

## 1. Invitation to Tender

<b>Tender Name:</b> Purchasing of Ceramic Water Filters	<b>Tender No:</b> ADRA-PWS-0004-2021
<b>Location:</b> (Sa'ada, Yemen)	<b>Correspondence Language(s):</b> English or Arabic
<b>Brief Summary Description of Project:</b> Colloidal Silver Ceramic Water Filter Supply	

<b>Tender Package Available from:</b> (10 / May / 2021)	<b>Tender Package Pickup Location:</b> www.yemenhr.com
<b>Deadline for Offer Submission:</b> (30 / May / 2021; 16:00 PM)	<b>Submit Offers to:</b> ADRA Yemen Main Office, Sana`a, Beirut Street, beside Indonesian Embassy.

*ADRA Yemen reserves the right to accept or reject any late offers*

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: <a href="mailto:procurement@adrayemen.org">procurement@adrayemen.org</a>	
<b>Last Day for Questions:</b> (11 / May / 2021; 14:00 PM)	<b>Questions will be answered by:</b> (12 / May / 2021; 12:00 PM)
<b>Questions will be answered through:</b> Replay from email address: <a href="mailto:procurement@adrayemen.org">procurement@adrayemen.org</a> within 24 working hours	

Documentation Checklist	
These documents are contained within this tender package:	<ol style="list-style-type: none"> <li>1 Invitation to Tender</li> <li>2 General Conditions for Tender</li> <li>3 Criteria and Submittals</li> <li>4 Offer Form</li> <li>5 Specifications</li> <li>6 Attachments to the Tender Package             <ol style="list-style-type: none"> <li>B. Bid Cover Form</li> <li>C. Price Offer Sheet</li> <li>D. Supplier Information Form</li> <li>E. Distribution plan</li> <li>F. Sample of Purchase Contract</li> </ol> </li> </ol>

## 2. General Conditions for Tender

ADRA Yemen 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. ADRA Yemen 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 ADRA Yemen's Anti-Bribery and Anti-Corruption Statement

ADRA Yemen strictly prohibits:

- Any form of bribe or kickback in relation to its activities  
This prohibition includes any *request* from any ADRA Yemen 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 ADRA Yemen 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 ADRA Yemen employee or any person who is related to a ADRA Yemen 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  
ADRA Yemen prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding ADRA Yemen's 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  
ADRA Yemen 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@adrayemen.org](mailto:integrityhotline@adrayemen.org)

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

Violations will also be reported to ADRA Yemen's 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 ADRA Yemen 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, offer price sheet, 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 [90 days] from its date of submission.
- All offers should be initiated in US Dollars and 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 if calculation errors are more than 3% of the total amount of the offer.
- Financial offer, and technical offer should be separated in two envelopes, then the two envelopes should be put in one sealed envelope. The tender title and number ADRA-PWS-0004-2021 as well as, the bidder name should be written clearly on the main envelop.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to ADRA Yemen in writing by sending email to [procurement@adrayemen.org](mailto:procurement@adrayemen.org) . The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases, ADRA Yemen 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 ADRA Yemen or its designated representative.
- This Tender does not obligate ADRA Yemen to execute a contract nor does it commit ADRA Yemen to pay any costs incurred in the preparation and submission of proposals. Furthermore, ADRA Yemen reserves the right to reject any and all proposals, if such action is considered to be in the best interest of ADRA Yemen.

## 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
- Are guilty of serious misinterpretation in supplying information
- Are in violation of the policies outlined in ADRA Yemen 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 ADRA Yemen. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

## **2.6 Certification Regarding Terrorism**

It is ADRA Yemen' policy to comply with humanitarian principles and the laws and regulations of the Yemen, Donors, United Nations, Donors' Governments, 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 ADRA Yemen 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

ADRA Yemen 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:

1. Have Valid Business Registration Card
2. Have Valid Tax Card
3. Have Zakat Card or Any document of proof of Zakat payment.
4. Submit a bid bank guarantee of 3% of the total offer cost with validity of 90 days.

#### 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.

##### 3.3.1 Documents supporting the Eligibility Criteria:

1. Valid Business Registration card.
2. Valid Tax card.
3. Zakat Card
4. Bid Guarantee of 3% of the total amount of the offer valid for 90 days.

##### 3.3.2 Documents to conduct the Technical Evaluation and additional Due Diligence:

1. The complete Price offer Sheet including specifications and unit/total prices.
2. The complete Offer Cover Letter
3. References from previous supply projects (including contact information)
4. Company profile including experience history, and contact details.
5. Copy of the Supply contracts of the past two years in Water Filter supply projects with INGOs
6. List of three references from previous supply projects, including contact information (INGOs references is preferable)
7. Quality control plan including product quality assurance, environment impact procedures, and delivery schedule.
8. The complete Supplier Information Form

##### 3.3.3 Documents to conduct the Technical Evaluation and additional Due Diligence:

1. Price Offer Sheet including unit and total prices.

**Price Offer Sheet:**

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.** 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 not** include VAT and customs duties in their offer.

**3.4 Currency**

Offers should be submitted in: US Dollars  
 Payments will be made in: US Dollars

**3.5 Tender Evaluation (LPTA Selection Method)**

Based on the above submittals, a ADRA Yemen Tender Committee will conduct a tender evaluation process. ADRA Yemen 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 ADRA Yemen. ADRA Yemen 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)**

ADRA Yemen 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:

Technical Criteria	Pass or Fail?
Technical Specifications: Meet Technical Specifications: 1. Flow rate (L/hr): 1.5-3.0 L/hr (Average flow rate of 2.5 L/hr) 2. Ability of Filter to remove dirt and debris - Effluent turbidity levels (NTU) of filter: less than 5 NTU 3. Ability of filter contaminants and bacteria (The filter should be able to remove 99.99% of bacteria and parasites where ceramic filters will be applied to bacteriological test. 4. The ability of filter removes odors and smell (physical test) 5. The water filter unit should include receptacle plastic (food-/water safe plastic) with cover to store and dispense filtered water with capacity of 30 liter or more-The capacity of ceramic water filter should be more than 10 liters. 6. Accessories of a high-quality faucet and maintenance cleaning brush	If Yes, Pass  If No, Fail
Delivery Time: Delivery within 10 days of the contract signing date	If Yes, Pass If No, Fail
Corporate Capabilities: A supplier’s experience (3 Years) in supply projects, ability to deliver to Sa'ada.	If Yes, Pass If No, Fail
Warranty: Warranty of one month for any defaults in the product	If Yes, Pass If No, Fail

### 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 ADRA Yemen may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that ADRA Yemen 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
- Supplier's facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving ADRA Yemen 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:

- Offer Cover Form** (Annex B): The content of the Bid Cover Form shall include the following information:
  - Name of the bidder
  - The total amount of the entire offer (in digits and in words)
  - Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days)
  - Warranty (if necessary and appropriate)
  - Delivery date.
  - Payment terms
- A Price Offer detailing the unit price only, using the **Price Offer Sheet** (Annex C)
- Completed and signed ADRA Yemen **Supplier Information Form** (Annex D)
- Acceptance of ADRA Yemen's **Distribution Plan** (Annex E)
- Acceptance to ADRA Yemen's **Purchase Contract** Terms and Conditions (Annex F)
- 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. Scope of Work/Technical Specifications

### 5.1 Background

ADRA Yemen: Distribution of Silver Water Filers for PWS Project's beneficiaries in Sa'ada Governorate.

### 5.2 Technical Specifications (for Water Filters)

Item	Quantity
Colloidal Silver Ceramic Water Filter (as described below)	1,500

Specification Item	Minimum Specification
The capacity:	ceramic water filter capacity should be more than 10 liters
Bacterial removing:	The filter should be able to remove 99.99% of bacteria and parasites where ceramic filters will be applied to bacteriological tests.
Flow rate (L/hr):	1.5-3.0 L/hr (Average flow rate of 2.5 L/hr).
NTU:	Effluent turbidity levels (NTU) of filter: less than 5 NTU.
Capacity of water filter unit	The water filter unit should include receptacle plastic (food-/water safe plastic) with cover to store and dispense filtered water with a capacity of 30 liters or more.
Accessories	The vendor should provide a high-quality faucet and maintenance cleaning brush

### 6.3 Distribution Plan:

The annex E: **Distribution Plan** indicates the delivery locations, and quantity for each location.

## 6. Attachments to the Tender Package

Annex B: Bid Cover Form

Annex C: Price Offer Sheet template

Annex D: Supplier Information Form template

Annex E: Distribution Plan

Annex F: Sample Purchase Contract template