

**Request for Quotation # *SP1459-VI.02-LSK-331***

**17th August 2022**

Dear Sir/ Madam,

You are invited to submit your tender in response to the advert.

SNV intends to enter into a contract to purchase Borehole drilling and pump testing services with the winning bidder.

Your quotations are due to SNV no later than 5:30PM on 1st September 2022.

Late bids will be disqualified.

In the attached package you will find:

* Request for Quotations (RFQ)
* Specifications

We look forward to receiving your quote,

Kind regards,

SNV Procurement and Contracts Team

**Request for Quotations for Borehole Drilling and Testing Services**

**Reference #: SP1459-VI.02-LSK-331**

**CLOSING DATE: 01/09/2022**

# SECTION 1

## 1.0 INSTRUCTIONS

### 1.1 INTRODUCTION

**SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested Vendors to perform the contract of supply of Borehole drilling and Pump testing services in Southern Province, central and eastern province of Zambia.

### 1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copiesso they may be evaluated. SNV requires prospective Vendors to supply mandatory information for tender.

### 1.4 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar services of similar complexity and should be an approved driller by WARMA. Potential Vendors must demonstrate the willingness and commitment to meet the tender criteria.

### 1.5 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

### 1.6 SUBMISSION OF DOCUMENTS

**One copy** of the complete quotation and other information requested should besubmitted to reach as a single bound document with all pages serialised and stamped or initialled by the appointed authorised signatory to the following address:

**zambiaprocurement@snv.org**

***Not later than* 17:30 *(local time) on* 01/09/2022**

The RFQ Reference ***SP1459-VI.02-LSK-331*** should be clearly indicated in the subject line of the email alongside with the Vendor’s company name.

### 1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFQ documents should be directed to Procurement whose address is given in 1.6 above.

### 1.8 ADDITIONAL INFORMATION

**SNV** reserves the right to request submissionof additional information from prospective Vendors.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

# SECTION 2

### 2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay all taxes and VAT as applicable for the service to be supplied.

### 2.2 CUSTOMS CLEARANCE

### 2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type.

### 2.4 PAYMENTS AND CURRENCIES

Payments are made within 30 days of receipt of a valid invoice. Payments will be made in ZMW (Zambian Kwacha*)*. The Quotation shall be expressed in ZMW.

### 2.5 QUOTE VALIDITY

Your quote must be valid for *30* days.

# SECTION 3

### 3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the Vendor or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Zambia reserves the right to reject the tender from such a Vendor.

### 3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of cost, meeting specifications, and delivery period and payment terms.

**3.3 DELIVERY LOCATION**

The drilling and testing should be implemented in three (3) provinces and eight (8) district/locations, as shown in table below (please see Annex 2 for respective distances from Lusaka CBD):

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **DETAILS** | **DISTRICT** | **QUANTITY**  **(Sites)** |
| 1 | Southern province | Zimba, Choma Mazabuka, | 5 |
| 2 | Eastern Province | Lusangazi, Nyimba, Katete, Chasefu | 4 |
| 3 | Central province | Kabwe | 3 |
| **TOTAL** |  |  | **12** |

**Estimated distances to each point from Lusaka (CBD)**

# 1. Southern Province

|  |  |  |  |
| --- | --- | --- | --- |
| **s/n** | **From** | **To** | **Total Distance (kM)** |
| 1 | Lusaka | Magoye (site 1) | 167 |
| 2 | Lusaka | Magoye (site 2) | 175 |
| 3 | Lusaka | Mbabala | 324 |
| 4 | Lusaka | Zimba | 413 |
| 5 | Lusaka | Zimba | 423 |

**2. Central Province**

|  |  |  |  |
| --- | --- | --- | --- |
| **s/n** | **From** | **To** | **Total Distance (kM)** |
| 1 | Lusaka | Kabwe (site1) | 149 |
| 2 | Lusaka | Kabwe (site 2) | 167 |
| 3 | Lusaka | Kabwe (site 3) | 182 |

# 3. Eastern Province

|  |  |  |  |
| --- | --- | --- | --- |
| **s/n** | **From** | **To** | **Total Distance (kM)** |
| 1 | Lusaka | Lusangazi | 560 |
| 2 | Lusaka | Chasefu | 814 |
| 3 | Lusaka | Lwembe | 410 |
| 4 | Lusaka | Dole | 515 |

**All costs of delivery to be included in the offer.**

**4. 1 FIRM DATA**

|  |  |
| --- | --- |
| Name of Vendor |  |
| Trading Name (if different from above) |  |
| Postal Address |  |
| Physical location of Business Premises | Town |
| Street |
| Plot No. |
| Building name |
| Floor |
| Primary Contact Person | Name |
| Mobile number |
| Email |
| Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.) |  |
| **Names of the Proprietor, Directors or Partners and their nationality** | |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
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| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Vendor’s Operations | Year established/registered: |
| Duration of Operation: |
| Objectives, Mandate, Mission: |
| Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services |  |
| Vendor Registration No. and Country of Registration (Attach Copy) | Country of Registration:  Number: |
| VAT Registration No. (Attach Copy) | Number |
| Tax Identification Number Registration.(Attach Copy) | Number |
| Trade Licence/ Business Permit (Attach Copy) | Number |

**4.2 ELIGIBILITY**

|  |  |  |
| --- | --- | --- |
| Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s) | | |
| Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? | *Yes / No* | *If Yes give details* |
| Have you been convicted of a criminal offence related to business or professional conduct? | *Yes / No* | *If Yes give details* |
| Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client? | *Yes / No* | *If Yes give details* |

**4.3 CONFLICT OF INTEREST**

Please provide answers to the following statements:

|  |  |
| --- | --- |
| To the best of your knowledge, have you or any employee or staff member of your organization or firm, ever been employed by SNV? | *Yes or No* |
| If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, and the country of employment. |  |
| Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in Zambia? | *Yes or No* |
| If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship. |  |

**4.4 FINANCIAL DATA**

Vendors must provide copies of the following documents:

* Annual report (incl. financial report) of last 2 financial years or atleast 3 months bank statement
* Organisation chart and/or bylaws
* Tax Clearance certificate.

**SECTION 5**

**5.1 Sworn Statement**

Having studied the information provided for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of my/our knowledge.
2. We enclose all the required documents and information required for the RFQ

Date: ……………………………………………………………………………………………..…………………..

Applicant’s Name: …………………………………………………………………………………..…………..

Represented by: ………………………………………………………………………………………………….

Signature: …………………………………………………………………………………….…………………….

Designation: ………………………………………………………………………………….…………..……….

(Full name and designation of the person signing and stamp or seal.)

#### Specifications

|  |  |  |
| --- | --- | --- |
| **No** | **Description of Activity** | **Qty** |
| **1** | Mobilization  demobilization | 12 |
| **2** | Geophysical survey Boreholes sites | 12 |
| **3** | Drilling of 6” (80 m minimum depth) and installation of Upvc casing 125mm.(in favourable conditions) | 12 |
| **4** | Extra drilling and installation of Upvc casing (where required) | 12 |
| **5** | 6inches steel Casing (if formation is loose) | 12 |
| **6** | Gravel pack and backfilling | 12 |
| **7** | Grouting of first six meters for sanitary protection | 12 |
| **8** | Pump testing for 4 hours duration and recovery | 12 |

**Note the following Terms:**

1. **BH Siting**

* Borehole siting shall be a sole responsibility of the contractor (Registered Geologist and the certificate may be requested for at the time of borehole drilling completion and Invoicing)

1. **BH Depth**

* The bore shall be drilled to such depths as to penetrate below the shallow water table aquifers with minimum discharge of 0.28l/s to sustain a continuous pup testing minimum of 1hrs to ensure reliable operations for pump to be installed (Maximum depth 80m)

1. **BH Diameter**

* Minimum drilling diameter is 6 inches
* First 6m from the surface will have concrete for sanitary protection of as advised by the Client (SNV)

1. **BH Casing**

* The BH will be fully cased up to the bottom (as required by WARMA). ALL pipes used for casing should be inspected by the client on site before lowering them

1. **Records & Reports (**The report should at least contain the following information for payment to be approved)

* Method of drilling
* Diameter of the drilled hole, depth, and changes in soil formation
* Depth and size of casing
* Depth at which the water is struck
* Depth interval at which formation samples are collected
* Problem encountered during drilling
* Depth, size, and description of well casing depth, size, and description of the well.

1. **WARMA Registration**

* Contractor should facilitate the WARMA Registration/permission for the borehole on behalf of SNV.

1. **Pump Testing**

* Pump testing will be carried out for at least 4 hr in the presence of the Client Representative.