

ActionAid Ghana

REQUEST FOR QUOTATION (RFQ)

BID SOLICITATION DOCUMENT

DRILLING OF 60 NO. OF BOREHOLES IN THE UPPER WEST AND SAVANNAH REGIONS OF GHANA

Strengthening Community Resilience Through Community Action Plans (CAPs)

Funded Under

Resilience Against Climate Change (REACH) Project

Lot 1 - Siting, Drilling and Construction of 10No. Handpump Boreholes and 1No. Mechanised Borehole in the Nadwoli District Area

Lot 2 - Siting, Drilling and Construction of 11No. Handpump Boreholes in the Jirapa & Nadwoli District Areas

Lot 3 - Siting, Drilling and Construction of 3No. Handpump Boreholes 2No. Mechanised Borehole in the Wa Municipal and Damongo District Area

Lot 4 - Siting, Drilling and Construction of 9No. Handpump Boreholes and 3No. Mechanised Boreholes in the Sissala West & Sissala East District Areas

Lot 5 - Siting, Drilling and Construction of 10No. Handpump Boreholes and 1No. Mechanised Boreholes in the Lawra, Nadowli & Sissala West District Areas

Lot 6 - Siting, Drilling and Construction of 7No. Handpump Boreholes in the Wa East District Area

Lot 7 - Siting, Drilling and Construction of 4No. Handpump Boreholes in the West District Areas

RFQ No.: AAG/REACH/CAPS/2025/001-007

APRIL 2025

REQUEST FOR QUOTATION (RFQ)	
RFQ NUMBER: RFQ No. AAG/REACH/CAPS/2025/001-007	ISSUE DATE: April 15, 2025
CLIENT: Prospective Offerors	PROGRAMME: CAPS Project Funded Under GIZ REACH Project
SITING, DRILLING AND CONSTRUCTION OF 60NO. BOREHOLES IN THE UPPER WEST AND SAVANNAH REGIONS OF GHANA (LOT 1- LOT 7)	
ISSUED BY: ActionAid Ghana P .O. Box AN 19083 Accra Ghana, West Africa Mobile: +233 249524226	PROPOSAL DUE DATE: April 27, 2025 QUESTIONS DEADLINE: April 22, 2025
This Request for Quotation contains the following sections:	
Section 1	Request for Quotation Letter
Section 2	RFQ Instructions to Offerors and Data
Section 3 Annexes	Annex 1 – Schedule of Requirements Annex 2 – Quotation Submission Forms Annex 3 – Technical and Financial Offer for the Works Annex 4 – Works Performance Requirements Annex 4A – Blank Bills of Quantities (BOQS) Annex 4B – Technical Specification for Works Annex 4C – Drawings Annex 4D – List of Beneficiary Communities

SECTION 1: REQUEST FOR QUOTATION (RFQ) LETTER



**SITING, DRILLING AND CONSTRUCTION OF 60NO. BOREHOLES IN THE UPPER WEST AND
SAVANNAH REGIONS OF GHANA (LOT 1 - LOT 7)**

ActionAid Ghana (AAG) kindly requests your quotation for the provision of works as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This Request Letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Forms

Annex 3: Technical and Financial Offer

Annex 4: Works Performance Requirements

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Forms , Annex 3 Technical and Financial Offer and Annex 4A Blank Bills of Quantities (BOQS), by the method and by the date and time indicated.

To be considered responsive, tenderers shall quote for all items in the required quantities for each package that they shall tender. Tenders which do not offer all items under selected packages shall be rejected as incomplete. Tenders will be evaluated, and the contract awarded on package basis or combination of packages whichever is financially advantageous to the client.

It is the contractor's responsibility to ensure that the quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Partial Quotations shall be rejected, and AAG reserves the right to award a contract for selected items only.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. The award of contract will be made to the lowest evaluated and responsive quotation. All formal inquiries or requests clarification or interpretation, or notification relating to this Request for Quotation must be directed to proposals.ghana@actionaid.org and copy actionaid.gha@gmail.com on or before 4 days to deadline of submission of quotations, at 5:00 pm. Feedback will be shared 2 days after date of receipt of inquiry.

Thank you and we look forward to receiving your quotations.

Approved by:

Signed:

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	27 April 2025 12:00GMT
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other</p> <p>Bid submission address: proposals.ghana@actionaid.org and copy actionaid.gha@gmail.com</p> <ul style="list-style-type: none"> File Format: PDF. File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Mandatory subject of email: "Lot X – ActionAid Ghana - REACH Project Drilling of Boreholes" Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." It is recommended that the entire Quotation be consolidated into as few attachments as possible. The proposer should receive an email acknowledging email receipt.
Cost of preparation of Quotation	ActionAid Ghana shall not be responsible for any costs associated with a Contractor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the ActionAid Ghana Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to ActionAid Ghana . The Code of Conduct includes principles on labour, human rights, environment and ethical conduct.
Conflict of Interest	ActionAid Ghana encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to ActionAid Ghana if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the Government of Ghana General Conditions of Contract for provision of goods/services/transportation/medical services.
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with ActionAid Ghana and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Ghana Cedis (GHS).
Duties and taxes	<p>ActionAid Ghana is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	ENGLISH

catalogues, instructions and operating manuals	
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Other: Filled BOQ.</p> <p><input checked="" type="checkbox"/> Others:</p> <ol style="list-style-type: none"> 1. Company Legal Registration documents (certificate of registration, incorporation etc) 2. VAT Registration Certificate 3. Valid SSNIT Clearance Certificate 4. Valid GRA Tax Clearance Certificate 5. Valid Labour Certificate (Job Specific) 6. Tender Security 7. Valid Power of Attorney for bid signatory 8. Valid Ministry of Works and Housing Certificate (Min Class D2K2 or above) 9. Valid Drilling License from the Water Resources and Minerals Commission 10. Valid Ghana Water Ltd Plumbers Certificate 11. Three (3) Works of Similar Nature with evidence 12. Proposed Key Personnel and Team Composition with CVs 13. Proposed Key Equipment for the Project with Evidence of Ownership/Lease 14. Environmental, Social, Health and Safety Plan 15. A brief Method Statement and Implementation Plan 16. 3 Years Audited Accounts 17. Construction Works Schedule
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTs only or by line item, etc)</i></p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Subject to contract agreement and flexible terms</p> <ol style="list-style-type: none"> 1. 20% Mobilisation 2. 30% on 50% Completion 3. 20% on 80% Completion 4. 20% on 100% Completion 5. 10% after Defects Liability Period
Bid Security	2% of Tender Price from Bank or Insurance Company
Duration	<p>Handpump Boreholes: 2 months after contract signing</p> <p>Mechanised Boreholes: 3 months after contract signing</p>
Site Visit	The Contractor, at the Contractor 's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the response and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the contractor's own expense.
Pre-Tender Meeting	A Pre-Tender meeting shall not be organised

Contact Person for correspondence, notifications and clarifications	Focal Person: Mad. Abiba Nibaradun E-mail address: Abiba.Nibaradun@actionaid.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. (proposals.ghana@actionaid.org copy to actionaid.gha@gmail.com)
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated by email.
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
Right not to accept any quotation	ActionAid Ghana is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, ActionAid Ghana reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Award of Contract	Tenderer may tender for one or all Lots and shall conform to all the requirements stated in this tender for each lot. However, Tenders will be evaluated and the contract awarded on package basis or combination of packages whichever is financially advantageous to the client
Type of Contract to be awarded	Works Contract
Expected date for contract award.	7 th May 2025
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of ActionAid Ghana and Public Procurement Procedures
Employers Authorised Representative	Homeland Resources Ltd Post Office Box CT 2011 Cantonments, Accra Tel: 0240269339/0241563001 Email: homelandresourcesltd@gmail.com
Performance Security	Ten percent (10%) of contract sum of the Accepted Contract Amount in the form of Unconditional Bank Guarantee from a bank or Thirty percent (30%) of the Contract Amount in the form of Performance Bond from an Insurance Company located in Ghana and acceptable to the Employer. To be provided upon issuance of award of contract notice.
Dispute Resolution	Adjudication/Arbitration Name and Appointing Authority: Ghana Institution of Surveyors (GhIS) Fees: to be negotiated

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications

Item No	Minimum technical requirements
1	2010 Small Communities Sector Guidelines (Design Guidelines) Volume II
2	Drilling Licence and Groundwater Development Regulations, 2006 (L.I. 1827)
3	Technical Specification Document attached to this tender
4	Blank BOQ has been attached (to be filled by bidder and submitted together with quotation)
5	Preliminary Drawings and Sketches

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services within 4 months after Contract signature.
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organization <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	See details attached in table below
Training on Operations and Maintenance	Anything that will require the training on maintenance should be done by vendor. The training should be done both during sitting, drilling and mechanization.
Defects Liability/Warranty Period	6 months
After-sales service and local service support requirements	Not Applicable
Other information	Not Applicable

Scope of Works

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
1	Lot 1	Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Sampina	Nadowli	Upper West
2		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Sankana	Nadowli	Upper West
3		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Chaangu	Nadowli	Upper West
4		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Goli	Nadowli	Upper West
5		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kpaala	Nadowli	Upper West
6		Siting, Drilling and Mechanization of 1No. Borehole	Mechanisation	New Construction	Nanvili	Nadowli	Upper West
7		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Nanga	Nadowli	Upper West
8		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Nayiri Cherepon	Nadowli	Upper West
9		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Sombo	Nadowli	Upper West
10		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Tandori	Nadowli	Upper West
11		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Tibani	Nadowli	Upper West

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
1	Lot 2	Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Tangasia	Nadowli	Upper West
2		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Gbare	Jirapa	Upper West
3		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Gbetuori	Jirapa	Upper West
4		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Guoripuo	Jirapa	Upper West
5		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kunzokala	Jirapa	Upper West
6		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Orifani	Jirapa	Upper West
7		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Piiyiri	Jirapa	Upper West
8		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Saawie-Naayiri	Jirapa	Upper West
9		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Tuolong	Jirapa	Upper West
10		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Yagha-Gbaa	Jirapa	Upper West
11		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Zaghe	Jirapa	Upper West

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
1	Lot 3	Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Busa	Wa Municipal	Upper West
2		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Dandafure	Wa Municipal	Upper West
3		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Jonga	Wa Municipal	Upper West
4		Siting, Drilling and Mechanization of 1No. Borehole	Mechanisation	New Construction	Kpongu	Wa Municipal	Upper West
5		Siting, Drilling and Mechanization of 1No. Borehole	Mechanisation	New Construction	Damango Agric College	Damango	Savannah

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
1	Lot 4	Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kaah	Sissala West	Upper West
2		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kusali	Sissala West	Upper West
3		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kwala	Sissala West	Upper West
4		Siting, Drilling and Mechanization of 1No. Borehole	Mechanisation	New Construction	Liplime	Sissala West	Upper West
5		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Puzzene	Sissala West	Upper West
6		Siting, Drilling and Mechanization of 1No. Borehole	Mechanisation	New Construction	Sibele	Sissala West	Upper West
7		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Bandei	Sissala East	Upper West
8		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Duu	Sissala East	Upper West
9		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Wuru	Sissala East	Upper West

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
10		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Challu	Sissala East	Upper West
11		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Vamboi	Sissala East	Upper West
12		Siting, Drilling and Mechanization of 1No. Borehole	Mechanisation	New Construction	Nmanduanu	Sissala East	Upper West

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
1	Lot 5	Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Yiziiri	Nadowli	Upper West
2		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Brifo-Maal	Lawra	Upper West
3		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Gbembe	Lawra	Upper West
4		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kalsare	Lawra	Upper West
5		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Oribili	Lawra	Upper West
6		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Pavuu	Lawra	Upper West
7		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Tangzu	Lawra	Upper West
8		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Zukpiri	Lawra	Upper West
9		Siting, Drilling and Mechanization of 1No. Borehole	Mechanisation	New Construction	Bouti	Sissala West	Upper West
10		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Jitong	Sissala West	Upper West

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
1	Lot 6	Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Buffiama	Wa East	Upper West
2		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Guonoi	Wa East	Upper West
3		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kundungu	Wa East	Upper West
4		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Tuosaa	Wa East	Upper West
5		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Yayuanbe	Wa East	Upper West
6		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Jeyiri	Wa East	Upper West
7		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Kunyebin	Wa East	Upper West

No.	Lot No.	Project/Intervention	Type of Borehole	Nature of Works	Community	District	Region
1	Lot 7	Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Asse	Wa West	Upper West
2		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Bamkpoma	Wa West	Upper West
3		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Boro	Wa West	Upper West
4		Siting, Drilling, Construction and Installation of 1No. Hand Pump Borehole	Hand Pump	New Construction	Chiatanga	Wa West	Upper West

Equipment

The Tenderer must demonstrate that it will have access to the key Contractor's equipment listed hereafter:

Tenderers submitting tender for more than one (1) lot shall be required to submit different sets of equipment for each lot.

No.	Equipment Type and Characteristics	Minimum Number required for contract
1	Pick-up vehicle/Cargo Truck	1 No.
2	0.5 m3 Concrete Mixer	1 No.
3	Licensed Drilling Equipment/Rigger	1 No.
4	7-ton Tipper Truck	1 No.
5	Poker Vibrator	1 No.
6	Plate Compactor	1 No.
7	Protective (safety) gear	Equal to No. of Site Staff

Evidence of ownership or lease of plant and equipment must be provided

Key Personnel

The Tenderer must demonstrate that it will have personnel for the key positions that meet the following requirements

Tenderers submitting tender for more than one (1) lot shall be required to submit different sets of personnel for each lot.

No.	Position	Minimum Qualification	Years of Experience (general)	Years of experience in proposed position
1	Geologist/Hydrogeologist & Drilling Supervisor	BSc Geology/hydrogeology/geomatic engineering or equivalent in hydrogeology/geological engineering	10	8
2	A Site Manager with experience in works of an equivalent nature and volume	HND BT/Civil Engineering etc	7	5
3	General Foreman	HND/CTC 3	7	5
4	Masonry Foreman	NVTI/CTC 1	5	5
5	HSSE Personnel	HND	3	3

The Tenderer shall provide details of the proposed personnel, their biographical data describing their qualifications and experience records in their CV. Evidence of Academic Certificates should be attached.

ANNEX 2: QUOTATION SUBMISSION FORMS

Bidders are requested to complete this form, including the Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

TENDER FORM: [The Prospective Contractor shall fill in and submit this Request for Quotation Form on their Letter Head]

[date]

Identification No. and Title of Contract: **[insert identification number and title of the Contract]**

To:

ActionAid Ghana

Post Office Box AN 19083

Accra, Ghana

Having examined the Request for Quotation Documents, we offer to execute the **[name and identification number of Contract]** in accordance with the form of Contract accompanying this Request for Quotation for the Contract Price of **[insert amount in numbers]**, **[insert amount in words]** **[insert name of currency]**.

The Contract shall be paid in the following currencies: Ghana Cedis

Our Quotation shall be valid for the period of time in accordance with the RQDS, from the date fixed for Quotation submission deadline in accordance with the RQDS, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We have no conflict of interest.

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by the Funding Agency, or under the Employer's country laws or official regulations or as otherwise provided in RQDS.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Request for Quotation, and to Contract execution if we are awarded the Contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
(if none, state "none")		

We understand and agree that this Request for Quotation and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

Authorized Signature:

Name and Title of Signatory:

Name of Request for Prospective Contractor:

.....

Address:

Date:

BIDDER'S DECLARATION OF CONFORMITY²

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

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

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to ActionAid Ghana if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct.
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform ActionAid Ghana immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and ActionAid Ghana .
<input type="checkbox"/>	<input type="checkbox"/>	ActionAid Ghana reserves the right to terminate any contract between ActionAid Ghana and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____ Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Sample Forms

Similar and Past Works Experience

Firms Legal Name:			
Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i>		Information	
Contract Identification		<i>[insert contract name and number, if applicable]</i>	
Award date		<i>[insert day, month, year,]</i>	
Start date		<i>[insert day, month, year,]</i>	
Completion date		<i>[insert day, month, year,]</i>	
Role in Contract <i>[check the appropriate box]</i>	Contractor <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount		GHS <i>[insert total contract amount in GHS]</i>	
If partner in a JV/Consortium, or subcontractor, specify participation in total contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in GHS equivalent]</i>	
Employer's Name:		<i>[insert full name]</i>	

Employer reserves the right to check references including any work on Donor-funded contracts and as per any Past Performance Database.

Key Equipment

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
Capacity	Year of manufacture	
Current status	Current location	
Details of current commitments		
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Key Personnel

No.	Position	Name	Qualifications	Years of Experience (general)	Years of experience in proposed position
1					
2					
3					
4					
5					
6					
7					
8					

All CVs of Key Personnel must be signed and dated by them during the Tender preparation period

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.
Lot No.:		District Areas:

Technical Offer

Provide the following:

1. Company Legal Registration Documents (certificate of Business Registration, Incorporation etc)
2. VAT Registration Certificate
3. Valid SSNIT Clearance Certificate
4. Valid GRA Tax Clearance Certificate
5. Valid Labour Certificate (Job Specific)
6. Tender Security
7. Valid Power of Attorney for bid signatory
8. Valid Ministry of Works and Housing Certificate (Min Class D2K2 or above)
9. Valid Drilling License from the Water Resources and Minerals Commission
10. Valid Ghana Water Ltd Plumbers Certificate
11. Three (3) Works of Similar Nature with evidence of completion
12. Proposed Key Personnel and Team Composition with CVs
13. Proposed Key Equipment for the Project with Evidence of Ownership/Lease
14. Environmental, Social, Health and Safety Plan
15. A brief Method Statement and Implementation Plan
16. 3 Years Audited Accounts
17. Construction Works Schedule

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
Preliminaries and General Conditions Items				
Sitting, Drilling and Construction of Boreholes				
Total For 1No. Borehole				
No. of Boreholes				
Total for xxx No. of Boreholes				

Tenderers are required to fill and submit the completed BOQS

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company.</i></p> <p>Company Name Click or tap here to enter</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text. Email</p> <p>Address: Click or tap here to enter</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorized Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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ANNEX 4: WORKS PERFORMANCE REQUIREMENTS

Annex 4A: Bills of Quantities

The Bills of Quantities for this Request for Quotation is inserted in this Appendix.

Annex 4B: Technical Specifications

The Specifications for this Request for Quotation is inserted in this Appendix.

Annex 4C: Drawings

The Drawings for this Request for Quotation is inserted in this Appendix.

Annex 4D: List of Beneficiary Communities