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Invitation to bid (example)
CONSTRUCTION OF TECHNICAL AND
VOCATIONAL TRAINING CENTRES IN ADDIS ABABA

Ref. No. _____

Date: _____

A/ Invitation to BID

To: All Contractors of Category GC/BC, Class 4,5 and above with license valid for the current year.

The Ministry of -----now invites wax-sealed bids from eligible bidders for furnishing the necessary labour, materials and equipment for the construction and completion of two TVET Centres in Addis Ababa.

DETAILS OF THE PROJECTS FOR BID

Ser. No.	Project	Completion Time (Calendar Days)	Cost of Bid Document (Birr)	Required Contractor's Category	Bid Closing Date	Bid Opening Date & Time
	1	2	3	4	5	6
1	Civil Works Construction Training Centre	300	1,000	GC/BC-5 + above	30/06/04	05/07/04 14:30hrs.
2	Agricultural Training Centre	450	1,300	GC/BC-4 + above	30/06/04	05/07/04 14:30hrs.

1. A complete set of bidding documents may be purchased by any interested eligible bidder on the submission of a written application to the -----(a specialised institution assigned to make technical evaluation of bids on behalf of the Ministry) and upon payment of the Cost of Bid Document in item 2, Column 3 of the above table. Additional sets of documents may be purchased each at the same price.
2. Bidders may obtain further information and inspect the bidding documents of:
 - Ser. No 1 from room # 5 and
 - Ser. No. 2 from room #3 at the office of -----(a specialised institution assigned to make technical evaluation of bids on behalf of the Ministry).
3. All bids must be accompanied by a bid security, 1% of the bid amount, to a maximum of Birr 100,000 - from recognised financial institutions payable on demand and must be delivered to ----
----- (a specialised institution assigned to make technical evaluation of bids on behalf of the employer) on or before 12:00hrs, 30/06/2004.
4. Bids will be opened in the presence of those bidders' representatives who choose to attend on the respective dates and time of each project as mentioned in item 2 of the above table, column 6, in the office of -----(a specialised institution assigned to make technical evaluation of bids on behalf of the employer).
5. The construction of the works of each project shall be completed within a maximum of the Construction Time mentioned in item 2 column 2, from the commencement of the works.
 - The employer reserves the right to reject any or all bids.
 - Bidders are instructed to fill, sign and seal all forms of the bid documents. Failure of this instruction is automatic rejection.

Ministry of-----

Seal, name and signature of the responsible official

Instruction for bidders (example)

CONSTRUCTION OF TECHNICAL AND VOCATIONAL TRAINING CENTRES IN ADDIS ABABA

Ref. No. _____

Date: _____

B/ Particulars of the project

1. Project Name : TVET Centre
Employer : Ministry of-----
Location : Addis Ababa, Sub-city-----Kebele-----
Scope of Work : (drawings and bill of quantity should be provided)
2. Source of Fund : Local
3. Eligibility and Qualification Requirement:
Provide all the pertinent information in accordance to the instructions and forms of the bid document.
4. Bidding Documents
The bidding documents consist of:
 - Invitation to Bid
 - Standard Instruction to Bidders
 - Particular Information of the Project
 - Bill of Quantities
 - Technical Specification and Method of Measurement
 - Drawings in accordance with the enclosed list
 - Appendix to tender and construction clauses
 - Bid proposal
 - Form of Agreement
 - Form of Bid Security
 - Form of Performance Security
 - Form of Bid Evaluation Criteria
5. Address for queries: P.O. Box-----Tel.-----
6. Bid Security
 - The bid security amount is ---% (e.g. 1%) of the bid amount to a maximum of Birr----(e.g. 100,000)-from recognised financial institution, payable on demand, shall in the bidders opinion be in the form of an irrevocable letter of credit, bank guarantee C.P.O. or bid bond from insurance company.
 - Address for bid submission shall be to: P.O. Box-----and bear the reference: '**Bid for the Construction of TVET Centres in Addis Ababa**' and do not open before 14:30hrs on 30/06/2004.
7. Deadline for submission of Bid
Bids must be received by the employer not later than 12:00hrs on 30/06/2004.
8. Tender opening
Tenders shall be opened by the employer in the presence of the Ministry of ----- representative consulting engineer, bidders' or their authorised representatives and the employer's representative at----- (institution working on behalf of the employer) on 30/06/2004 at 14:30hrs.
9. Bid price
All costs for routine rest on all construction material shall be born by the bidder and included in the rates, prices and total bid price submitted by the bidder.

C/ Appendix to tender and construction agreement clauses standard by MoWUD

<i>Bid amount</i>	<i>Birr-----</i>	<i>Standard Clause (No.)</i>
<i>Maximum limit amount of performance bond</i>	<i>10%</i>	<i>(10)</i>
<i>Minimum amount of third party insurance</i>	<i>10%</i>	<i>(21)</i>
<i>Time of commencement</i>	<i>21 days</i>	<i>(41)</i>
<i>Time of completion</i>	<i>600 days</i>	<i>(43)</i>
<i>Amount of liquidated damages</i>	<i>1/1000/day</i>	<i>(47)</i>
<i>Limit of liquidated damages</i>	<i>20% of contract amount</i>	
<i>Defect liability period</i>	<i>365</i>	<i>(49)</i>
<i>Power of the engineer to make variations</i>	<i>3</i>	<i>(52/3)</i>
<i>Percentage of adjustment of provisional sums</i>	<i>---%</i>	<i>(59/4/C)</i>
<i>Percentage of retention money</i>	<i>10%</i>	<i>(64/4)</i>
<i>Limit of retention money</i>	<i>10%</i>	<i>(60)</i>
<i>Advance payment</i>		
<i>(attach advance disbursement schedule)</i>	<i>----% of the bid amount</i>	<i>(60)</i>
<i>Rate of interest upon unpaid sums</i>	<i>Official bank rate</i>	<i>(60)</i>

D/ Project instruction

Declaration of works at hand

Employer	Project	Contract amount	Total approved payments	%	Date

- *In the % column indicate the percentage of works performed to date*
- *In the date column enter the date the project will be completed*

Comments _____

Major items of constructional plant proposed for the work

Type, mode, make	No. of each	New or used	Owned (O) or leased (L)	Power rating capacity	Rent/Hour
1. Quarrying + Aggregate Processing 1.1. 1.2. etc. 2. Excavation 2.1. 2.2. etc. 3. Haulage 3.1. ... 4. Concrete making 4.1. ... 5. Asphalt Mixing 5.1. ... 6. Miscellaneous 6.1. ...					

The bidder shall enter in this schedule all major items of construction plant, which he proposes: to bring on site both owned and leased (rented).

Tender or negotiated proposal

Name of Contract _____
To _____

Gentlemen:

1. *Having examined the Conditions of Contract, specifications, drawing and Bill of Quantities and Addenda Nos. _____ for the execution of the above named work, we the undersigned, offer to execute and complete such works and remedy any defects therein in conformity with the Conditions of Contract, Specifications, Drawings, Bill of Quantities and Addenda for the sum of _____ (_____) or such other sums as may be ascertained in accordance with the said conditions.*
2. *We acknowledge that the Appendix forms part of our Tender/Negotiated Proposal.*
3. *We undertake, if our Tender/Negotiated Proposal/ is accepted to commence the work as soon as is reasonably possible after the receipt of the Engineer's notice to commence, and to complete the entire work comprised in the contract within the time stated in the contract with in the time stated in the contract and within the time stated in the Appendix to Tender.*
4. *We agree to abide by this Tender/Negotiated Proposal/ for the period of _____ days from the date affixed for receiving the same it shall remain binding to us and may be accepted at any time before the expiration of that period.*

Dated this _____ day of _____ 200() _____ Signature _____ in the capacity of _____
_____ dully authorised to sign tenders for and on behalf of _____

ADDRESS _____

WITNESS _____

ADDRESS _____

OCCUPATION _____

Format of contract agreement with Government bodies

This agreement, made on the _____ day of _____ 200() _____ Ethiopia,
P.O. Box _____

(herein after called "The Contractor") whose registered office is situated at _____

of the part:

Whereas the Employer is desirous

(herein after called "The Works") at _____ and has called drawings and
a specification describing the work to be done and Bill of Quantities to be prepared by _____

_____ P.O. Box _____ (herein after called
at Consulting Engineer) who is appointed to administer the contract in accordance with Standard
Conditions of contract for construction of Civil Works Project.

Whereas the Contractor has agreed to undertake the Construction works as per the terms and
conditions of the Contract Document enumerated in Clause 2 below.

Now, therefore, the parties agree as follows:

* (State nature of intended works in detail in fullest possible detail)

1. General provision

- A. In this agreement works and expression shall have the same meanings as are respectively assigned to them in the Standard Conditions of Contract referred in clause 2 below.
- B. For the consideration herein after mentioned the Contractor will upon and subject to the conditions hereto annexed execute and complete the work shown upon the said drawings and described or referred to in the said Bills of Quantities, specifications and the said conditions.

2. Contract documents

It is agreed and understood that the following documents

- a. This agreement and attached conditions
- b. The letter of appointment
- c. Signed tender proposal of the Contractor
- d. Points of drawings as per the attached list
- e. Standard technical specifications and methods of measurement (1991) and others related to the work
- f. Signed priced Bill of Quantities and Specifications
- g. Standard Conditions of Contract for Construction of civil Works Project (December 1994);

Shall be known as "The Contract Documents" and represent the agreement between the Employer and the Contractor and that there is no other agreement or any other document relating to or in way affecting this agreement at this stage and that these documents supersede all other agreements and drawing prior to the date thereof.

3. Agreement considerations

In consideration of the payments to be made by the Employer the Contractor hereby covenants with the Employer to execute and complete the works and remedy any defects therein in conformity in all respects with the provisions of the Contract, and the Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the work and the remedying defects therein the total contract price of Birr _____ (_____) at the terms and the manner prescribed by the Contract Documents.

4. Contract administration

The consulting Engineer who shall be dully delegated by the MoWUD is responsible for interpreting and administering the contract documents specified in article 2 herein above and witnessed this agreement as hereunder.

5. Status of contract

The said contract documents shall be interpreted according to the Ethiopian Law and this agreement is deemed to be Administrative Contract in accordance with Article 3132 of the Civil Code of Ethiopia, 1960.

In witness whereof the parties have caused their respective common seals to be herein affixed on the day and year of the first above- written.

For the Employer

For the Contractor

Authorised Signature

Authorised Signature

Witness

Name

Signature

- 1. _____ (Consulting Engineer)
- 2. _____
- 3. _____

Bid evaluation criteria (example)

In the evaluation and recommendation process the following rules shall be applied:

- *Bid offers below and above 20% of the project estimate shall be considered as none responsive and shall not be considered for further evaluation*
- *25% of the engineers estimate and 75% of the bidders average shall be taken as final adjusted project estimate*
- *A bid offer below 15% of the adjusted project estimate shall not be considered for contract awards.*

Note: Amendments made to the Standard Conditions of Contract for Construction of Civil Works of the MoWUD, Dec. 1994 should be stated in the contract agreement. Examples could be particular conditions of contract with respect to monthly payments, advance payments, default of the contractor, etc.

Bank guarantee form for advance payment

To: _____(Name of Employer)
_____(Address of Employer)
_____(Name of the Contractor)

Gentlemen:

In accordance with the provisions of the document for "Advance Payment" in the contract, _____[name and address of the contractor] (herein after called "the contractor") shall deposit with _____[name of employer] advance payment to guarantee his proper and faithful performance under the said clause of the contract in an amount of _____[mount of guarantee]_____ [mount in words].

We, the _____[Bank or financial institution], as instructed by the contractor agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to _____[name of employer] on his first demand without whatsoever right of objection on our part and with out his first claim to the contractor, in the amount _____ not exceeding _____[amount of guarantee]_____ [amount in word such amount to be reduced periodically by the amounts recovered by from the precedes of the contract.

We further agree that no change or addition to or other modification of the terms of the contract or of works to be performed there under or of any of the contract documents which may be made between _____[name of employer] and the contractor, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the contractor pursuant to the contract.

This guarantee shall remain valid and in full effect from the date of the advance payment under the contract until _____ [name of employer] receives full repayment of the same amount from the contractor.

Signature and seal _____
Name of Bank/Financial institution _____
Address _____
Date _____