- Foundation bolts to be properly levelled before casting.
- All nuts head are to be covered to avoid cement setting on threads
- All steel members shouldn't be rusted.
- Gravel should be crushed not less than 19mm (0.75 inch)
- Sand should be sieved, maximum diameter 6mm (0.25inch)
- Water for construction should be non-saline and free from organic matter.
- Reinforcements bars should be free from rust and of correct type and size for concrete construction work (typically a characteristic yield stress of at least 210 N/mm²)

Steel Support

- The Contractor shall supply and erect PVC tanks and Steel towers in accordance with the FREE drawings and BoQ.
- All structural steel work shall conform to BS 4 and all sections shall be at least equivalent to those shown in BS 5950 unless otherwise shown on the drawings or indicated in the BoQ.
- The Steel support structure shall be as specified in the drawing and BoQ complete with ladder to the top of catwalk and all nuts, bolts, washers as necessary for site erection. The tank steel support structure shall be painted with one coat of red oxide primer and one coat of aluminum paint before dispatch, and one coat of aluminum paint after installation
- Provision will be made for 450 mm wide catwalk complete with hand railing around the perimeter of the tank and 450 mm wide valve-operating platform with hand railing approximately 3 meters below the tank base.
- Supply, deliver and install all pipe work necessary to operate tank, inlet, outlet, washout, overflow and other fittings as shown on the drawings.
- Ends of beams and joints, including other members, shall be cut to exact lengths true and square and shall be cleaned of burrs or rough edges. Drilled or punched holes shall not be greater than 1/16" more than the bolt diameter and they shall be cleaned of burrs and rough edges.
- All fillet welds and gussets plates should not be less than 6mm thick unless otherwise stated. Holes on angles and gusset plates to be 18mm diameter. All welding are to be deslagged and wire-brushed. All bolts should be to be M16 (grade 4.6).
- Foundation bolts are to be properly levelled before casting. All nuts heads are to be covered to avoid cement setting on threads. Gravel should be crushed and not exceeding 19mm (0.75 inch)
- Reinforcement bars should be free from rust and of the correct type and size for concrete construction work (typically a characteristic yield stress of at least 210 N/mm²).
- 6m standard steel stanchion consisting of four numbers 200 x 100 x 4mm steel I-section braced with 50mm angle section.

Support Foundation

- Excavate foundation trench to a depth not below 1800mm at 4200 x 4200mm for footing as specified in drawings.
- Trim and level off surface of excavated surfaces under surface beds
- As preparation to receive foundation base and column, place a surface blinding of 50mm thickness with a concrete mix ratio of 1:2:4.
- Place reinforcement basket for column base on surface blinding. Basket should be of high yield steel diameter 16mm with a mesh of 150mm c/c in top and bottom as specified in drawing. Allow for column reinforcement of steel diameter 20mm centralized on footing basket and firmly secure with binding wire. Column dimension shall be 400 x 400mm and will be 1950mm high. Column links shall be spaced at 150mm using 6mm diameter stirrups.
- Supply materials, prepare and cast concrete Grade 20/19mm aggregates as footings, 3600 x 3600 x 500mm deep for each footing.
- Formwork to vertical strutting shall be provided for casting of columns and shall remain in position until the newly constructed work is due for curing.

- Cast concrete grade 20/19mm aggregates as column. Column dimension shall be 400 x 400mm and will be 1450mm high from footing as specified in drawing
- Concrete cover of 50mm should be used for all RC casting
- Allow at least 72 hours for curing before removing formworks
- Backfill to trench and compact
- Prepare and cast oversite concrete 3600 x 3600mm and 150mm thick using mix ratio 1:6.

Access Ladders

- Supply and fix 50 x 50 x 2mm flat bar as balustrade (ladder)
- An outside tank caged ladder shall be furnished and installed as shown in drawings.
- An interior ladder shall be furnished and installed as shown in drawings.
- Ladders shall be fabricated of hot-dipped galvanized carbon steel.
- Safety cage as well as intermediate and top step-off platforms shall be fabricated of hot-dipped galvanized carbon steel.

Disinfection

- Provide for the disinfection of the tanks after installation.
- Fill the tanks a quarter full with clean water. Sprinkle 80 grams of granular high-strength calcium hypochlorite HSCH into the tank for every 1000 litres total capacity of the tank. Fill the tank completely with clean water; close the lid and leave to stand for 24 hours.
- Completely empty the tank and carefully dispose of the disinfecting water as it will contain a high concentration of chlorine. Fill the tank with drinking water; allow standing for about an hour then empty the tank again.
- Care must be taken when disposing of all liquids used for cleaning and disinfecting the tanks. Sudden discharge of water will cause localized erosion or flooding. Make sure the water follows a channel to its final disposal point.
- Liquid waste should not be disposed of in rivers and ponds as the organic materials and high chlorine levels may kill fish and plant life.

Scope of Work for the Construction of Perimeter Fence to Enclose and Secure Upgraded Borehole Sites

2) General Clauses

- vi. FREE Nigeria (herein referred to as the EMPLOYER) is planning to build a perimeter fence to enclose and secure upgraded borehole site in Damboa LGA in Borno State.
- vii. The scope of work is an integral part of the contract.
- viii. This document defines the technical specifications of the construction of fencing perimeter.
- ix. The Contractor will have their own supervisor on site at all work times.
- x. A recording book will be put in place available on site; this book can be checked upon request. This book will record the provision of each material as well as the quantity and quality used for each day. The progression on daily basis will have to be recorded. Each major step of the construction will have to be approved by FREE supervisor. If available, a waybill can be provided to the supervisor to verify quantities.

3) General Requirements:

The contractor shall be a qualified building or civil engineering firm with a registered construction company able to work in Nigeria. MUST possess strong technical, Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or such related structures in accordance with proper engineering of international standards.

The contractor must have Knowledge of behavior of structures under distresses of all kinds, including their designs, uses, repair and maintenance and carry out all works in accordance with this statement of work and FREE' technical specifications described herein.

The contractor MUST adhere to the stipulated specifications, standards and recommendations to ensure that at the completion of the activity, there is recorded little or no significant adverse impacts to the environment.

4) Personnel, Equipment and Materials

Contractor will determine the method, details, and means of completing the project in the method of performing services and agrees to devote the required personnel including engagement of local labor for the unskilled services for the benefit of the community

Contractor, at its own expense, will supply all tools, instrumentalities and all building and installation materials for the project, contractor shall offload at the designed location and protect all materials from exposure to the weather until time of installation or use.

5) Material Quality Requirements:

- High quality GI pipes as primary columns/supports with diameter 75mm (3 inches)
- High quality GI pipes as secondary columns/supports with diameter 50mm (2 inches)
- High quality angle iron with dimension 40mmx40mmx4mm as horizontal braces
- High quality wire mesh (square)
- High quality razor fence galvanized barbed wire 3.6m long (18ft) per roll
- Fabricated Y-shaped angle or barbed wire arms & fittings (fondly known as “Y”)
- Gravel should be crushed and not exceeding 19mm (3/4 inch) and not below 6.35mm (1/4 inch)
- Fabricated purpose made door and accessories
- Hollow concrete block:
 - i. Should be 9 inches (225mm) sandcrete blocks
 - ii. Will be tested at the reception (dropped at a human height)
 - iii. Should be compartmented two (2) minimum
 - iv. If molded on site, site visit will be performed by FREE supervisor. All information has to be provided by the contractor; volume of cement, sand, and the drying time that should not be less than 3 days
 - v. Incomplete concrete block of partially damaged will not be accepted.
- All precast concrete members should be vibrated during casting and allowed a minimum of 48 hours curing before installation.

6) General Description

- The perimeter fence has the following dimensions:
 - i. Area: 14mx7m (98m²)
 - ii. Perimeter: 14m+14m+7m+7m (42m)
 - iii. Height: 1.8m (from the top of the block wall level)
 - iv. Primary GI pipes (3 inches) installed at 3500mm center to center spacing along the entire perimeter
 - v. Secondary GI pipes (2 inches) installed at 300mm center to center spacing along the entire perimeter
 - vi. 40mmx40mmx4mm angle iron installed as horizontal braces spaced at 300mm center to center from top to bottom along the entire perimeter
 - vii. Squared wire mesh installed and anchored to the GI pipes along the entire perimeter
 - viii. Razor fence galvanized barbed wire anchored to the barbed wire arms installed along the entire perimeter
 - ix. Three courses of block wall as support foundation using 225mm sandcrete blocks

I. Earth work/Excavation to Foundation

- Contractor shall ensure sites are cleared of shrubs, debris and unwanted materials before commencement of excavation.
- Excavate foundation trench to receive plain concrete blinding before lining with sandcrete blocks
- As preparation to receive block lining, a blinding of 50mm thickness with a ratio of 1:4:8 cement to sharp sand to crushed stone will be spread in trench as strip foundation
- The lining of the superstructure will be done by laying 225mm (9 inches) sandcrete blocks bonded together with a mortar with a ratio 1:4 until reaching a level of 325mm above the ground level
- The hollows of sandcrete block above ground level should be filled with concrete of ratio 1:4:8
- Backfill and ram foundation, spread and remove surplus excavated materials

2. General masonry

- i. The structure will be supported by 225mm sandcrete block wall only to the foundation level high in pointing works.
- ii. The interior and exterior wall surfaces will be finished with mortar plaster with mix ratio 1:4

3. Safety

Safety is the highest priority on this contract. The contractor shall direct all those working under his charge to work safely.

5.2 Technical Specifications of the works.

S/N	Unit	Qty	Technical Specification of Items & Description of Works (solar components)
Section A			
	LS	1	Initial mobilization and final demobilization of equipment, labour and materials for contractors' base office to site.
1	pcs	1	Supply and Installation of Grundfos SQ Flex2.5-2N Pump
2	pcs	1	Supply and Installation of Grundfos CU200 Control Unit
3	Modules	8	Supply and Installation of Solar Panel 260watt mono
5	meter	80	Supply and Installation of SQ cable 3x4 mm
6	pcs	1	Supply and Installation of 4ft pure copper earth rod
7	pcs	1	Supply and Installation of Earth Rod Cable 1x16mm
8	pcs	50	Supply and Installation of 10mm Marine safety rope
9	pcs	10	Supply and Installation of Indian riser pipes 1 1/4" 3.04m
10	meter	1	Supply and Installation of Top adaptor Stainless Steel 1 1/4"

11	pcs	1	Supply and Installation of Bottom adaptor Stainless steel 1 1/4"
13	pcs	1	Supply and Installation of Grundfos Io50 Switch
Section B		Description of Items (Framework)	
	LS	1	Using H-Chanel Beam 4"x2" x5mm construct frame that will accommodate 8 PV panels
	LS	1	Bracing of frame using angle Iron 2"x2"x 5mm
	LS	1	Apply Red oxide as first coat and second coat to protect the frame from corrosion
	LS	1	Apply two coat of Aluminum paint to all surface of constructed frame
Section C		Description of Items (perimeter Fencing)	
	M ³	25.2	Excavate trench not exceeding (1.0mx0.6mx42m perimeter) to receive block work as foundation
	M ³	30.24	Excavate columns/supports pits not exceeding (1.2mx0.6mx0.3m)x 140N0s as GI steel columns/supports foundation
	M ³	45.99	Backfill and ram foundation spread and remove surplus excavated materials
	M ³	15.12	Plain In-situ concrete (concrete mix – 1:2:4 – 20mm aggregate) in: Foundation (blinding) (0.6mx0.6mx42m)
	M ³	0.86	Reinforced concrete (1:2:4-20mm aggregate) in:Insitu concrete cast in columns pit (0.2mx0.6mx0.3m)x24N0s
	M ²	28.35	9" hollow sandcretes block work bedded and jointed in cement and sand mortar (mix 1:6) as foundation lining (0.225x3mx.42m)
	Pcs	12	3" GI pipes as primary columns/supports spaced at 3500mm c/c (3N0s x 2) along the breadth+(3N0s x 2) along the length
	Pcs	12	2" GI pipes as secondary columns/supports spaced at 1700mm c/c (2N0s x 2) along the breadth+(4N0sx2) along the length
	Pcs	78	40mmx40mmx4mm angle iron welded to GI pipes across the length and breadth spaced at 700mm from bottom to top (10N0s x 42m perimeter)/5.4m length
	LS	1	Apply Red oxide as 1 st and 2 nd coats to protect the steel columns from corrosion.
	LS	1	Apply two coats of Aluminum paint to all surface of constructed frame
	M ²	84	Squared wire mesh fixed to the GI pipes at 1.8m high from the top of the laid foundation block wall (1.8m x 42m perimeter)
	Roll	3	Razor fence galvanized barb wire installed along the entire 42m perimeter inclusive of metal anchorage, "Y"
	LS	1	Purpose made steel door with accessories fixed to provide entry and exit 1200mm

SN	Unit	Qty	Technical Specification of Items & Description of Works(Steel Support and PVC Tanks)
	Ls	1	Initial mobilization and final demobilization of equipment, labour and materials for contractors base office to site.
1.0			SUB-STRUCTURE (All Provisional)
1.1			Mobilization and Earth works
	m ³	12.5	Excavate for foundation to a depth of 1800mm and cart away
	m ³	10.36	Backfill selected excavated material; well consolidated in 150mm layers around foundation and level the entire area
1.2			Installation and Casting of foundation
a			Reinforced insitu concrete (1:2:4 - 20mm aggregate) poured into and vibrated in formwork around reinforcement;
	m ³	2.19	Supply material, prepare and placed concrete Grade 15/19mma aggregates as blinding layers, 300mm thickness with mix ratio 1:2:4
	m ³	2.7	Supply material prepare and cast reinforced in-situ concrete Grade 20/19mm aggregate for column base with mix ratio of 1:2:4 and Y16 bar@ 150mFREE/c T/B. Price includes steel reinforcement and formwork. Refer to technical specification for more details in foundation footings.
	m ³	0.864	Supply materials prepare and cast reinforced in-situ concrete grade 20/19aggregate for column with mix ratio 1:2:4 Y16 bar. Links for column R6 150mm c/c. Price includes steel reinforcement and form works. Refer to technical specification for more details in foundation footings
	Set	6	Install a set of diam. 16mm anchor bolts (6pcs) and metal plate (size :35x35cm and 10mm thick) accurately in position for steel tower column complete with all necessary accessories.
1.3			SUPER STRUCTURE (STEEL WORKS)
a			Elevated Steel Tower welded, bolted, and grinded joints, including paintings to engineers detailed design and specifications
	L/S	1	Fabrication and mounting of steel member for water tower. Refer and follow technical specification, manufactures instructions, site instructions, approved scope of work and working drawings.
b			Installation of platforms, ladders, staircase, level indicator, handrails and piping as per drawings. Refer and follow technical specification and approved scope of work.
	L/S	1	Provide a protected walkway around the tanks as per specification.
	L/S	1	Install a ladder to the walkways station as per specification

c			Plumbing Works. Connect water tanks to fetching points following approved work method and working drawings.
	Set	4	Supply and Install 20,000 (4No. Of 5000 liters capacity) PVC GEEPEE Tank with all fittings and accessories.

S/N	Unit	Qty	Technical Specification of Items & Description of Works (Fetching points and soakpits)
A			PRELIMINARY WORK
1.0	m ²	1	Mobilization and site clearing of site
B			SECONDARY NETWORK DISTRIBUTION
1.0	pcs	3	GI 1 1/4" pipe 6m long
1.1	pcs	5	GI 1 1/4" -1" Tee connector
1.2	pcs	1	GI 1 1/4" -1" 90 degrees elbow
1.3	M	7	GI 1" pipe
1.4	pcs	6	GI reducer 1 1/4" x 3/4"
1.5	pcs	6	GI faucet 3/4" high quality tap heads
1.6	pcs	6	GI elbow 1"-3/4"
1.7	pcs	5	Teflon tape (thread tape)
1.8	pcs	3	2" GI socket
1.9	pcs	4	GI pipe 2" 6m long
2.0	pcs	2	PVC pipe 2" (10 bars) 6m long
2.1	pcs	2	PVC pipe 1" x 1/4" (10 bars) 6m long
2.2	m ³	1.8	Trench on natural soil not less than 0.6m for pipe laying
2.3	pcs	1	2"-1 1/4" GI reducer
C			CONCRETE WORK-WATER POINT
1.0	m ³	2.8	Excavation
1.2	pcs	150	Foundation in two courses of 9" sandcrete block
1.3	m ³	1.5	Concrete blinding (ratio 1:2:4) 50mm thickness
1.4	m ³	0.45	Plastering/Rendering of surface/ flooring (ratio 1:4) 20mm thickness
D			SOAK PIT
1.0	m ³	9.5	Excavation
1.1	m ³	0.18	Blinding in excavated pit (ratio 1:5) 50mm thickness
1.2	pcs	150	Pit lining with 9" sandcrete blocks

1.3	m ³	1.2	Backfill and compact
1.4	pcs	2	UPVC pipe 4"
1.5	pcs	1	4" PVC Union
1.6	pcs	1	PVC Elbow 4" 90 degrees
1.7	pcs	6	PVC pipe 2" (10 bars) 6m long
1.8	m ³	0.12	Precast concrete service slab (400x400x75mm)
1.9	m ³	0.225	Precast concrete service slab (1500x1500x100mm)
2.0	pcs	2	Anchor for service slab (quarter rod)
2.1	M	10	2"x 3" hard sawn wood for formwork
2.2	m ³	0.18	Plastering of surfaces above ground 50mm thick (ratio 1:4)

5.3 Works Design

Drawing

ANNEX B

WATER TRUCKING: DESCRIPTION OF SERVICES AND DELIVERABLES

I. INTRODUCTION

The Contractor understands that safe drinking water is a fundamental requirement for good health and agrees that it is providing these water transportation and delivery services as method of providing a refugee and other persons of concern populations with access to life-saving quantities of safe drinking water.

II. TRANSPORT AND DELIVERY OF WATER

- A. The Contractor shall transport the agreed volumes of water on a daily basis to water storage tanks in the designated host communities during the entire period of the Water Delivery Purchase Order.
- B. The Contractor acknowledges that the volumes of water ordered to be transported, and delivery destinations under the Contract, are likely to vary, including increases or decreasing during the contract period, and are decided by the FREE only.
- C. The Contractor shall provide the transportation and delivery of water and perform the Services solely after it receipt and signed acknowledgement of a Water Delivery Purchase Order issued by FREE.
- D. Upon specific request, the Contractor shall adjust in a timely manner water quantities to be delivered as part of a Water Delivery Purchase Order, in a timely manner, but no later than 12 hours after receipt of notice from FREE.

III. WATER TRANSPORTATION SCHEDULE

- A. The Contractor shall deliver the [agreed] quantities of water each and every day to the designated locations provided in the Water Delivery Purchase Order issued by FREE.
- B. The Contractor shall ensure the water trucking service continues uninterrupted EVERY DAY in order to maintain a constant supply of drinking water to the designated locations.
- C. Notice of Rupture of Daily Services: The Contractor shall inform FREE immediately and without delay if there are any events or circumstances that may lead to a break in daily provision of water supply to the assigned areas.
- D. Right to Terminate the Contract: If the Contractor fails to maintain uninterrupted daily services, FREE shall (without limitation on its other rights and remedies under the Contact) have the right to immediately terminate the Contract for cause and to engage another service provider.

IV. ACCEPTANCE BY FREE OF DELIVERY

Acceptance by FREE of delivery of water shall be evidenced by counter-signing each and every delivery by the authorized and designated FREE site focal point in the Water Delivery Vehicle Log Book.

V. REPORTING REQUIREMENTS.

- A. The Contractor shall record all the daily data of water trucking operations in the Water Delivery Vehicle Log Book to be kept for every vehicle.
- B. All Water Delivery Vehicle Log Book pages must contain an original signature of the driver at the bottom of every page and the original signature of the approved delivery point representative from FREE for every delivery.
- C. The information recorded in the Water Delivery Vehicle Log Book shall be summarized by the Contractor in a Weekly Delivery Report to be submitted to FREE.
- D. FREE will proceed to the validation of Weekly Delivery Reports that will be used as the basis for invoices for payments issued by the Contractor to FREE. The total values provided in the summary document should equate to the sum of the values provided in the daily driver logs.

VI. **WATER SOURCES**

Water itself will be supplied – at no additional cost regarding the cost of water itself – from approved water sources by FREE.

NOTE:

Approved water sources include town drinking water supplies, groundwater boreholes, or directly from a bulk water supplier at the point of water treatment. Collection point will be determined by FREE.

VII. **WATER QUALITY**

- A. The Contractor shall ensure the safety chain of water tanking (e.g. through routine cleaning and disinfection of the water tanker reservoir).

VIII. **WATER DELIVERY POINTS**

All water delivery points shall be agreed on-site between the FREE Focal Person and the Contractor.

X. **TRANSFERRING DRINKING WATER TO THE WATER TANK**

- A. The Contractor shall transfer the drinking water in such a way that contamination is not introduced into the receiving tank.
- B. All necessary cleaning or flushing of the hose end points or outlets shall be performed in order to ensure no contamination is contained within the delivery hose prior to transferring the drinking water.
- C. A dispersal plate attached to the end of the delivery hose shall be used in order to assist in avoiding undue agitation of sediment on the floor of the receiving tank.

XI. VEHICLES AND TANKS

- A. The water truck must be specifically designed for the transportation of portable water.
- B. The truck must be free of contamination and fit to transport drinking water at all times during the loading, transporting and delivery of water.
- C. All trucks must be completely enclosed, and tightly sealed, with lockable lids or hatches. Containers that are open to the atmosphere, during hauling are not acceptable for use.
- D. The truck shall be equipped with a water pump and other necessary equipment, for loading/offloading purposes (refilling the tank of the truck and discharging it into water tanks at designated locations)
- E. The trucks shall be equipped with a hose (length at least 15 meter)
- F. The truck shall be in good technical condition with legal documentation from the relevant agency to drive on the road.
- G. Water reservoir and fittings shall be kept clean and in good repair and shall be otherwise maintained so that they do not cause deterioration of water quality.
- H. Reservoirs, hoses and fittings shall be made of, or lined with, a material that does not contaminate the drinking water.
- I. Reservoirs used for transporting drinking water shall be used exclusively for that purpose.
- J. Water reservoirs fabricated from mild steel shall be coated internally with an approved material which is suitable and safe for contact with drinking water. The internal coating of mild steel water reservoirs shall not be carried out until all welding has been completed and the interior surfaces of the tanks have been thoroughly descaled and cleaned.
- K. The interior of the water reservoir shall be maintained in a clean, hygienic condition and shall be free from rust and all foreign matter.
- L. The water reservoir shall be able to be fully drained and shall have a sufficient opening for inspection and cleaning of the contact surfaces.
- M. The exterior surface of the water carrying vehicle, pipelines, fittings and all other equipment shall be kept in a clean condition at all times and shall not cause contamination of the water.

- N. Containers and fittings used for the transportation and delivery of potable water shall not be used for any other purpose. The water reservoir must not be used to convey liquid other than potable water suitable for human consumption.

XII. HOSES AND FITTINGS

- A. Delivery hoses shall be composed of non-toxic materials which are suitable and safe for contact with potable water. Hoses shall comply with a relevant international standard such as plastic materials for food contact use.
- B. All pipes are to be secured and stored during transit and delivery, in a safe and hygienic manner to prevent them from contamination, including by capping hoses and pipes in such a manner as to prevent the contamination of couplings and hose interiors when hoses are not in use, being laid flat and kept in a dustproof container to prevent contamination when not in use or during transport.
- C. A dispersal plate should be attached to the end of the delivery hose to assist in not causing undue agitation of sediment on the floor of the tank receiving the water.

XIII. MAINTENANCE -- CLEANING AND DISINFECTING TANKS, HOSES AND FITTINGS

- A. The Contractor acknowledges and agrees that regular maintenance is essential in ensuring the drinking water provided is safe.
- B. The Contractor is fully responsible for all the maintenance and repair of each vehicle including when the vehicle is damaged or is not in good working condition. The Contractor agrees that maintenance should be conducted regularly in accordance with national legislation. Without limitation to the foregoing, The Contractor shall clean and sanitise its tanks, hoses and any all other equipment that comes into contact with drinking water at least every three months.

IX. KEY PERFORMANCE INDICATORS

The following key performance indicators shall be used to for monitoring and evaluation of the Contractor's performance of the Services:

- Number and % of days were the agreed volumes of water are supplied to the agreed locations (aim 100 % during the entire contract period);
- No disruption in the water supply to the beneficiaries;
- Quality and accuracy of daily data recording and weekly reports.
- Clarity and accuracy of the contractor's invoices for payments;

The Contractor agrees that these indicators may be monitored by FREE staff on a regular basis.

XIX. SUBCONTRACTING

- A. The use by the Contractor of any subcontractors or other agents to perform any part of the Services shall require the prior written approval of FREE.
- B. Any subcontract entered into by the Contractor with a subcontractor shall (and shall be deemed to) incorporate the terms and conditions of the Contract.

ANNEX C

POST-DISTRIBUTION MONITORING (PDM)

Duration of Exercise: approx. 10 to 20 working days, between September and November (Specifics shall be discussed with selected contractor)

Location: Damboa, Borno State

Background

Foundation for Refugee Economic Empowerment (FREE) is a purpose-driven humanitarian and development non-governmental organization that implements a range of portfolio through purposeful partnerships.

Foundation for Refugee Economic Empowerment is an organization building bridges for improved lives for people affected by calamity. Our mission is to support people affected by natural and man-made disasters, especially those who have suffered displacement to be able to get back their lives and livelihoods in no time. We work also with underserved communities to ensure that they have basic facilities and services. Over the past 8 years, working closely with government, civil society and private sector partners, FREE has reached more than 1,000,000 beneficiaries across Nigeria with assistance in Water Sanitation and Hygiene (WASH), Food and Livelihood Assistance, Health and Nutrition Support, Education in emergency, among others.

The project under review

The project targets approximately 7,000 people in communities that have not attained the minimum WaSH standards through focusing on the Water, Sanitation, and Hygiene needs of people including children, adolescents, women, men and other vulnerable members of target communities in Damboa LGA. Project implementation has run for 6 months.

Activities under the project include the distribution of WASH Non-Food Items (NFIs) to approximately 2,000 Households.

Objectives of the Assessment

The objectives of this assessment are the following:

- **Objective 1:** Provide an objective assessment of the achievements and impact the NFIs have had on the beneficiaries
- **Objective 2:** Conduct an in-depth analysis of the challenges associated with the NFIs, and how they can be addressed moving forward, generating lessons learned and recommendations for the future project implementation
- **Objective 3:** Generate insights based on input from beneficiaries how FREE could better support the community and help maximize the impact of activities

The findings of the review will also inform FREE's next implementation strategy which will be developed in late 2023-4.

Methodology and approach

The evaluator is ultimately responsible for the overall methodological approach and design of the exercise and is expected to propose methodologies he/she/they consider most appropriate to achieve the aims of this review.

The assessment should conform to FREE's and the donor's Quality Standards for humanitarian response and use a combination of methods.

The exercise should use a participatory approach involving the team of the FREE personnel and also involve key community stakeholders. The approach may include a **review of relevant project documents and procedures** (such as the project agreement and its log-frame, progress reports, donor reports, the Implementation Strategy, tools and guidance materials developed by FREE in the context of the project, and **interviews with any other key stakeholders**).

Key issues to be addressed

The following questions could be addressed during the project end-line.

The evaluator is free to prioritise these issues and to suggest others deemed necessary:

- Assessing the (ongoing) project and its results in terms of relevance, efficiency, effectiveness and impact, including expected impacts and sustainability of the project, as well as the need and potential for improvement
- Project design and management: assessing the approaches to planning, monitoring, evaluation and learning
- Added value and participation: What value has the project added to the
 - Community of implementation
 - the overall emergency response in WASH in the LGA?
- How can FREE increase its impact in relation to the work with the donor?
- How can FREE better support its beneficiaries and maximize the impact of their work?

Qualifications and selection criteria

The consultant (or consultants) should present the following skills and qualifications:

- Higher university degree in social sciences or another relevant area, especially in Sustainable Development, Environmental Studies, Disaster Response, or other relevant fields
- At least five years of proven relevant professional experience in a humanitarian environment, preferably within or working with non-profit organisations, foundations, donor organisations, academia or international organisations
- Demonstrated experience in evaluation processes and production of at least three evaluation reports on projects or programs implemented by non-governmental organisations, non-profit organisations or international organisations, preferably in the areas of anti-corruption and good governance
- Demonstrated ability to produce clearly written, focused analysis and substantiated recommendations based on that analysis
- Excellent command of English
- Availability to carry out the described tasks
- Demonstrated familiarity with the functioning of civil society organizations is desirable
- Familiarity with the work and role of the FREE Foundation and its context is considered a plus

Main deliverables of the Assessment

- Detailed work plan, including approach, methodology, a proposed list of stakeholders to be interviewed or otherwise involved, and a timeline for the process
- Draft report, for comments and internal fact-checking
- Final assessment report of approximately 10 to 30 pages (excluding any annexes)

All deliverables are to be submitted in electronic form in English, in line with stipulated deadlines. The Consultant is responsible for editing and quality control of language.

Application Process

To apply, please email the following documentation in English by the deadline to freengprocurement@gmail.com

- A letter describing your motivation and elaborating on your qualification and relevant experience for this assignment
- Curriculum Vitae with description of relevant experience and profile, including links or references to up to three relevant work samples
- One sample of relevant previous work (confidentiality guaranteed)
- A technical proposal, outlining how you will approach the assignment, including an indicative timeline
- Financial offer for undertaking the work, with an estimation of the number of days spent on the different tasks of the project, the daily rate, estimates of any additional costs and the total amount (including VAT, if applicable)

Only shortlisted applicants will be contacted.

We may enter into additional negotiations with one or more of the participants in the call.

Technical Evaluation Criteria

- Consultant/Firm's Academic and Professional Qualification - 30%
- Consultant's Prior Work Experience on similar tasks related - 35%
- Approach - 35%

Note: The minimum technical score shall be 75%.

Data protection

By responding to this call for proposals and submitting an application, you provide consent to FREE to keep your application materials in line with its internal policies. Afterwards, FREE will delete your application. In case you have any questions please write to info.free_ng@proton.me.

Annex D

QUOTATION FORM²

Date : _____

To : _____

Having examined the Tender documents of *[insert description of goods/works/services]*, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to supply and deliver the requested goods/works/services in conformity with the FREE specifications and requirements of bidding documents for the total amount of *[total bid amount in words and figures and currencies]* in accordance with the Price Schedule which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the goods in accordance with the delivery schedule as specified by FREE.

I agree to abide by this Quotation for the validity period specified in the Product/Service Specifications which may be reviewed by FREE at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the Tender Instruction.

Dated this _____ day of _____ 20 _____.

[signature/name]

[in the capacity of]

Duly authorized to sign Quotation for and on behalf of
_____ *[name of company]*

² Please provide one for **each item you wish to bid for.**

ANNEX F

Supplier Registration Form

Section I: Company details and General information

Name & core business	
Name of company	
Industry sector	
Description of core products and services	

Address details	
Office address	
Post/zip code	
City	
Telephone	
Email	
Web site address	

Contact person (for communications regarding bids/proposals)	
Name	
Position	
Telephone	
Email	

Parent company	
Full legal name of parent or holding company or group (if any)	

Subsidiaries and overseas representatives (State if partially, fully owned or agent and attach a list if necessary)

Business details	
Type: (e.g. Limited company, Sole trader, Partnership, NGO, Business Name, Other (specify))	
Year established	
Registered (license) number	
TAX / VAT ID number	
Number of permanent staff	

Section 2: Financial information

(Please attach a certified/audited copy of your latest Balance Sheet and Income Statement or your Annual report to Shareholders if available)

Annual figures	
Annual turnover for the last 3 years (year, currency, amount)	
Pre-tax profit for the last 3 years	

(year, currency, amount)	
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Bank details	
Bank name	
Address	
Swift / BIC address	
Bank account number	
IBAN (if any)	
Account name	

Section 3: Others

General questions	
Have you previously supplied any other NGOs and if so, which?	
Has your organization been convicted of breaching any national or international legislation ?	
References (details of two sources we may contact to seek references in relation to services rendered by your business)	
Business name	
Address	
Contact name	
Telephone number	

Goods/services provided	
Business name	
Address	
Contact name	
Telephone number	
Goods/services provided	

Certification
<p>I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible. I am aware that any false presentation or omittance of the information required in this form entitles FREE to terminate the relation immediately upon notification to the supplier without any cost to FREE.</p> <p>By signing this forms I confirm that I or my company are not in any way connected to terrorism, and give consent that FREE may conduct its own checks to verify this.</p> <p>I, the undersigned also understand that FREE is expecting me and my company to follow ethical business practices and be socially accountable as set up in FREE's Code of Conduct for suppliers.</p> <p>Name:</p> <p>Position:</p> <p>Date:</p> <p>Signature:</p>