



Funded by  
European Union

FED 2011/260-271

“Improving Water and Sanitation access and Hygiene standards to achieve the MDGs in Arusha Region, Tanzania”



Implemented by  
Istituto Oikos

Milan, 30/11/2012

**PUBLICATION REF.:** *Procurement tender notice for ‘Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings -International open tender)’ - WATER FACILITY FED/2011/260-271*

**OUR REF.:** TR IT WF 01/12 INT

**BUDGET LINE:** 6.3 Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings)

Dear Sirs,

**SUBJECT: INVITATION TO TENDER FOR:**

ISTITUTO OIKOS has received the grant from the EU for the implementation of the action entitled “*Improving Water and Sanitation access and Hygiene standards to achieve the MDGs in Arusha Region, Tanzania*” contract n. EU/EDF FED/2011/260-271, and intends to apply a portion of that grant to purchase pipes and fittings. For this Istituto Oikos is inviting interested suppliers to submit a bit according to parameters contained in the documentation here attached.

Please find enclosed the following documents, which constitute the tender dossier:

**A. INSTRUCTIONS TO TENDERERS**

**B. DRAFT CONTRACT AND SPECIAL CONDITIONS INCLUDING ANNEXES**

*DRAFT CONTRACT*

*SPECIAL CONDITIONS*

*ANNEX I GENERAL CONDITIONS*

*ANNEX II +III TECHNICAL SPECIFICATIONS + TECHNICAL OFFER*

*ANNEX IV BUDGET BREAKDOWN (MODEL FINANCIAL OFFER)*

*ANNEX V FORMS*

**C. FURTHER INFORMATION**

*ADMINISTRATIVE COMPLIANCE GRID*

*EVALUATION GRID*

**D. TENDER FORM FOR A SUPPLY CONTRACT AND OTHER FORMS AND ANNEXES**

CONSERVAZIONE DELLE RISORSE NATURALI  
E SVILUPPO SOSTENIBILE

CONSERVATION OF NATURAL RESOURCES  
AND SUSTAINABLE DEVELOPMENT

20134 - MILANO - VIA CRESCENZAGO 1 - TEL. +39 02 21597581 - FAX +39 02 21598963 - E-mail: info@istituto-oikos.org  
COD. FISC 97182800157 - PART. IVA 02503750123

For full information about procurement procedures please consult the Practical Guide to contract procedures for EC external actions and its annexes, which can be downloaded from the following web page: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm).

We look forward to receiving your tender and the accompanying tender guarantee before the submission deadline at the address specified in the documents.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Rossella Rossi". The signature is fluid and cursive, with a prominent initial "R" and a long, sweeping tail.

Rossella Rossi  
President of Istituto Oikos



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## A. INSTRUCTIONS TO TENDERERS

**PUBLICATION REF.:** *Procurement tender notice for ‘Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings -International open tender)’ - WATER FACILITY FED/2011/260-271*

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**BUDGET LINE:** 6.3 Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings)

**In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever its own conditions of sale may be, which it hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation may result in the immediate rejection of the tender without further evaluation.**

**These Instructions set out the rules for the submission, selection and implementation of contracts financed under this call for tenders, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)).**

### 1 Supplies to be provided

1.1 The subject of the contract is the supply and delivery by the Contractor of the following goods, divided into 2 lots, to Leguruki Ward, Meru District Arusha Region, Tanzania, DDP<sup>1</sup>.  
Implementation period: 1/02/2013 – 31/08/2013

The details of lots are the following:

LOT 1: HDPE pipes (diameters between D25-D110 for a total length of 147, 480 m) and PVC-U pipes (diameters D110-D160 for a total length of 8,693 m)

LOT 2: HDPE fittings (Clamp Saddle, Coupling, Female and Male threaded adapter, Reducing coupling, and PVC fittings (Bend 22.5°, 45°, 90°, flange socket, reducing socket)

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<sup>1</sup> DDP (Delivered Duty Paid) - Incoterms 2010 International Chamber of Commerce  
<http://www.iccwbo.org/incoterms/>

- 1.2 The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.
- 1.3 Tenderers are not authorised to tender for a variant in addition to the present tender.

## 2 Timetable

	DATE	TIME*
<b>Clarification meeting / site visit (if any)</b>	Not applicable	Not applicable
<b>Deadline for request for any clarifications from the Contracting Authority</b>	21 days before deadline for tenders	4 pm *
<b>Last date on which clarifications are issued by the Contracting Authority</b>	11 days before deadline for tenders	-
<b>Deadline for submission of tenders</b>	9 <sup>th</sup> January 2013	10.00 am *
<b>Tender opening session</b>	10 <sup>th</sup> January 2013	3.00 pm *
<b>Notification of award to the successful tenderer</b>	17 <sup>th</sup> January 2013	-
<b>Signature of the contract</b>	24 <sup>h</sup> January 2013 3	-

\* All times are in the time zone of the country of the Contracting Authority

<sup>3</sup> Provisional date

## 3 Participation

- 3.1 Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers) which are established in one of the Member States of the European Union, an ACP State or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed. Participation is also open to international organisations.
- 3.2 These terms refer to all nationals of the said states and to all legal entities, companies or partnerships constituted under, and governed by, the civil, commercial or public law of such states and having their statutory office, central administration or principal place of business there. A legal entity, company or partnership having only its statutory office there must be engaged in an activity which has an effective and continuous link with the economy of the state concerned.
- 3.3 These rules apply to:
- a) tenderers
  - b) members of a consortium
  - c) any subcontractors.

- 3.4 Natural persons, companies or undertakings falling into a situation set out in section 2.3.3 of the Practical Guide to contract procedures for EU external actions are excluded from participation in and the award of contracts. **Tenderers must provide declarations to the effect that they are not in any of these exclusion situations. The declarations must cover all the members of a joint venture/consortium.** Tenderers who have been guilty of making false declarations may also incur financial penalties and exclusion in accordance with section 2.3.4 of the Practical Guide.

The exclusion situation referred to above also applies to any subcontractor. Whenever requested by the Contracting Authority, the tenderer/contractor shall submit a declaration from the intended subcontractor that it is not in one of the exclusion situations. In case of doubt on this declaration of honour, the Contracting Authority shall request documentary evidence that the sub-contractor is not in a situation of exclusion.

- 3.5 To be eligible for participation in this tender procedure, **tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements** and have the means to carry out the contract effectively.
- 3.6 If the offer includes subcontracting, it is recommended that the contractual arrangements between the tenderer and its subcontractors include mediation, according to national and international practices, as a method of dispute resolution.

In the selection of subcontractors preference shall be given by the supplier to natural persons, companies or firms of ACP States capable of providing the supplies required on similar terms.

#### **4 Origin**

- 4.1 Unless otherwise provided in the contract all goods purchased must originate in a Member State of the European Union or a country covered by the EDF/ACP programme. For these purposes, "origin" means the place where the goods are mined, grown, produced or manufactured and/or from which services are provided. The origin of the goods must be determined according to the EU Customs Code or to the relevant international agreement applicable.

Goods originating in the EU includes goods originating in the Overseas Countries and Territories.

- 4.2 **When submitting its tender, the tenderer must state expressly that all the goods meet the requirements concerning origin and must state the countries of origin.** It may be asked to provide additional information in this connection.

#### **5 Type of contract**

Unit-price

#### **6 Currency**

Tenders must be presented in EURO

#### **7 Lots**

- 7.1 The tenderer may submit a tender for one lot, several or all of the lots.
- 7.2 Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. **The tenderer must offer the whole of the quantity or quantities indicated**

**for each lot.** Under no circumstances must tenders for part of the quantities required be taken into consideration. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

- 7.3 A tenderer may include in its tender the overall discount it would grant in the event of some or all of the lots for which it has submitted a tender being awarded. The discount should be clearly indicated for each lot in such a way that it can be announced during the public tender opening session.
- 7.4 Contracts will be awarded lot by lot, but the Contracting Authority may select the most favourable overall solution after taking account of any discounts offered.

## **8 Period of validity**

- 8.1 Tenderers shall be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.
- 8.2 In exceptional cases and prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period by 40 days. Such requests and the responses to them must be made in writing. Tenderers that agree to do so will not be permitted to modify their tenders and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender. If they refuse, without forfeiture of their tender guarantees, their participation in the tender procedure will be terminated.
- 8.3 The successful tenderer will be bound by its tender for a further period of 60 days. The further period is added to the validity period irrespective of the date of notification.

## **9 Language of offers**

- 9.1 **The offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English.**

If the supporting documents are not written in one of the official languages of the European Union, a translation into the language of the call for tender must be attached. Where the documents are in an official language of the European Union other than the one of the procedure, it is however strongly recommended to provide a translation into the language of the call for tenders, in order to facilitate the evaluation of the documents.

## **10 Submission of tenders**

- 10.1 Tenders must be received before the deadline specified in 10.3. They must include all the documents specified in point 11 of these Instructions and be sent to the following address:

**Istituto OIKOS Onlus**

**Via Crescenzago 1, 20134 Milan,**

**+39 02 21597581**

**ITALY**

**Att. Denise Isonni**

If the tenders are hand delivered they should be delivered to the following address:

**Istituto OIKOS Onlus**  
**Via Crescenzago 1, 20134 Milan,**  
**ITALY**

Monday to Friday opening hours: 9-13; 14-17

Tenders must comply with the following conditions:

- 10.2 **All tenders must be submitted in one original, marked “original”, and 1 copy signed in the same way as the original and marked “copy”.**
- 10.3 All tenders must be received at Istituto OIKOS Onlus - Via Crescenzago 1, 20134 Milan, ITALY, before 9<sup>th</sup> January 2013 at 10.00 a.m., by registered letter with acknowledgement of receipt or hand-delivered against receipt signed by Paola Mariani or its representative.
- 10.4 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
  - a) the above address;
  - b) the reference code of this tender procedure: *Procurement tender notice for ‘Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings -International open tender)’ - WATER FACILITY FED/2011/260-271;*
  - c) where applicable, the number of the lot(s) tendered for;
  - d) the words “Not to be opened before the tender opening session” in the language of the tender dossier.
  - e) the name of the tenderer.

The technical and financial offers must be placed together in a sealed envelope. The envelopes should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot.

## **11 Content of tenders**

All tenders submitted must comply with the requirements in the tender dossier and comprise:

Part 1: Technical offer:

- a detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required (i.e : International certification , ISO and/or UNI standards)
- The technical offer should be presented as per template (annex II+III\*, the contractor’s technical offer) completed when and if necessary by separate sheets for details.

Part 2: Financial offer:

- A financial offer calculated on a basis of DDP<sup>2</sup> for the supplies tendered.

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<sup>2</sup> DDP (delivered duty paid) - Incoterms 2010 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>

- This financial offer should be presented as per template (annex IV\*, budget breakdown), and if necessary completed by separate sheets for the details (Prices must be quoted VAT exempted , Istituto Oikos will provide relevant documentation for exemption).
- An electronic version in Excel format of the financial offer must be provided.

### Part 3: Documentation:

To be supplied following templates in annex\*:

- The tender guarantee, for 2% of the budget available for the contract;
- The “Tender Form for a Supply Contract”, duly completed, which includes the tenderer’s declaration, point 7, (from each member if a consortium);
- The details of the bank account into which payments should be made (financial identification form);
- The legal entity file and the supporting documents.

To be supplied on free formats:

- A description of the warranty conditions, which must be in accordance with the conditions laid down in Article 32 of the General Conditions.
- A statement by the tenderer attesting the origin of the supplies tendered (or other proofs of origin).
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.

Remarks:

Tenderers are requested to follow this order of presentation.

Annex\* refers to templates attached to the tender dossier (form\_annexes.zip). These templates are also available on: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)

## 12 Taxes and other charges

The applicable tax and customs arrangements are the following:

The European Commission and Istituto Oikos Onlus, Italy have agreed in EU/EDF FED/2011/260-271 to fully exonerate the VAT tax.

General provisions regarding tax and customs arrangements are attached to the tender dossier.

## 13 Additional information before the deadline for submission of tenders

The tender dossier should be clear enough to preclude the need for tenderers to request additional information during the procedure. If the Contracting Authority, either on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender dossier, it must send such information in writing to all other prospective tenderers at the same time.

Tenderers may submit questions in writing to the following address up to 21 days before the deadline for submission of tenders, specifying the **publication reference and the contract title**:

**Paola Mariani- Istituto Oikos Onlus**  
**Via Crescenzago 1, 20134 Milan, Italy**  
**+39 02.21.59.75.81**  
**+39 02.21.59.89.63**  
**tender@istituto-oikos.org**



The Contracting Authority has no obligation to provide clarifications after this date.

Any clarification of the tender dossier will be published on Istituto Oikos website at [www.istituto-oikos.org](http://www.istituto-oikos.org), at the latest 11 days before the deadline for submission of tenders.

Any prospective tenderers seeking to arrange individual meetings with either the Contracting Authority and/or the European Commission during the tender period may be excluded from the tender procedure.

#### **14 Clarification meeting / site visit**

14.1 No clarification meeting / site visit planned. Visits by individual prospective tenderers during the tender period cannot be organised.

#### **15 Alteration or withdrawal of tenders**

15.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 10.1. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

15.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 10. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.

15.3 No tender may be withdrawn in the interval between the deadline for submission of tenders referred to in Article 10.1 and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

#### **16 Costs of preparing tenders**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

#### **17 Ownership of tenders**

The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

#### **18 Joint venture or consortium**

18.1 If a tenderer is a joint venture or consortium of two or more persons, the tender must be single with the object of securing a single contract, each person must sign the tender and will be jointly and severally liable for the tender and any contract. Those persons must designate one of their members to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior consent in writing of the Contracting Authority.

18.2 The tender may be signed by the representative of the joint venture or consortium only if it has been expressly so authorised in writing by the members of the joint venture or consortium, and the authorising contract, notarial act or deed must be submitted to the Contracting Authority in accordance with point 11 of these Instructions to Tenderers. All signatures to the authorising instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the tender are empowered to enter into commitments on behalf of the members of the joint venture or

consortium. Each member of such joint venture or consortium must provide the proof required under Article 3.5 as if it, itself, were the tenderer.

## **19 Opening of tenders**

- 19.1 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.
- 19.2 The tenders will be opened in public session on 10<sup>th</sup> January 2013 at 3.00 pm at Istituto Oikos office at Via Crescenzago, 1 20134 Milano, by the committee appointed for the purpose. The committee will draw up minutes of the meeting, which will be available on request.
- 19.3 At the tender opening, the tenderers' names, the tender prices, any discount offered, written notifications of alteration and withdrawal, the presence of the requisite tender guarantee (if required) and such other information as the Contracting Authority may consider appropriate may be announced.
- 19.4 After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 19.5 Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract will result in the immediate rejection of its tender.
- 19.6 All tenders received after the deadline for submission specified in the procurement notice or these instructions will be kept by the Contracting Authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## **20 Evaluation of tenders**

### **20.1 Examination of the administrative conformity of tenders**

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the Contracting Authority or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

**If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.**

## 20.2 Technical evaluation

After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

The minimum qualifications required are to be evaluated at the start of this stage.

Where contracts include after-sales service and/or training, the technical quality of such services will also be evaluated by using yes/no criteria as specified in the tender dossier.

20.3 In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders pursuant to Article 20.4. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

## 20.4 Financial evaluation

- a) Tenders found to be technically compliant shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
- where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
  - except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
- b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

## 20.5 Variant solutions

Variant solutions will not be taken into consideration.

## 20.6 Award criteria

**The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.**

Where tenders of equivalent economic and technical quality are compared, preference shall be given to the widest participation of ACP States. See further section 2.4.10 of the Practical Guide to contract procedures for EU external actions.

## 21 Signature of the contract and performance guarantee

21.1 The successful tenderer will be informed in writing that its tender has been accepted (notification of award). Before the Contracting Authority signs the contract with the successful tenderer, the successful tenderer must provide the **documentary proof** or statements required under the law of the country in which the company (or each of the companies in case of a consortium) is established, to show that it does not fall into the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions. This evidence or these documents or statements must carry a date,

which cannot be more than 1 year before the date of submission of the tender. In addition, a statement shall be furnished stating that the situations described in these documents have not changed since then.

- 21.2 The successful tenderer shall also provide evidence of the financial and economic standing and the technical and professional capacity according to the selection criteria for this call for tender. The documentary proofs required are listed in point 2.4.11 of the Practical Guide to contract procedures for EU external actions.
- 21.3 If the successful tenderer fails to provide the documentary proof or statement or the evidence of the financial and economic standing and the technical and professional capacity within 15 calendar days following the notification of award or if the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the tender to the next lowest tenderer or cancel the tender procedure.
- 21.4 The Contracting Authority reserves the right to vary the quantities specified for the lot(s)/items of lot(s) No 1, 2 within a range of 100%. The total value of the supplies may not rise or fall as a result of the variation in the quantities by more than 25 % of the tender price at the time of contracting and during the validity of the contract. The unit prices used in the tender shall be applicable to the quantities procured under the variation.
- 21.5 Within 30 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the Contracting Authority. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.
- 21.6 If it fails to sign and return the contract and any financial guarantee required within 30 days after receipt of notification, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.
- 21.7 The performance guarantee referred to in the General Conditions is set at 2% of the amount of the contract and must be presented in the form specified in the annex to the tender dossier. It will be released within 45 days of the issue of the final acceptance certificate by the Contracting Authority, except for the proportion assigned to after-sales service.

## **22 Tender guarantee**

The tender guarantee referred to in Article 11 above is set at 2% of the budget available for the contract and must be presented in the form specified in the annex to the tender dossier. It must remain valid for 45 days beyond the period of validity of the tender. Tender guarantees provided by tenderers who have not been selected shall be returned together with the information letter that the tenderer has been unsuccessful. The tender guarantee of the successful tenderer shall be released on the signing of the contract, once the performance guarantee has been submitted.

## **23 Ethics clauses**

- 23.1 Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its candidacy or tender and may result in administrative penalties.
- 23.2 Without the Contracting Authority's prior written authorisation, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an

ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.

- 23.3. When putting forward a candidacy or tender, the candidate or tenderer shall declare that it is affected by no conflict of interest and has no equivalent relation in that respect with other tenderers or parties involved in the project. Should such a situation arise during execution of the contract, the Contractor must immediately inform the Contracting Authority.
- 23.4 The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of its profession. It shall refrain from making public statements about the project or services without the Contracting Authority's prior approval. It may not commit the Contracting Authority in any way without its prior written consent.
- 23.5 For the duration of the contract the Contractor and its staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state. In particular and in accordance with the legal basic act concerned, tenderers who have been awarded contracts shall respect core labour standards as defined in the relevant International Labour Organisation conventions (such as the Conventions on freedom of association and collective bargaining; Abolition of forced and compulsory labour; Elimination of forced and compulsory labour; Abolition of child labour).
- 23.6 The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 23.7 The Contractor and its staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential.
- 23.8 The contract shall govern the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the implementation of the contract.
- 23.9 The Contractor shall refrain from any relationship likely to compromise its independence or that of its staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.
- 23.10 The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- 23.11 All tenders will be rejected or contracts terminated if it emerges that the award or implementation of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- 23.12 The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry

out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.

23.13 Contractors found to have paid unusual commercial expenses on projects funded by the EU are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU funds.

23.14 The Contracting Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the Contract, the Contracting Authority may refrain from concluding the Contract.

## **24 Cancellation of the tender procedure**

In the event of a tender procedure's cancellation, tenderers will be notified by the Contracting Authority. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

- the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal implementation of the project impossible;
- all technically compliant tenders exceed the financial resources available;
- there have been irregularities in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.

**In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.**

## **25 Appeals**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.



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## ***B. DRAFT CONTRACT AND SPECIAL CONDITIONS, INCLUDING ANNEXES***

### **DRAFT CONTRACT**

#### **SUPPLY CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS**

**No <FED/2011/260-271>**

**FINANCED FROM THE EU EDF**

Istituto OIKOS onlus - Via Crescenzago 1, 20134 Milan, ITALY

"The Contracting Authority",

of the one part,

and

<Full official name of Contractor>

[Legal status/title]<sup>3</sup>

[Official registration number]<sup>4</sup>

[Full official address]

[VAT number]<sup>5</sup>, (“the Contractor”)

of the other part,

have agreed as follows:

#### **CONTRACT TITLE**

**Pipe and fittings for “Improving Water and Sanitation access and Hygiene standards to achieve the MDGs in Arusha Region, Tanzania”**

<sup>3</sup> Where the contracting party is an individual.

<sup>4</sup> number Where applicable. For individuals, mention their ID card or passport or equivalent document -

<sup>5</sup> Except where the contracting party is not VAT registered.

## Article 1 Subject

1.1 The subject of the contract shall be the supply and delivery, of the following supplies:

LOT 1: HDPE pipes (diameters between D25-D110 for a total length of 147, 480 m) and PVC-U pipes (diameters D110-D160 for a total length of 8,693 m)

LOT 2: HDPE fittings (Clamp Saddle, Coupling, Female and Male threaded adapter, Reducing coupling, and PVC fittings (Bend 22.5°, 45°, 90°, flange socket, reducing socket)

**The place of acceptance of the supplies shall be Leguruki Ward, Meru District, Arusha Region, Tanzania. The time limits for starting the delivery shall be within 2 (two) months from the signature of the Contract. The material will be delivered in batches and different sites according to the instructions given by the Contracting Authority at the signature of the Contract. All the material must be delivered within 10 (ten) months from the signature of the Contract. The Incoterm applicable shall be DDP<sup>6</sup>.**

1.2 The Contractor shall comply strictly with the terms of the Special Conditions and the technical annex.

## Article 2 Origin

The rules of origin of the goods are defined in Article 10 of the Special Conditions.

A certificate of origin for the goods must be provided by the Contractor at the latest when it requests provisional acceptance of the goods. Failure to comply with this condition may result in the termination of the contract.

## Article 3 Price

3.1 The price of the supplies shall be that shown on the financial offer (specimen in Annex IV).

3.2 Payments shall be made in accordance with the General and/or Special Conditions (Articles 26 to 28).

## Article 4 Order of precedence of contract documents

The contract is made up of the following documents, in order of precedence:

- the contract agreement;
- the Special Conditions
- the General Conditions (Annex I);
- the Technical Specifications (Annex II [including clarifications before the deadline for submission of tenders];
- the Technical Offer (Annex III [including clarifications from the tenderer provided during tender evaluation];
- the budget breakdown (Annex IV);

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<sup>6</sup> DDP (Delivered Duty Paid) - Incoterms 2010 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>



The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above.

## **Article 5**

The General Conditions are supplemented by the “Special Conditions” here attached.

Done in English in three originals, one original being for the Contracting Authority, one original being for the European Commission, and one original being for the Contractor.

### **For the Contractor**

Name:

Title:

Signature:

Date:

### **For the Contracting Authority**

Name:

Title:

Signature:

Date:

## ***SPECIAL CONDITIONS***

### **CONTENTS**

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. In exceptional cases, and with the authorisation of the competent Commission departments, other clauses may be introduced to cover specific situations.

#### **Article 2 Law applicable**

- 2.1 Italian law shall apply in all matters not covered by the provisions of the contract.
- 2.2 The language used shall be English.

#### **Article 4 Communications**

Any written communication relating to this Contract between the Contracting Authority and/or the Project Manager, on the one hand, and the Contractor on the other must state the Contract title and identification number, and must be sent by post, fax, e-mail or by hand. To Paola Mariani, Istituto OIKOS, Via Crescenzago 1, 20134 Milan, fax n. +39 02 21598963, email tender@istituto-oikos.org.

#### **Article 6 Subcontracting**

In the selection of subcontractors preference shall be given by the Contractor to natural persons, companies or firms of ACP States capable of implementing the tasks required on similar terms.

#### **Article 7 Supply of documents**

The contractor must deliver the technical specification of pipes and fittings according to ISO and/or UNI standards.

#### **Article 9 The Contractor's obligations**

- 9.6 The Contractor shall take the necessary measures to ensure the visibility of the European Union financing or co-financing. These measures must comply with the rules in the Communication and Visibility Manual for EU External Actions published by the European Commission:

[http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

#### **Article 10 Origin**

10.1 All goods purchased must originate in a Member State of the European Union or a country covered by the EDF/ACP programme. For these purposes, "origin" means the place where the goods are mined, grown, produced or manufactured and/or from which services are provided. The origin of the goods must be determined according to the EU Customs Code or to the relevant international agreement applicable.

Goods originating in the EU includes goods originating in the Overseas Countries and Territories.

#### **Article 11 Performance guarantee**

The amount of the performance guarantee shall be 2% of the Contract Value and the part in respect of after sales service including any amounts stipulated in addenda to the contract.

#### **Article 13 Programme of implementation of the tasks (timetable)**

The commencement of delivery shall start within two (2) months after the signature of the contract. Delivery will follow the schedule attached to the BoQ (Annex II and III).

#### **Article 15 Tender prices**

No price revision.

#### **Article 17 Patents and licences**

There is no derogation from Article 17 of the General Conditions.

#### **Article 18 Commencement order**

18.1 The commencement of delivery shall start two (2) months after the signature of the contract.

#### **Article 19 Period of Implementation of the tasks**

19.1 Delivery will follow timetable attached to the BoQ (annex II and III).

#### **Article 22 Variations**

The Contracting Authority reserves the right, to vary the quantities specified for [lot(s)/items of lot(s)] No(s) [1, 2 ] at the time of contracting and during the validity of the contract within a range of +/- 100%. The total value of the supplies may not rise or fall as a result of the variation in the quantities by more than 25% of the tender price. The unit prices used in the tender shall be applicable to the quantities procured under the variation.

#### **Article 24 Quality of supplies**

Official technical certification proving ISO and/or UNI standard must be delivered before the signature of the contract

#### **Article 25 Inspection and testing**

The Contracting Authority will conduct an inspection before the acceptance of the goods (at the site of delivery), if necessary.

## **Article 26 Methods of payment**

26.1 Payments shall be made in Euro.

The total payment of Euro **XXXXXX** will be made as follows:

Pre-financing instalment of 30% of the total amount (VAT excluded), as Euro **XXXX**, at the delivery of the signed Contract accompanied with the performance guarantee and invoice, to be delivered in triplicate.

70% balance instalment will be paid on the basis of the quantity of goods received according to the delivery planned, following provisional acceptance of the supplies. Invoice will be delivered in duplicate.

Payments will be made to the Contractor within 45 days, as from the date of the reception of the invoice.

Payments shall be authorised and made by the Contracting Authority in Milan Head Quarters.

## **Article 28 Delayed payments**

28.1 By derogation the sums due shall be paid within no more than 90 days.

28.2 By derogation from Article 28.2 of the General Conditions, once the deadline laid down in Article 28.1 has expired, the Contractor shall upon demand, submitted within two months of receiving late payment, be entitled to late-payment interest: in accordance with article 28.2.

## **Article 29 Delivery**

29.1 The Contractor shall bear all risks relating to the goods until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.

29.3 The packaging shall remain the property of the Contractor subject to respect for the environment.

29.5/6 Each crate, package and/or individual parcel must bear in large bold letters:

EuropeAid/..... – Lot #.....  
“The Supply of pipes and fittings”.  
Final destination address  
Number and description of contents

The documents which have to accompany each delivery include:

- a) an inventory list for the complete consignment;
- b) transportation documents.

## **Article 31 Provisional acceptance**

The Certificate of Provisional Acceptance must be issued using the template in Annex C11.

## **Article 32 Warranty**

The Contractor shall warrant that the supplies are new, unused, of the most recent models and incorporate all recent improvements in design and materials. The Contractor shall further warrant that none of the supplies have any defect arising

from design, materials or workmanship. This warranty shall remain valid for period to be specified, maximum 6 months after provisional acceptance.

#### **Article 40 Settlement of disputes**

40.1 Any dispute arising out of or relating to this contract which cannot be settled otherwise shall:

(a) in the case of a national contract, be settled in accordance with the national legislation of the state of the contracting authority; and

(b) in the case of a transnational contract, be settled either:

(i) if the parties to the contract so agree, in accordance with the national legislation of the beneficiary country or its established international practices; or

(ii) by arbitration in accordance with the Procedural rules on conciliation and arbitration of contracts financed by the European Development Fund, adopted by Decision 3/90 of the ACP-EEC Council of Ministers of 29 March 1990 (Official Journal No L 382, 31.12.1990)(see Annex a12 to the Practical Guide to contract procedures for EU external actions)

# **GENERAL CONDITION**

See annex: c4\_e\_annexgc\_en.pdf provided



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### ADMINISTRATIVE COMPLIANCE GRID

<b>Contract title :</b>	“Improving Water and Sanitation access and Hygiene standards to achieve the MDGs in Arusha Region, Tanzania”, FED 2011/260-271	<b>Publication reference :</b>	<i>Procurement tender notice for ‘Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings -International open tender)’ - WATER FACILITY FED/2011/260-271</i>
<b>Our Ref.:</b>	TR IT WF 01/12 INT	<b>Budget Line:</b>	6.3 Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings)

Tender envelope number	Name of Tenderer	Is tenderer (consortium) nationality <sup>7</sup> eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Is tenderer's declaration signed (by all consortium members if a consortium)? (Yes/No/ Not Applicable)	Other administrative requirements of the tender dossier? GUARANTEE BOND 2% (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1								
2								
3								
4								

<sup>7</sup> If the tender has been submitted by a consortium, the nationalities of **all** the consortium members must be eligible  
TR IT WF 01/12 INT

Tender envelope number	Name of Tenderer	Is tenderer (consortium) nationality <sup>7</sup> eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Is tenderer's declaration signed (by all consortium members if a consortium)? (Yes/No/ Not Applicable)	Other administrative requirements of the tender dossier? GUARANTEE BOND 2% (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
5								
6								
7								

<b>Chairperson's name</b>	
<b>Chairperson's signature</b>	
<b>Date</b>	





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### EVALUATION GRID

<b>Contract title :</b>	“Improving Water and Sanitation access and Hygiene standards to achieve the MDGs in Arusha Region, Tanzania”, FED 2011/260-271	<b>Publication reference :</b>	<i>Procurement tender notice for ‘Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings -International open tender)’ - WATER FACILITY FED/2011/260-271</i>
<b>Our Ref.:</b>	TR IT WF 01/12 INT	<b>Budget Line:</b>	6.3 Material for Malemeu-Leguruki-Kingori Pipeline System (Second and final part:HDPE and PVC pipes and fittings)

Tender envelope No	Name of Tenderer	Rules of origin respected? (Y/N)	Economic & financial capacity? (OK/a/b/...)	Professional capacity? (OK/a/b/...)	Technical capacity? (OK/a/b/...)	Compliance with <sup>8</sup> technical specifications? (OK/a/b/...)	Ancillary services as required? (OK/a/b/.../NA)	Subcontracting statement in accordance with art 6 of the General Conditions? (Y/N)	Other technical requirements in tender dossier? (Yes/No/Not applicable)	Technically compliant? Y/N	Notes:
1											
2											
3											

<sup>8</sup> The selection criteria, in the previous section of this form, have to be met before the technical requirements are assessed.



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Tender envelope No	Name of Tenderer	Rules of origin respected? (Y/N)	Economic & financial capacity? (OK/a/b/...)	Professional capacity? (OK/a/b/...)	Technical capacity? (OK/a/b/...)	Compliance with technical specifications? (OK/a/b/...)	Ancillary services as required? (OK/a/b/.../NA)	Subcontracting statement in accordance with art 6 of the General Conditions? (Y/N)	Other technical requirements in tender dossier? (Yes/No/Not applicable)	Technically compliant? Y/N	Notes:
4											
5											

<b>Evaluator's name &amp; signature</b>	
<b>Evaluator's name &amp; signature</b>	
<b>Evaluator's name &amp; signature</b>	
<b>Date</b>	

## LIST OF FORMS AND ANNEXES

1	Tender form for supply contract	C4_1_tenderform_en_oikos.doc
2	Tender guarantee form	c4_n_tenderguarantee_en.doc
3	Bank account identification form	c4_o_1_fif_en.pdf
4	Legal entity file	c4_o_2_lefind_en.pdf c4_o_3_lefcompany_en.pdf c4_o_4_lefpublic_en.pdf
5	Annex II+III: Technical specifications +technical offer	Annex II,III,IV.doc
6	Annex IV : budget breakdown	Annex II,III,IV.doc
7	Provisional Acceptance Form (Annex C11)	c11_provfinalaccept_en.doc
8	Performance guarantee	c4_h_perfguarantee_en.doc
9	General Conditions	c4_e_annexgc_en.pdf