

INVITATION to BID/TENDER

October 14, 2023

Dear Mr. / Ms. _____

In relation to your inquiry regarding the publication of the bid/tender notice mentioned above, please find enclosed the bid documents.

Please note that costs incurred by the bidder/tenderer in preparing and submitting the bid/tender proposals will not be reimbursed.

We look forward to receiving your bid/tender at the address specified in the Instructions. If you decide not to submit a bid/tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

REGINA S. ANTEQUISA

Executive Director

INSTRUCTIONS

Contracting Authority: *Ecosystems Work for Essential Benefits, Inc. (ECOWEB)*

Type of Contract: *Service Contract*

Project: **Construction of Renewable Energy-powered Abaca Processing Facility and Solar Dryer for Brgy. Sinai and Brgy Kolambugan, Sibagat, Agusan del Sur**

Location: Brgy. Kolambugan and Brgy. Sinai, Sibagat, Agusan del Sur

Funded by: *AWO International, German Federal Ministry for Economic Cooperation and Development (BMZ), and German Relief Coalition (ADH).*

Deadline for Tenders: **31 October 2023 /5:00pm**

Type of Submission: *“Original bid/tender documents need to be stamped and signed on each page and to be sent in a closed/sealed envelope” before the deadline to the address mentioned above. To meet the deadline, for those out-of-country proponents, scanned signed and stamped documents may be sent through email and just send original documents if the bid becomes successful.”*

Public Opening: *[8 November 2023 /10:00 am] at ECOWEB Main Office, 001 Toribia A. Lluch St., Lluch Cmpd., Camague-Tubod, Iligan City 9200 or ECOWEB CARAGA Satellite Office, Purok 12, Poblacion, Sibagat, Agusan del Sur.]*

STANDARD DECLARATION

Exclusion Criteria: *Candidates or tenderers/bidders shall be excluded from participation in procurement procedures if:*

- a) *they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;*
- b) *they have been convicted of an offense concerning their professional conduct by a judgment that has the force of the judicata;*
- c) *they have been guilty of grave professional misconduct proven by means ECOWEB can justify;*
- d) *they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or in which ECOWEB resides and where the contract is to be implemented;*
- e) *they have been the subject of a judgment that has the force of the judicata for fraud, corruption, involvement in a criminal organization, or any other illegal activity detrimental to the Communities' financial interests;*
- f) *they are currently subject to an administrative penalty.*

Points (a) to (d) of the first subparagraph shall not apply in the case of the purchase of supplies on particularly advantageous terms from a supplier/provider which is definitively winding up its business activities, or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Bidder/Tenderers declare that

1. *they carry out their duties following the highest professional standards;*
2. *guarantee that there is no conflict of interest with other recent commitments and contracts;*
3. *they respect social and environmental aspects such as working conditions, social rights, ethical transport and cargo, and non-exploitation of children;*
4. *follow the principles of humanitarian neutrality; and*
5. *they reserve the right of access by the donor and AWO International with the records and financial documentation relating to the contract in order to verify reported costs and conformity with donor procedures and requirements.*

Selection & Award Criteria: *The ECOWEB Bid/Tender committee will evaluate eligible bidders/tenderers taking into account the following criteria:*

- *Best value for money (best price-quality ratio)*
- *Ability to deliver the proposed goods/service according to time and location.*
- *Previous experiences of ECOWEB with the shop/company.*
- *No corrupt, fraudulent, collusive or coercive practices*
- *No exploitation of child labor, basic environmental and social standards (i.e. employment rights and safe & secure working conditions)*

