

Tender Package — Request for Bid (RFB)

1. Invitation to Tender

Tender Name: Agricultural kits -Water Melon seeds and Agriculture tools Location - Alkhawkha		Tender No: ADE 049
Location: Aden – Yemen (Al-khawkha – Hodeida)		Correspondence Language(s): English / Arabic
Brief Summary Description of Project: Supply Agricultural kits -Water Melon seeds and agriculture tools for 202 HHs in Alkhawkha District – Hodiedah Governorate (Aden).		

Tender Package Available from: (04 / June / 2025)	Tender Package Pickup Location: can be obtained by downloading from the link in the Advertisement on YemenHR website
Deadline for Offer Submission: (10 / June / 2025; 3:00 PM Yemen Timing)	Submit Offers to: Physical location1: Ghadaq Office at Taiz City, Wadi Alqadhi Circle Physical location2: Ghadaq Office at Aden, Khour Maksar, behind Lebanese University Electronic: Ghadaq Procurement Email: procurement@ghadaq.org

Ghadaq reserves the right to accept or reject any late offers

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: N/A	
Last Day for Questions: N/A	Questions will be answered by: N/A
Questions will be answered through: N/A	

Documentation Checklist	
These documents are contained within this tender package:	✓ Invitation to Tender ✓ General Conditions for Tender ✓ Criteria and Submittals ✓ Price Offer Sheet

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|---|------------------------------|
| ✓ | Supplier Information Form |
| ✓ | Technical Specifications/BoQ |
| ✓ | Sample Contract |
| ✓ | Quality Control Plan |

2. General Conditions for Tender

Ghadaq invites offers for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Ghadaq reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Ghadaq' Anti-Bribery and Anti-Corruption Statement

Ghadaq strictly prohibits:

- Any form of bribe or kickback in relation to its activities
This prohibition includes any *request* from any Ghadaq employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Ghadaq employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- Conflicts of interests in the awarding or management of contracts
If a company is owned by, whether directly or indirectly, in whole or in part, any Ghadaq employee or any person who is related to a Ghadaq employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.
- The sharing or obtaining of confidential information
Ghadaq prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Ghadaq' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- Collusion between/among offerors
Ghadaq requires fair and open competition for this solicitation. No two (or more) companies submitting bids can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

integrityhotline@Ghadaq.org

Ghadaq will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated

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fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Ghadaq. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Ghadaq' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Ghadaq or any other entity.

2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [\[60 days\]](#) from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Ghadaq in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases, Ghadaq may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Ghadaq or its designated representative.
- This Tender does not obligate Ghadaq to execute a contract nor does it commit Ghadaq to pay any costs incurred in the preparation and submission of bids. Furthermore, Ghadaq reserves the right to reject any and all offers, if such action is considered to be in the best interest of Ghadaq.

2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes

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- Are guilty of serious misinterpretation in supplying information
- Are in violation of the policies outlined in Ghadaq Anti Bribery or Anti-Corruption Statement
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4 Response Documents

Offerors must submit an offer in their own format and ensure it contains all the required documents and information specified in this tender. Where an itemized Price Offer Sheet is included in the tender package, the offeror must complete and submit it with the rest of their offer.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Ghadaq. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

2.6 Certification Regarding Terrorism

It is Ghadaq' policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Ghadaq from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3. Criteria & Submittals

3.1 Contract Terms

Ghadaq intends to issue a **[Fixed Price]** contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in **Section 6** herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in **Section 6**.

3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- Registered Business Supplier
- Proof of Tax payment
- Proof of Zakat payment

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

Submittals for Eligibility:

1. Valid Business Registration
2. Valid Tax Card
3. Valid Zakat Card

Submittals for Technical evaluation:

1. Signed Technical offer including specifications **with sample of watermelon seeds**
2. Bid cover including:
 - a. Total offered price
 - b. Delivery time
 - c. Payment terms
 - d. Confirmation of ability to deliver products to project sites
 - e. Warrantee

3. Signed bill of quantity
4. Supplier information form

Submittals for financial evaluation:

1. Signed bill of quantity with detailed prices
2. Bid cover including:
 - a. Total offered price

Price Offer :

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. As a Cost Reimbursement plus Fixed Fee contract, the price of contract to be awarded will be on the basis of estimated costs at cost and specified fee paid; the contract to be awarded will have a ceiling amount not to be exceed without prior written approval. As a Time and Materials contract, the price of contract to be awarded will be on the basis of estimated direct labor hours/days at specified fixed hourly/daily rates and materials at cost; the contract to be awarded will have a ceiling amount not to be exceeded without prior written approval. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

Offerors must/must not include VAT and customs duties in their offer

3.4 Currency

Offers should be submitted in: USD

Payments will be made in: USD

3.5 Tender Evaluation (LPTA Selection Method)

Based on the above submittals, a Ghadaq Tender Committee will conduct a tender evaluation process. Ghadaq reserves the right to accept or reject any or all bids, and to accept the offer(s) deemed to be in the best interest of Ghadaq. Ghadaq will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Technical Evaluation

Lowest Price, Technically Acceptable (LPTA)

Ghadaq Tender Committee will conduct a technical evaluation which will grade technical criteria on a pass/fail basis. Supplier's bids **must meet the minimum technical standard** established here in order to receive a passing mark. Any offerors who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only offerors who pass all criteria will move on to the next round of evaluation.

Pass/fail technical criteria are as follows:

Minimum Technical Criteria	Pass or Fail?
Product technical specifications meet or exceed Ghadaq's specifications	
Delivery time is less than 7 Calander days	
Payment terms are cash transfer or cheque after delivery	
Ability to deliver to project sites (has access to delivery locations)	
Supplier experience in supplying similar product is more than one year	

3.5.2 Financial Evaluation and Price/Cost Analysis

All suppliers who passed all technical criteria will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning offeror(s) assuming the price is deemed fair and reasonable and subject to the additional due diligence in [section 3.5.3](#).

3.5.3 Additional Due Diligence

Upon completion of both the technical and financial evaluations Ghadaq may choose to engage in additional due diligence processes with a particular offeror or offeror(s). The purpose of these processes is to ensure that Ghadaq engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Sample verification
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving Ghadaq increased confidence in the supplier's ability to perform

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Bid” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Bid



The following information must be included in the offer of any potential offeror:

- ☐ **Cover Letter** explaining interest to be a contracted vendor or supplier. The content of the cover letter shall include the following information:
 - ☐ Bid cover including:
 - ☐ Total offered price
 - ☐ Delivery time
 - ☐ Payment terms
 - ☐ Confirmation of ability to deliver products to project sites
 - ☐ Warrantee
- ☐ A Signed bill of quantity with detailed prices (detailing the unit price only using the Price Offer Sheet template provided in section 7)
- ☐ Completed and signed Ghadaq **Supplier Information Form** (template provided in section 7)
- ☐ Other important documents offeror feels need to be attached to support their bid



The original bid shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.



5. Technical Specifications

Item	Rectangular blade heavy digging hoe in alloy steel material and hard wood handle	Quantity	Unit	Photo
1.0.	Technical Specifications Hoe with handle:	202	Piece	
1.1	Overall Length of the head (mm): 280-300			
1.2	Blade Width (mm): 200-220			
1.3	Blade Thickness (mm): 2.5-3.0			
1.4	Blade Weight (KG): 1.6-2.0			
1.5	Length of handle (mm): Approx. 1000			
1.6	Handle should be made of a suitable hardwood with a specific grav 5.1 of 0.66 to 0.88 after seasoning to not more than 20% of moisture content.			
Item	Pichaxe with chisel and point and hard wood handle	Quantity	Unit	Photo
2.0.	Technical Specifications Pichaxe with handle:	202	Piece	
2.1	Overall Length of the head (mm): 550-610			
2.2	Blade Width (mm): 40-55			
2.3	Blade Thickness (mm): 10 mm at the chisel edge and 5 mm at the point edge			
2.4	Blade Weight (KG): 2.6-3.0			
2.5	Length of handle (mm): Approx. 900 min			
2.6	Handle should be made of a suitable hardwood with a specific grav 5.1 of 0.66 to 0.88 after seasoning to not more than 20% of moisture content.			

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Item	Rake head with hard wood handle	Quantity	Unit	Photo
3.0.	Technical Specifications Rake with handle:	202	Piece	
3.1	Overall Length of the teeth (mm): 1600			
3.2	Width (mm): 350-450			
3.3	Number of teeth: 12-16			
3.4	Length of the teeth (mm): 75-100			
3.5	Teeth Thickness (mm): min.3			
3.6	Thickness of the teeth (mm):3 min			
3.7	Length of handle (mm): Approx. 1500			
3.8	Handle should be made of a suitable hardwood with a specific grav 5.1 of 0.66 to 0.88 after seasoning to not more than 20% of moisture content.			
Item	Watermelon Seeds 450 grams, 1000 seeds	Quantity	Unit	Photo
4.0.	Technical Specifications of watermelon:	202	Packet	
4.1	Min. Purity Percentage: 95%			
4.2	Min. Germination Percentage: 85%			
4.3	Min. Moisture Content: 8%			
4.4	Seed Color: Dark Brown			
4.5	Fruit Color: Dark Brown			
4.6	Variety: Hybrid			
4.7	Production Date: 2024			
4.8	Expiration Date: 2027			
4.9	Common Name: Charleston - or any equivalent alternative variety			
4.1	Governorates and Regions Where the Variety Has Been Successfully Cultivated: Al Hodeidah - Al Hawkhah			

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Item	Agricultural fabric, designed for agricultural protection to regulate the climate around plants and reduce harmful environmental impacts such as direct sunlight, strong winds, and moisture loss. Ensuring adequate sunlight transmission while minimizing excess thermal effects.	Quantity	Unit	Photo
5.0.	Technical Specifications of agricultural fabric:	202	Roll	
5.1	Roll Width (M): 1.5			
5.2	Roll Length (M): 50			
5.3	Roll Thickness (microns): 19			
5.4	Color: White			
Item	Watering can completely with water and allow it to stand for four hours	Quantity	Unit	
6.0.	Technical Specifications of watering can:	404	Piece	
6.1	Capacity (L): 10-12			
6.2	Material: galvanized / metal sheet			
6.3	Thickness (mm): 45			

Supplies of Agriculture Kits (Seeds and Tools) will include all costs including:

- Cost of delivery to targeted locations in Alkhawkha
- Cost of Germination Rate Test for the samples
- Cost of the samples attached to this bid offer
- Any other costs.

6. Sample Contract

As per attached Annex D

7. Attachments to the Tender Package

Annex A: Cover Letter

Annex B: Bill of Quantity with Prices

Annex C: Supplier Information Form

Annex D: Sample Contract