Consultancy service based on TOR
Assessment and Development of Capacity Building Framework

Ref: WAE/Con./TSEDU/OB/2022/Ep0009

I. INVITATION TO BID

Water Aid in Ethiopia (WAE), an International NGO, invites eligible bidders to submit their prices and terms and conditions for the Consultancy service based on TOR for TSEDU Ethiopia Campaign, Capacity Assessment and Development of Capacity Building Framework.

WaterAid Ethiopia
Tel: +251 116 18 8768/18 2799, P.O.Box 4812
E-mail: waethiopia@wateraid.org; www.wateraid.org
Bole Medehanialem, next to EdnaMall, United Insurance 3rd floor
Addis Ababa, Ethiopia
Consultancy service to Assessment and Development of Capacity Building Framework

Ref: WAE/Con./TSEDU/OB/2022/Ep009

WaterAid is an international development NGO based in London since 1981 and working in Ethiopia since 1983 and reregistered under Charities and Societies Agency as a Foreign Charity organisation. WaterAid’s aim, working through partner organisations, is to help poor people in improvements to the quality of their lives by improvements to domestic safe water supplies, sanitation, and hygiene practices.

WaterAid Ethiopia hereby invites eligible bidders to submit their bids for:

Consultancy service for TSEDU Ethiopia Campaign, Capacity Assessment and Development of Capacity Building Framework based on TOR.

1. A complete set of bid document can be obtained from WAE’s office from July 12, 2022 to July 26, 2022 during working hours, 08:30AM – 12:30PM and 01:30PM – 05:00PM.

2. Bids must be accompanied with renewed business licenses and VAT Registration, TIN Registration Certificate, and must submit these requirement/s.

3. Bidders should submit their offers in sealed envelopes to WAE’s office on or before July 26, 2022 until 01:30 PM and must be accompanied by a bid bond amounting to two (2%) of the offer in the form of bank guarantee or CPO at least for three months from the date of bid opening. Note: CPO must be attached in the original financial document.

4. Bid must be clearly marked by “bidders name, address, legal stamp and reference number WAE/Con./TSEDU/OB/2022/Ep009.

5. Bidders must submit the technical and financial document separately. The technical and financial documents should have one original and one copy for each, clearly marked “ORIGINAL” and “COPY”. Each envelope shall be stamped and sealed. In the event of any discrepancy between them the original will prevail.

6. Bids will be opened in the presence of bidders or representatives who prefer to attend at our office on July 26, 2022 at 02:00 PM.

7. WaterAid Ethiopia reserves the right to accept or reject any or all bids. Late bids shall also be rejected.

8. Bidders can visit our website http://www.wateraid.org/et to access the invitation and the TOR.

WaterAid Ethiopia

Tel: +251 11 669 5965, E-mail: ethiopiaprocurementtho@wateraid.org / waethiopia@wateraid.org

In front of Bole Medehanialem Church, next to Edna Mall, United Insurance Building 3rd floor
Addis Ababa, Ethiopia
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SECTION 1. LETTER OF INVITATION

WaterAid Ethiopia (WAE) hereby invites you to submit your offers for the above-referenced subject.

This bid document includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

Section 1: This Letter of Invitation;
Section 2: Instruction to Bidders;
Section 3: Bid Data Sheet (BDS);
Section 4: Evaluation Criteria;
Section 5: Schedule of Requirements and Technical Specifications;
Section 6: Returnable Bidding Forms;
  • Form A: Bid Submission Form;
  • Form B: Bidder Information Form;
  • Form D: Qualification Form;
  • Form E: Format of Technical Bid;
  • Form F: Price Schedule;
  • Form G: Form of Bid Security;
  • Form H: Form of Performance Security;

If you are interested in submitting a Bid in response, please prepare your Bid in accordance with the requirements and procedure as set out.

Please acknowledge receipt of this BID DOCUMENT by sending an email to waethiopia@wateraid.org indicating whether you intend to submit a Bid or otherwise. This will enable you to receive amendments or updates to the BID DOCUMENT. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this BID DOCUMENT.

WAE looks forward to receiving your Bid and thank you in advance for your interest in WAE procurement opportunities.

<table>
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<tr>
<th>Issued by</th>
<th>Approved by</th>
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<tbody>
<tr>
<td>Name: Ephrem Arachachew</td>
<td>Name: Yaekob Metena</td>
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<tr>
<td>Title: Procurement &amp; Contract Officer</td>
<td>Title: Country Director</td>
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Tender document
SECTION 2. INSTRUCTION TO BIDDERS

A. General Provisions

1. Introduction

1.1. Bidders shall adhere to all the requirements of this BID DOCUMENT, including any amendments made in writing.

1.2. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by WAE. WAE is under no obligation to award a contract to any Bidder as a result of this BID DOCUMENT.

1.3. WAE reserves the right to cancel the procurement process at any stage without any liability of any kind for WAE, upon notice to the bidders or publication of cancellation notice on WAE website.

2. Fraud & Corruption, Gifts and Hospitality

2.1. WAE strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of WAE vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.

2.2. Bidders/vendors shall not offer gifts or hospitality of any kind to WAE staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.

2.3. In pursuance of this policy, WAE:

a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;

b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a WAE contract.

3. Eligibility

3.1. Vendors are therefore required to disclose to WAE whether they are subject to any sanction or temporary suspension imposed by the organization.
3.2. It is the Bidder’s responsibility to ensure that its employees, service providers, suppliers and/or their employees meet the eligibility requirements as established by WAE.

4. Conflict of Interests

4.1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by WAE to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;

b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this BID DOCUMENT; or

c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of WAE."

4.2. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to WAE, and seek WAE’s confirmation on whether or not such conflict exists.

4.3. Similarly, the Bidders must disclose in their Bid their knowledge of the following:

a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of WAE staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this BID DOCUMENT; and

b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.
4.4. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to WAE's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this BID DOCUMENT, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
B. Preparation of Bids

5. General Considerations

5.1. In preparing the Bid, the Bidder is expected to examine the BID DOCUMENT in detail. Material deficiencies in providing the information requested in the BID DOCUMENT may result in rejection of the Bid.

5.2. The Bidder will not be permitted to take advantage of any errors or omissions in the BID DOCUMENT. Should such errors or omissions be discovered, the Bidder must notify the WAE accordingly.

6. Cost of Preparation of Bid

6.1. The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. WAE shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

7. Language

7.1. The Bid, as well as all related correspondence exchanged by the Bidder and WAE, shall be written in the language (s) specified in the BDS.

8. Documents Comprising the Bid

8.1. The Bid shall comprise of the following documents and related forms which details are provided in the BDS:

a) Documents Establishing the Eligibility and Qualifications of the Bidder;

b) Technical Bid;

c) Price Schedule;

b) Bid Security, if required by BDS;

e) Any attachments and/or appendices to the Bid.

9. Documents Establishing the Eligibility and Qualifications of the Bidder

9.1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to WAE’s satisfaction.
10. Technical Bid Format and Content

10.1. The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the BID DOCUMENT.

10.2. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the WAE. If not destroyed by testing, samples will be returned at Bidder’s request and expense, unless otherwise specified.

10.3. When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the WAE. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.

10.4. When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this BID DOCUMENT.

11. Price Schedule

11.1. The Price Schedule shall be prepared using the Form provided in Section 6 of the BID DOCUMENT and taking into consideration the requirements in the BID DOCUMENT.

11.2. Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

12. Bid Security

12.1. A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.

12.2. The Bid Security shall be included along with the Bid. If Bid Security is required by the BID DOCUMENT but is not found in the Bid, the offer shall be rejected.

12.3. If the Bid Security amount or its validity period is found to be less than what is required by WAE, WAE shall reject the Bid.
12.4. In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.

12.5. The Bid Security may be forfeited by WAE, and the Bid rejected, in the event of any, or combination, of the following conditions:

a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;

b) In the event the successful Bidder fails:

i. to sign the Contract after WAE has issued an award; or

ii. to furnish the Performance Security, insurances, or other documents that WAE may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.

13. Currencies

13.1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:

a) WAE will convert the currency quoted in the Bid into the WAE preferred currency, in accordance with the prevailing operational rate of exchange on the last day of submission of Bids; and

b) In the event that WAE selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, WAE shall reserve the right to award the contract in the currency of WAE’s preference, using the conversion method specified above.

14. Joint Venture, Consortium or Association unless otherwise stated in BDS

14.1. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Bid that:

a) they have designated one party to act as a lead entity, duly vested Association for the Bid, they shall confirm in there with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and
b) if they are awarded the contract, the contract shall be entered into, by and between WAE and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

14.2. After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of WAE.

14.3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.

14.4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the Bid DOCUMENT, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by WAE.

14.5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

- Those that were undertaken together by the JV, Consortium or Association; and
- Those that were undertaken by the individual entities of the JV, Consortium or Association.

14.6. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

14.7. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15. Only One Bid

15.1. The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.
15.2. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

a) they have at least one controlling partner, director or shareholder in common; or

b) any one of them receive or have received any direct or indirect subsidy from the other/s; or

c) they have the same legal representative for purposes of this BID DOCUMENT; or

d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this BID DOCUMENT process;

e) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this BID DOCUMENT process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

16. Bid Validity Period

16.1. Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by WAE and rendered non-responsive.

16.2. During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.

17. Extension of Bid Validity Period

17.1. In exceptional circumstances, prior to the expiration of the Bid validity period, WAE may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid

17.2. If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.

17.3. The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification of Bid (from the Bidders)

18.1. Bidders may request clarifications on any of the BID DOCUMENT documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a WAE staff member, WAE shall have no obligation to respond or confirm that the query was officially received.

18.2. WAE will provide the responses to clarifications through the method specified in the BDS.

18.3. WAE shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of WAE to extend the submission date of the Bids, unless WAE deems that such an extension is justified and necessary.

19. Amendment of Bids

19.1. At any time prior to the deadline of Bid submission, WAE may for any reason, such as in response to a clarification requested by a Bidder, modify the BID DOCUMENT in the form of an amendment to the BID DOCUMENT. Amendments will be made available to all prospective bidders.

19.2. If the amendment is substantial, WAE may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.

20. Alternative Bids

20.1. Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the BID DOCUMENT requirements. Where the conditions for its acceptance are met, or justifications are clearly established, WAE reserves the right to award a contract based on an alternative Bid.

20.2. If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid.”
21. Pre-Bid Conference

21.1. When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the BID DOCUMENT, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to BID DOCUMENT.

C. Submission and Opening of Bids

22. Submission

22.1. The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted separately to the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.

22.2. The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.

22.3. Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the WAE General Contract Terms and Conditions.

22.4. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:

a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.

b) The Technical Bid and Price Schedule must be sealed and submitted separately in an envelope, which shall:

i. Bear the name of the Bidder.
ii. Be addressed to WAE as specified in the BDS; and

iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.

c) If the envelope with the Bid is not sealed and marked as required, WAE shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.

23. Deadline for Submission of Bids and Late Bids

23.1. Complete Bids must be received by WAE in the manner, and no later than the date and time, specified in the BDS. WAE shall only recognize the actual date and time that the bid was received by WAE.

23.2. WAE shall not consider any Bid that is received after the deadline for the submission of Bids.

24. Withdrawal, Substitution, and Modification of Bids

24.1. A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.

24.2. Manual submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to WAE, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”

24.3. Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.

25. Bid Opening

25.1. WAE will open the Bid in the presence of an ad-hoc committee formed by WAE of at least two (2) members.
25.2. The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as WAE may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.

D. Evaluation of Bids

26. Confidentiality

26.1. Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

26.2. Any effort by a Bidder or anyone on behalf of the Bidder to influence WAE in the examination, evaluation and comparison of the Bids or contract award decisions may, at WAE's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing WAE's vendor sanctions procedures.

27. Evaluation of Bids

27.1. WAE will conduct the evaluation solely on the basis of the Bids received.

27.2. Evaluation of Bids shall be undertaken in the following steps:
   a) Preliminary Examination including Eligibility
   b) Qualification assessment (if pre-qualification was not done)
   c) Evaluation of Technical Bids who passed preliminary examination
   d) Arithmetical check and ranking of bidders
   e) Final evaluation and ranking

27.3. Detailed evaluation will be focused on bids that score more than 50% technically. Further bids shall be added for evaluation if necessary

28. Preliminary Examination

28.1. WAE shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. WAE reserves the right to reject any Bid at this stage.
29. Evaluation of Eligibility and Qualification

29.1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification Criteria).

29.2. In general terms, vendors that meet the following criteria may be considered qualified:

a) They are not included in WAE’s ineligible vendors’ list;

b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,

c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;

d) They are able to comply fully with the WAE General Terms and Conditions of Contract;

e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and

f) They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical Bid and prices

30.1. The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements Specifications and other documentation provided, applying indicated in the BDS and other BID DOCUMENT documents. When necessary, and if stated in the BDS, WAE may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.

31. Due diligence

31.1. WAE reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:

a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;
b) Validation of extent of compliance to the BID DOCUMENT requirements and evaluation criteria based on what has so far been found by the evaluation team;

c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;

d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;

e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;

f) Other means that WAE may deem appropriate, at any stage within the selection process, prior to awarding the contract.

32. Clarification of Bids

32.1. To assist in the examination, evaluation and comparison of Bids, WAE may, at its discretion, request any Bidder for a clarification of its Bid.

32.2. WAE’s request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by WAE in the evaluation of the Bids, in accordance with the BID DOCUMENT.

32.3. Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by WAE, shall not be considered during the review and evaluation of the Bids.

33. Responsiveness of Bid

33.1. WAE’s determination of a Bid’s responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the BID DOCUMENT without material deviation, reservation, or omission.
33.2. If a bid is not substantially responsive, it shall be rejected by WAE and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions

34.1. Provided that a Bid is substantially responsive, WAE may waive any non-conformities or omissions in the Bid that, in the opinion of WAE, do not constitute a material deviation.

34.2. WAE may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

34.3. For the bids that have passed the preliminary examination and technical evaluation, WAE shall check and correct arithmetical errors as follows:

   a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of WAE there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;

   b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and

   c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

34.4. If the Bidder does not accept the correction of errors made by WAE, its Bid shall be rejected.

E. Award of Contract

35. Right to Accept, Reject, Any or All Bids

35.1. WAE reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for WAE's action. WAE shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria

36.1. Prior to expiration of the period of Bid validity, WAE shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification and has offered the lowest price.

37. Debriefing

37.1. If a Bidder is unsuccessful, the Bidder may request for a debriefing from WAE. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future Bids for WAE procurement opportunities. The content of other Bids and how they compare to the Bidder’s submission shall not be discussed.

38. Right to Vary Requirements at the Time of Award

38.1. At the time of award of Contract, WAE reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

39. Contract Signature

39.1. Within fifteen (7) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to WAE. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, WAE may award the Contract to the Second highest rated or call for new Bids.

40. Contract Type and General Terms and Conditions

40.1. The types of Contract to be signed and the applicable WAE Contract General Terms and Conditions, as specified in BDS.

41. Performance Security

41.1. A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form in Section 6 within a maximum of fifteen (7) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by WAE shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment

42.1. The Bidder shall submit a Bank Guarantee in the full amount of the advance payment. The amount of the advance payment be 30% but shall not be in excess of 50% of the contract price.

43. Liquidated Damages

43.1. If specified in the BDS, WAE shall apply Liquidated Damages for the damages and/or risks caused to WAE resulting from the Contractor’s delays or breach of its obligations as per Contract.

44. Payment Provisions

44.1. Payment will be made only upon WAE’s acceptance of the goods and/or services performed. The terms of payment shall be within thirty (28) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in WAE with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.

45. Vendor Protest

45.1. WAE’s vendor protest procedure provides an opportunity for appeal to those persons or firms did not award a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the bidder shall submit its protest in written.
### SECTION 3. BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid. In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

<table>
<thead>
<tr>
<th>BDS No.</th>
<th>Ref. to Section.2</th>
<th>Data</th>
<th>Specific Instructions / Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7</td>
<td>Language of the Bid</td>
<td>English</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>Alternative Bids</td>
<td>Shall not be considered</td>
</tr>
<tr>
<td>4</td>
<td>21</td>
<td>Pre-Bid conference</td>
<td>Will not be conducted</td>
</tr>
<tr>
<td>5</td>
<td>16</td>
<td>Bid Validity Period</td>
<td>120 days</td>
</tr>
<tr>
<td>6</td>
<td>13</td>
<td>Bid Security</td>
<td>Bid security amounting to 2% of the bid price</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Acceptable Forms of Bid Security</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Bank Guarantee (See Form G for template);</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- CPO from banking institution;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- The Original Bid Security MUST be submitted to WAE procurement office before the bid closing date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Validity bid security must be valid for 120 days as per the Bid validity;</td>
</tr>
<tr>
<td>7</td>
<td>41</td>
<td>Advanced Payment upon signing of contract</td>
<td>30% of contract amount</td>
</tr>
<tr>
<td>8</td>
<td>42</td>
<td>Liquidated Damages</td>
<td>The rate of liquidated damages for delays in the completion of works shall be 0.1% of the contract price for number of days of delay and for a maximum of 30 calendar days, after which WAE may terminate the contract.</td>
</tr>
<tr>
<td>9</td>
<td>40</td>
<td>Performance Security</td>
<td>10% of the total Contract Amount.</td>
</tr>
<tr>
<td>BDS No.</td>
<td>Ref. to Section 2</td>
<td>Data</td>
<td>Specific Instructions / Requirements</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
<td>------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>12</td>
<td>Currency of Bid</td>
<td>Ethiopian Birr (ETB)</td>
</tr>
<tr>
<td>11</td>
<td>31</td>
<td>Deadline for submitting requests for clarifications/questions</td>
<td>5 days before the submission deadline</td>
</tr>
</tbody>
</table>
| 12    | 31               | Contact Details for submitting clarifications/questions | The Contracting Authority: WaterAid Ethiopia (WAE)  
Attention: Mr. Ephrem Arachachew; Procurement Expert  
Floor/Room number: United Insurance Building 3rd floor  
P.O. Box: 4812  
Street Address: Cameroon Street  
Town/City: Addis Ababa  
Post Code:  
Country: Ethiopia  
Telephone: +251-116696965  
E-mail address: waethiopia@wateraid.org  
Any delay in WAE’s response shall not be used as a reason for extending the deadline for submission, unless WAE determines that such an extension is necessary and communicates a new deadline to the bidders. |
<p>| 13    | 18, 19 and 21    | Manner of Disseminating Supplemental Information to the BID DOCUMENT and responses/clarifications to queries | Posted in office dashboard, sent via mail of bidders or directly to e-Tendering |
| 14    | 23               | Deadline for Submission |  |
| 14    | 22               | Allowable Manner of Submitting | Sealed hardcopies to office |
| 15    | 22               | Bid Submission Address | The Contracting Authority: WaterAid Ethiopia (WAE) |</p>
<table>
<thead>
<tr>
<th>BDS No.</th>
<th>Ref. to Section.2</th>
<th>Data</th>
<th>Specific Instructions / Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Attention: Mr. Ephrem Arachachew; Procurement Expert</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floor/Room number: United Insurance Building 3rd floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>P.O. Box: 4812</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Street Address: Cameroon Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Town/City: Addis Ababa</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Country: Ethiopia</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: +251-116695965</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>22</td>
<td>Electronic submission (email or e Tendering) requirements</td>
<td>NA</td>
</tr>
<tr>
<td>17</td>
<td>25</td>
<td>Date, time and venue for the opening of bid</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>27, 36</td>
<td>Evaluation Method for the Award of Contract</td>
<td>Award Criteria:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Cumulative result from financial and technical</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Compliance to the qualification requirements (Form D);</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Evaluation Criteria:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>It will consist of the following stages,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Meeting eligibility criteria;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Preliminary Evaluation; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bid Evaluation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stage 1: Eligibility:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ First bids will be checked for their eligibility. If requested</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>documents are not available with the bids, the bid will be</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>disqualified at the stage of eligibility check (Data sheet No 27).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stage 2: Preliminary evaluation:</td>
<td></td>
</tr>
<tr>
<td>BDS No.</td>
<td>Ref. to Section 2</td>
<td>Data</td>
<td>Specific Instructions / Requirements</td>
</tr>
<tr>
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<td>------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The following document will be reviewed:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bid Security and validity;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bid validity;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bidder confirmed it is free from any potential conflict of interest as defined in the BID DOCUMENT;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bid Submitted within the stipulated deadline;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Company Registration Certificate and if applicable, license to operate the Business;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bid Submission Form, completed and signed;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Signed and stamped Technical Bid Forms;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Signed and stamped Price Schedule;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Compliance with the Delivery Schedule;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bidder accepts all provisions of WAE General Terms and Conditions;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Bidder should declare that that they do not have past and current litigation during the last five (5) years;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Tax Registration Certificate;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</td>
</tr>
</tbody>
</table>

**Stage 3: Bid Evaluation Criteria:**

✓ 30% Financial
✓ 70% Technical
✓ Total Cumulative out of 100%

Minimum No. of years of experience in similar contracts: Three (3) years:

<table>
<thead>
<tr>
<th>19</th>
<th>Expected date for commencement of Contract</th>
<th>26-July-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Maximum expected duration of contract</td>
<td>60 days</td>
</tr>
<tr>
<td>21</td>
<td>WAE will award the contract to: One Bidder Only</td>
<td></td>
</tr>
<tr>
<td>BDS No.</td>
<td>Ref. to Section 2</td>
<td>Data</td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td>------</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>Type of Contract</td>
</tr>
<tr>
<td>23</td>
<td>39</td>
<td>WAE Contract Terms and Conditions that will apply</td>
</tr>
</tbody>
</table>
| 24     | N/A              | Evaluation method to be used in selecting the most responsive Bid | ☑ Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements;  
  ☑ Lowest price offer of technically qualified/responsive Bid; and  
  ☑ Acceptance of Ethiopian SBD General Terms and Conditions in addition to BDS No. 18 above.  |
| 25     |                  | Required Documents that must be Submitted to Establish Qualification of Bidders (in “Certified True Copy” form only) | ☑ Bid security  
  ☑ Company Registration Certificate License/permit obtained from the Government of Ethiopia to operate in the country.  
  ☑ Duly signed Bid Submission Form (Form A);  
  ☑ Company Profile, including printed brochures and product catalogues relevant to the goods/services being procured  
  ☑ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;  
  ☑ Duly signed Price Schedule Form (Form F);  
  ☑ Delivery Schedule;  
  ☑ |
| 26     |                  | Other Information Related to the BID DOCUMENT | |
SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria
Bids will be examined to determine whether they are complete and submitted in accordance with BID DOCUMENT requirements as per below criteria on a Yes/No basis:

- Appropriate signatures;
- Power of Attorney;
- Minimum Bid documents provided;
- Bid Validity;
- Bid Security (if required) submitted as per BID DOCUMENT requirements with compliant validity period;
- In addition to BDS 18 mentioned criteria;

Minimum Eligibility and Qualification Criteria
Eligibility and Qualification will be evaluated on a Pass/Fail basis.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Criteria</th>
<th>Document Submission requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIGIBILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Status</td>
<td>Vendor is a legally registered entity.</td>
<td>Form B: Bidder Information Form</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by WAE or the legal institutions.</td>
<td>Form A: Bid Submission Form</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>No conflicts of interest in accordance with BID DOCUMENT clause 4.</td>
<td>Form A: Bid Submission Form</td>
</tr>
<tr>
<td>Bankruptcy</td>
<td>Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.</td>
<td>Form A: Bid Submission Form</td>
</tr>
</tbody>
</table>
| Certificates and Licenses | • Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer  
|                         | • Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country  
<p>|                         | • Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder. | Form B: Bidder Information Form |</p>
<table>
<thead>
<tr>
<th>Subject</th>
<th>Criteria</th>
<th>Document Submission requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export/Import Licenses, if applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>QUALIFICATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Non-Performing Contracts1</td>
<td>Non-performance of a contract did not occur as a result of contractor default for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Litigation History</td>
<td>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Previous Experience</td>
<td>Minimum 5 years of relevant experience.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td></td>
<td>Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Financial Standing</td>
<td>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Technical Evaluation</td>
<td>The technical bids shall be evaluated out of 70% (A) basis for compliance or non-compliance with the TOR identified in the bid document.</td>
<td>Form E: Technical Bid Form</td>
</tr>
<tr>
<td>Financial Evaluation</td>
<td>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the TOR, including all cost of ownership (including Professional, Administrative, consumption, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates. And Financial Evaluation out of 30% (B)</td>
<td>Form F: Price Schedule Form</td>
</tr>
<tr>
<td>Summary of Technical and Financial Evaluation</td>
<td>(A) + (B) =100, and out of hundred who results more awarded for the service.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria
Bids will be examined to determine whether they are complete and submitted in accordance
with BID DOCUMENT requirements as per below criteria on a Yes/No basis:

- Appropriate signatures;
- Power of Attorney;
- Minimum Bid documents provided;
- Bid Validity;
- Bid Security (if required) submitted as per BID DOCUMENT requirements with compliant
  validity period;
- In addition to BDS 18 mentioned criteria;

Minimum Eligibility and Qualification Criteria
Eligibility and Qualification will be evaluated on a Pass/Fail basis.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Criteria</th>
<th>Document Submission requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIGIBILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Status</td>
<td>Vendor is a legally registered entity.</td>
<td>Form B: Bidder Information Form</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by WAE or the legal institutions.</td>
<td>Form A: Bid Submission Form</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>No conflicts of interest in accordance with BID DOCUMENT clause 4.</td>
<td>Form A: Bid Submission Form</td>
</tr>
<tr>
<td>Bankruptcy</td>
<td>Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.</td>
<td>Form A: Bid Submission Form</td>
</tr>
</tbody>
</table>
| Certificates and Licenses| • Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer
  • Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
  • Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder | Form B: Bidder Information Form                       |
<table>
<thead>
<tr>
<th>Subject</th>
<th>Criteria</th>
<th>Document Submission requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export/Import Licenses, if applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>QUALIFICATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Non-Performing Contracts</td>
<td>Non-performance of a contract did not occur as a result of contractor default for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Litigation History</td>
<td>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Previous Experience</td>
<td>Minimum 5 years of relevant experience.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td></td>
<td>Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Financial Standing</td>
<td>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Technical Evaluation</td>
<td>The technical bids shall be evaluated out of 70% (A) basis for compliance or non-compliance with the TOR identified in the bid document.</td>
<td>Form E: Technical Bid Form</td>
</tr>
<tr>
<td>Financial Evaluation</td>
<td>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</td>
<td>Form F: Price Schedule Form</td>
</tr>
<tr>
<td></td>
<td>Price comparison shall be based on the TOR, including all cost of ownership (including Professional, Administrative, consumption, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>And Financial Evaluation out of 30% (B)</td>
<td></td>
</tr>
<tr>
<td>Summary of Technical and Financial Evaluation</td>
<td>(A) + (B) =100, and out of hundred who results more awarded for the service.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 5: REQUIREMENTS AND TECHNICAL SPECIFICATIONS

Terms of Reference (ToR) for TSEDU Ethiopia Campaign Capacity Assessment and Development of Capacity Building Framework
WaterAid Ethiopia: July 2022

Background
Ethiopia has registered a global maximum open defecation (OD) reduction of 57% since 2000. This has contributed to reduced under-five mortality from 166 to 67 per 1,000 live births. However, less than 10% of latrines constructed fulfill basic sanitation requirements and only 25% of triggered kebeles became Open Defecation Free (ODF) in CLISH program. Considering basic health status, 30% of disease burden is attributable to poor sanitation; 23% of under-five mortality is due to diarrhoea - 2nd killer for this age group. Financially, poor sanitation costs Ethiopia Birr 13.5 billion (2.1% of GDP) each year. Still, 33% of the population practice OD and sanitation targets of both GTP and SDG6.2 aspire to eliminate OD.

There is a need for transformative actions to improve sanitation services, behaviors, and the health status in a sustainable manner. The vision of the National ODF Campaign Ethiopia 2024 is to see “TSEDU-Ethiopia” – a “Clean-Ethiopia” where citizens enjoy a prosperous life with dignity. The TSEDU-Ethiopia initiative has a strategy document where the campaign content and targets are defined and it will follow a nationwide campaign approach encompassing the whole nation: urban, rural, pastoralist and agrarian.

The overall campaign objective is to eliminate open defecation by creating sustainable behavioral change and provision of at least basic sanitation and declare all woredas of the country and Ethiopia in general ODF by the end of 2024. The specific objectives of the campaign are to:

- Achieve at least sustained basic sanitation infrastructure and hygiene behavior to declare kebeles, woredas, regions and the nation open defecation free (ODF) and sustain ODF status over time.
- Achieve sustainable behavioral change that would ensure utilization of basic sanitation and in time transform to safely managed toilets.
- Achieve post-ODF sustainability

In this line, the WaterAid Ethiopia intends to employ a consultancy service in collaboration with the Ministry of Health and other stakeholders of the campaign to conduct a capacity assessment and develop a capacity development framework to support the implementation of the campaign.

Purpose and Scope of the assignment
The objective of the assignment is to better understand the existing capacity and the capacity needs of the sanitation sector, to establish capacity benchmarks/competency and develop a capacity development framework to implement the campaign. The framework should include the costs and identify priority actions across the sanitation sector. The general assessment should address the following pillars
Fig 1: Conceptual framework for Capacity Development (adopted from Methodological Guide WaterAid 2021)

More specifically:

- The capacity assessment will be conducted in all regions and city administrations by using appropriate sampling methods.
- The capacity assessment will identify the capacity needs at the four different capacity levels: society, the enabling environment, organizations, and individuals. The assessment will also include sanitation stakeholders involved in implementing the campaign, and may include stakeholders from other sectors (e.g., media, private sector/enterprise, sanitation training and financing institutions, media, etc.).
- Establishing capacity benchmark/competency framework at all levels
- The capacity assessment and framework will address capacity needs based on population density (urban, rural, towns of category), farming practices (agrarian, pastoral), and geophraphy (highlands, lowlands).
- The capacity assessment will also identify the suppliers of capacity development services, including type of stakeholder (university, vocational schools, consultants, CSOs, etc.), topics, geographic reach, learning approach, availability, motivation, and service fees.
- The capacity development framework will include an action plan and define minimum and optimum capacity development interventions
- The capacity development framework will provide a timeline prioritizing capacity development activities for each target group (annually and phased implementation up to 2024 and beyond).
- The capacity development framework will include a costed plan and a monitoring plan to track progress.
Expected key deliverables

- **Inception Report:** Prepare, submit & present report; and incorporate comments generated from discussions on the report; recruit and train experts for the assessment; design appropriate methodologies, and develop tools.

- **Conduct assessment:** Conduct capacity needs assessment, with reference to every institution and organization’s anticipated roles in the ODF campaign at all levels (national, regional and woreda) via field level assessments.

- **Submit assessment report:** Based on the assessment results, submit the capacity needs report for review and comment by MoH, WaterAid and other stakeholders.

- **Submit capacity development framework:** A separate report has to be prepared on how to address the identified capacity needs with estimate of resources.

- **Presentation:** The Assessment Report and the Capacity Development Framework will be presented to a panel represented by WaterAid, Ministry of Health and other actors in the campaign for review and validation. The consultant therefore is required to prepare notes and present it.

- **Final Report:** Final report that satisfies MoH and WaterAid including hard and softcopy, and audio materials and others

**Period of the consultancy service**

The assessment should be conducted and reports for both the assessment and capacity building framework must be finalized and submitted by end of November 2022.

**Requirements**

Interested consultants should submit the following documents:

1. Technical and financial proposals separately. The technical proposal must indicate reflections on understanding the ToR and the assignment in general, review and analysis methodology, sampling framework and size and schedule to perform the assignment. The financial proposal must include all costs to perform the consultancy service.

2. Profile of the consultancy which demonstrates experience in conducting capacity assessment (submission of testimonies on previous work would help much).
   - Demonstrated previous experience in designing and developing nation-wide capacity building needs assessment, plans, frameworks...etc. for WASH (for agrarian, urban, pastoralist etc.).
   - Previous experience effectively working with government and development partner stakeholders in Ethiopia.
   - The Team Leader must have an advanced degree in a planning/economics and other related discipline with experience in sanitation or WASH and at least 8 years of experience in capacity needs assessment for programs/projects of national or large scale.
   - At least five (5) team members and should hold advanced degree in environmental health, public health, development studies, technical skill, knowledge, and experience in Sanitation/WASH.
   - At least 6 years of experience in related work
   - Ability to prioritize, meet deadlines and manage emerging priorities
   - Ability to be flexible and hardworking, both independently and in a team in a high-pressure on-call environment with changing priorities
   - Minimum 75% of the assessment team shall be part of field assessment team
3. Consultancy license and tax registration

Payment

The payment for the consultancy work shall be made in two phases according to the following schedule:

- 40% advance of the total agreed contractual amount will be paid up on signing of the contract agreement and submission of approved inception report
- The second payment of 60% of the contractual amount shall be made upon the approval and acceptance of the final capacity assessment & the capacity building framework reports

Application Procedure

- All interested consultants should submit a hard copy of the technical and financial proposal in a separate envelope marked TECHNICAL PROPOSAL and FINANCIAL PROPOSAL with the name of the specific consultancy assignment.
- Due date for submission of the technical and financial proposal would be 10 calendar days from the date of advertisement. The proposal must be submitted in printed copies in person to the following address:

**WaterAid Ethiopia**
Bole Sub City, Woreda 03, Bole Medehanalem, Next to Edna Mall, United Insurance Building 3rd Floor
Tel: +251 116 69 59 65/18 2799, P.O. Box: 4812,
E-mail: waethiopia@wateraid.org
Addis Ababa
SECTION 6: RETURNABLE BIDDING FORMS

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

<table>
<thead>
<tr>
<th>Have you duly completed all the Returnable Bidding Forms?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>· Form A: Bid Submission Form</td>
<td></td>
</tr>
<tr>
<td>· Form B: Bidder Information Form</td>
<td></td>
</tr>
<tr>
<td>· Form D: Qualification Form</td>
<td></td>
</tr>
<tr>
<td>· Form E: Format of Technical Bid/Bill of Quantities</td>
<td></td>
</tr>
<tr>
<td>· Form G: Form of Bid Security</td>
<td></td>
</tr>
<tr>
<td>· [Add other forms as necessary]</td>
<td></td>
</tr>
<tr>
<td>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Price Schedule:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>· Form F: Price Schedule Form</td>
<td></td>
</tr>
</tbody>
</table>
Form A: Bid Submission Form

Name of Bidder: [Insert Name of Bidder]  Date:  

BID DOCUMENT reference: [Insert BID DOCUMENT Reference Number]  

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert BID DOCUMENT Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any suppliers for any part of the contract:

a. is not under procurement prohibition by WAE;

b. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any other Organization;

c. have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

e. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with WAE or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk and we embrace the principles of the WA Code of Conduct.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning.

We offer to supply the goods and related services in conformity with the Bidding documents, including the SBD General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should WAE accept this Bid.

Name: .........................................................

Title: ............................................................

Date: ...........................................................

Signature: ......................................................

[Stamp with official stamp of the Bidder]
Form B: Bidder Information Form

<table>
<thead>
<tr>
<th>Legal name of Bidder</th>
<th>[Complete]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal address</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Year of registration</td>
<td>[Complete]</td>
</tr>
<tr>
<td><strong>Bidder's Authorized Representative Information</strong></td>
<td>Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]</td>
</tr>
<tr>
<td><strong>No. of full-time employees</strong></td>
<td>[Complete]</td>
</tr>
<tr>
<td><strong>Contact person that WAE may contact for requests for clarifications during Bid evaluation</strong></td>
<td>Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]</td>
</tr>
<tr>
<td><strong>Please attach the following documents:</strong></td>
<td></td>
</tr>
<tr>
<td>• Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured Certificate of Incorporation/ Business Registration</td>
<td></td>
</tr>
<tr>
<td>• Tax Registration/Payment Certificate issued by the Internal</td>
<td></td>
</tr>
<tr>
<td>• Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</td>
<td></td>
</tr>
<tr>
<td>• Trade name registration papers, if applicable</td>
<td></td>
</tr>
<tr>
<td>• Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</td>
<td></td>
</tr>
<tr>
<td>• Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney</td>
<td></td>
</tr>
<tr>
<td>• Export Licenses, if applicable</td>
<td></td>
</tr>
<tr>
<td>• Government permit to locate and operate in assignment location, if applicable</td>
<td></td>
</tr>
<tr>
<td>• Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</td>
<td></td>
</tr>
</tbody>
</table>
Form D: Eligibility and Qualification Form

Name of Bidder: [Insert Name of Bidder]  Date:  Select date

BID DOCUMENT reference: [Insert BID DOCUMENT Reference Number]

History of Non-Performing Contracts

☐ Non-performing contracts did not occur during the last 3 years

☐ Contract(s) not performed in the last 3 years (if ticked provide information below)

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-performed portion of contract</th>
<th>Contract Identification</th>
<th>Total Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Client:

Address of Client:

Reason(s) for non-performance:

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

<table>
<thead>
<tr>
<th>Year of dispute</th>
<th>Amount in dispute</th>
<th>Contract Identification</th>
<th>Total Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Client:

Address of Client:

Matter in dispute:

Party who initiated the dispute:

Status of dispute:

Party awarded if resolved:

Litigation History (including pending litigation)

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by WAE.
<table>
<thead>
<tr>
<th>Project name &amp; Country of Assignment</th>
<th>Client &amp; Reference Contact Details</th>
<th>Contract Value</th>
<th>Period of activity and status</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bidders may also attach their own Project Data Sheets with more details for assignments above.**

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

<table>
<thead>
<tr>
<th>Annual Turnover for the last 3 years</th>
<th>Year</th>
<th>ETB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Latest Credit Rating (if any), indicate the source

<table>
<thead>
<tr>
<th>Financial information</th>
<th>Historic information for the last 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td>Information from Balance Sheet</td>
<td></td>
</tr>
<tr>
<td>Total Assets (TA)</td>
<td></td>
</tr>
<tr>
<td>Total Liabilities (TL)</td>
<td></td>
</tr>
<tr>
<td>Current Assets (CA)</td>
<td></td>
</tr>
<tr>
<td>Current Liabilities (CL)</td>
<td></td>
</tr>
<tr>
<td>Information from Income Statement</td>
<td></td>
</tr>
<tr>
<td>Total / Gross Revenue (TR)</td>
<td></td>
</tr>
<tr>
<td>Profits Before Taxes (PBT)</td>
<td></td>
</tr>
<tr>
<td>Net Profit</td>
<td></td>
</tr>
<tr>
<td>Current Ratio</td>
<td></td>
</tr>
</tbody>
</table>

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

b. Historic financial statements must be audited by a certified public accountant;

c. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.
Form E: Format of Technical Bid

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[Insert Name of Bidder]</th>
<th>Date: Select date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID DOCUMENT</td>
<td>[Insert BID DOCUMENT Reference Number]</td>
<td>reference:</td>
</tr>
</tbody>
</table>

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Bidder’s qualification, capacity and expertise

1.1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.

1.3. Quality assurance procedures and risk mitigation measures.

1.4. Organization’s commitment to sustainability.

Section 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

1. A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed subcontractors and how everyone will function as a team.

3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
4. Implementation plan including a Gantt Chart or Project Schedule indicating the
detailed sequence of activities that will be undertaken and their corresponding timing.
5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
   ❖ Clearly state the technical parameters of proposed equipment as per the
   specification stated under section 5

Section 3: Management Structure and Key Personnel
1. Describe the overall management approach toward planning and implementing the
   project. Include an organization chart for the management of the project describing
   the relationship of key positions and designations. Provide a spreadsheet to show the
   activities of each personnel and the time allocated for his/her involvement.
2. Provide CVs for key personnel that will be provided to support the implementation of
   this project using the format below. CVs should demonstrate qualifications in areas
   relevant to the scope of goods and/or services.
FORM F: Price Schedule Form

Name of Bidder: [Insert Name of Bidder]  Date: Select date

BID DOCUMENT reference: [Insert BID DOCUMENT Reference Number]

The Bidder is required to prepare the Price Schedule following the below format.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be included.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SOIL MOISTURE METER 0-80% probe length 600mm moisture analyzer or Equivalent</td>
<td>Set</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Precision Agriculture Soil Testing Meter 4-20mA SOIL PH SENSOR RS485 or Equivalent</td>
<td>Set</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Five-day culture method Biochemical Oxygen Demand BOD METER INSTRUMENT LH-BOD601L for water testing or Equivalent</td>
<td>Set</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Laboratory Precision Biochemistry Incubator /cooled bod refrigerated incubator spx70bv or Equivalent</td>
<td>Set</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Stainless steel clay soil sampler sampling probe or Equivalent</td>
<td>Set</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Handheld Woven Bag Sewing Machine or Equivalent</td>
<td>Set</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>150kg Electronic platform digital weighing scale with railing or Equivalent</td>
<td>Set</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

Transportation

Commissioning of instruments

Training, one day for each instrument (Final Destination place)

15% VAT

GRAND TOTAL
FORM G: Form of Bid Security

Bid Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: WAE

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to WAE dated [insert date] to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"): AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

a) Fails to sign the Contract after WAE has awarded it;
b) Withdraws its Bid after the date of the opening of the Bids;
c) Fails to comply with WAE’s variation of requirement, as per BID DOCUMENT instructions; or
d) Fails to furnish Performance Security, insurances, or other documents that WAE may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [amount of guarantee] [in words and numbers], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of guarantee as aforesaid] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: ......................................................
Name: ...........................................................
Title: ...........................................................
Date: ...........................................................

[Stamp with official stamp of the Bank]

[insert: address and email address]
FORM H: Form of Performance Security

PERFORMANCE SECURITY

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)

To: WAE

[Insert contact information as provided in Data Sheet]

WHEREAS [name and address of Contractor] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. Click here to enter text dated Click here to enter a date. , to execute Services .............. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of guarantee] [in words and numbers], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of guarantee as aforesaid] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by WAE of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

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

Name of Bank ..........................................................

---

1 If the RFP/BID DOCUMENT requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Proposer’s Bank will issue shall use the contents of this template.