



INVITATION TO BID (ITB)

STRATEGIES FOR NORTHERN DEVELOPMENT (SND) – ETHIOPIA

TENDER DOCUMENT FOR INSTALLATIONS OF SHELVES REHABILITATION WORKS AT HIGO PRIMARY SCHOOL

(Dubluk Office) Location: Dubluk Woreda, Borana Zone, Oromia, Ethiopia

Tel: 09 69 66 76 43/09 26 42 15 14

E-mail: procurement@sndafrica.org

Website: www.sndafrica.org

REF: SND- EJR Project-HIGO PRY /2026–001

Closing Date: 1th Jun 2026

Tender Invitation

Strategies for Northern Development (SND) is a local non-governmental organization working with nomadic pastoralist communities in Northern Kenya and Southern Ethiopia. SND was registered in Ethiopia with an agency for civil society organization on 21st of October 2019 in the Federal Democratic Republic of Ethiopia. SND-Ethiopia, Borana Office based in Yabello and Dubluk town, Borana zone Oromia National Regional State is implementing both development and emergency projects that funded by different donors.

SND is driven by a vision to see a society where all pastoralist communities are resilient and live a dignified life and a mission to empower and transform pastoralist communities to be self-resilient in life. Key thematic areas of focus are;

- i. Peace, Conflict Resolution and Governance
- ii. Humanitarian Assistance and Emergency Response
- iii. Protection, Gender Equality and Inclusion
- iv. Climate Justice and Resilience
- v. Livelihood and Enterprise Development
- vi. Water, Sanitation, and Hygiene (WASH).
- vii. Institutional Effectiveness

SND Ethiopia, through funding from Terre des Hommes (TdH) Netherlands under the EJR Project in Dubluk, invites qualified and eligible bidders to submit their sealed bids **for installations of shelves & rehabilitation works at higo primary school.**

For this purpose, we hereby, invite bidders to submit quotations for the execution and completion of the above assignments as provided in the tender document.

DESCRIPTION OF WORK/SERVICE

BILL OF QUANTITIES FOR INSTALLATIONS OF SHELVES REHABILITATION WORKS AT HIGO PRIMARY SCHOOL					
Item No	Description	U.O.M	Total Quantity	Unit Cost	Total cost
1	Installation of shelves				
1.1	Provide, deliver and install 8 Ft x 4 Ft (2440 mm x 1220 mm) Medium Density Fibreboard (MDF) sheets of 18 mm thickness for the construction of library shelves to be used by learners for storing books. The MDF boards shall be high quality, smooth finished, and free from defects. The works shall include cutting to required sizes, edge banding, fixing, and proper installation of shelves, complete with all necessary screws, brackets, supports, and accessories to ensure a strong and stable shelving system suitable for school use. The shelves shall be well aligned, properly anchored where	Pcs	40		

	necessary, and finished to provide a safe and durable storage facility for library books.				
1.2	Provide, deliver and install school library tables with laminated board tops measuring 2 ft × 8 ft, fixed on 2.5 ft thick stands, including all necessary fittings and finishing ready for use.	pcs	4		
1.3	Provide, deliver and install black stackable Catalina visitor chairs for library students, with strong metal frame, comfortable moulded seat and backrest, stackable design for easy storage, complete and ready for use.	pcs	35		
1.4	Provide, deliver and install librarian desk tables measuring 4 ft × 3 ft, with durable laminated board top and strong support frame/stand of 2.5ft thickness, complete and ready for use in the library.	pcs	1		
1.5	provide transportation costs for the delivery of materials to the site.	ls	1		
1.6	Provide, deliver and install the plywood measuring 2440mm (8ft) by 1220mm (4ft) and with the thickness of 6mm to be used for the constructions of school library	pcs	24		
2	Rain water gutters				
2.1	Rates to include for supply & installation of gutters, Extra over gutter for union, Gutter stop end, support brackets, Stop end with running outlet, connection to tank and other installation accessories. The connection pipe should be anchored well to prevent sagging and damage by the wind	mters	40		
3	plastering works				
3.1	Allow for rehabilitations of the front side of the pavement using cement and sand plaster, measuring 0.6m by 20m	M ²	12		
4	Paints				
4.1	allow for the preparation and application of paint on wall surfaces measuring 7m x 2.5m on both sides and 6m x2.5m on both sides, including surface preparation,primer and two coats of approved paint.The works shall also include painting of the iron sheet surfaces measuring 6m x 7m on both sides, complete with red oxide primer and finishing coats, as well as painting of ceiling boards for the main ceiling area measuring 7m x 6m and the veranda ceiling measuring 7.5m x 1.2m	M ²	200		
5	ceiling boards				

5.1	Allow for the removal of existing ceiling boards and installations of a new ceiling boards (flowered chipboards 9mm x4ft x 8ft) for an area measuring 7m x 6m, including the pavement/veranda area measuring 7.5m x 1.2m, complete with all necessary fixing accessories and finishing	M ²	51		
6	Door repairs				
6.1	Allow for the repair of the existing doors and painting of the same, including preparation of surfaces, replacement of damaged components where necessary and application of approved primer and finishing coats	ls	1		
	Sub Total				
	VAT-15%				
	Grand Total				

Amount in word.....

.....

Company's Name

Contact Person

Phone Number.....

Signature & Stamp

.....

NB: Bidders are required to include all associated costs, such as transportation and other related expenses, including 15% VAT.

Bid Requirements:

a) **Eligibility:** Interested and eligible bidders shall submit copies of the following documents as part of their bid:

1. Valid Trade License

- Copy of a renewed and valid business/trade license for the current Ethiopian fiscal year in a relevant field such as:
 - General Construction,
 - Furniture Works,
 - Metal/Wood Works,
 - Building Finishing,
 - Civil Works, or related category.

2. Bidders shall submit the bid offer in two separate envelopes marked ORIGINAL and COPY. The original envelope must include a sealed Bid Bond (CPO) amounting to 1% of the bid price. Cash bid security is not acceptable. Both envelopes shall be sealed, stamped, and submitted together to SND-Ethiopia Borena Field Office-Dubluk before the stated deadline or time mentioned below.

3. Business Registration Certificate

- Copy of Certificate of Commercial Registration issued by the appropriate Ethiopian authority.

4. Tax Identification Number (TIN) Certificate

- Copy of valid TIN certificate issued by the Ethiopian Ministry of Revenue.

5. Value Added Tax (VAT) Registration Certificate

- Valid VAT registration certificate and evidence that the bidder is authorized to issue VAT invoices.

6. Experience in Similar Works

- Evidence of at least two (2) similar assignments completed within the last five (5) years related to:
 - School rehabilitation works,
 - Furniture installation,
 - Ceiling works,
 - Painting works,
 - Carpentry/joinery works, or related construction activities.
- Attach copies of contracts, completion certificates, recommendation letters, or purchase orders.

7. Company Profile

- Brief company profile including:
 - Company background,
 - Organizational structure,
 - Technical capacity,
 - List of key personnel,
 - Available tools/equipment relevant for the assignment.

8. Financial Capacity

- Bank statement for the last six (6) months or other evidence demonstrating the bidder's financial capability to undertake the assignment.

9. Bid Validity

- The submitted bid shall remain valid until the completion of the entire work without any cost variation.

10. Signed and Stamped BOQ

- All pages of the BOQ and tender documents must be signed, stamped, and dated by the authorized representative of the bidder.

11. Compliance with Ethiopian Laws

- The bidder must comply with all applicable labor, tax, occupational safety, and environmental regulations of the Federal Democratic Republic of Ethiopia.

12. References

- Provide at least two (2) references with contact details from previous clients/organizations for similar works undertaken.

13. Site Visit

- Bidders are encouraged to visit the project site at Higo Primary School, Dubluk Woreda, before submission of bids to familiarize themselves with site conditions.

14. Conflict of Interest Declaration

- Bidders shall declare that they do not have any conflict of interest with SND staff or the procurement process.

15. Fraud and Corruption

- SND reserves the right to reject any bid from bidders involved in fraudulent, collusive, coercive, or unethical practices.

b) Bid Submission:

- Bids must be submitted online to procurement email: **procurement@sndafrica.org** or **Hard copies to be brought at SND-Ethiopia Dubluk Office**. Referenced: **SND- EJRP Project-Higo Prj /2026 – 001** as the subject of the Email or on the ENVELOPE
 - Bids must be submitted in Ethiopian Birr (ETB) only.
 - Modifications to item descriptions or quantities are strictly prohibited and will lead to disqualification.
 - All fields in the proforma must be correctly filled.
 - Late submissions will not be accepted.

c) Bid Opening:

The submitted bids will be opened:

- SND-Ethiopia, Borana Zone, Dubluk SND-Field Office
- Date: Monday, 1st June, 2026
- **Time:** 10:00AM

d) Evaluation Process:

The evaluation will be conducted in **two stages**:

A. Mandatory & Technical Evaluation (Refer to the Eligibility criteria provided above) (a) - Total Score 70%

Bidders will be assessed on:

- I. Copy of a Business Registration Certificate; a renewed and valid business/trade license in a relevant field such as General Construction, Furniture Works, Metal/Wood Works, Building Finishing; and also, Tax Clearance Certificate; Tax Identification Number (TIN) Certificate; and Value Added Tax (VAT) Registration Certificate **(20 Marks)**.
- II. Experience in similar works, with at least two (2) similar assignments successfully completed within the last five (5) years, supported by attached agreements/contracts and payment certificates **(20 Marks)**.
- III. Bank statement for the last six (6) months and audited report for the last 2 years **(10 Marks)**
- IV. Duly signed and stamped certificate of pre-bid site visit letter/certificate **(5 Marks)**
- V. Duly filled, completed and stamped BOQ and A detailed work plan and implementation schedule for the proposed works **(15 Marks)**

Only bidders who achieve the **minimum technical pass mark of 50%** will qualify for the next stage.

B. Financial Evaluation - Total Score 30%

- Financial evaluation shall be conducted **only for technically qualified bidders**.
- The **lowest-priced quotation** shall receive the **maximum score of 30%**.
- Other bidders shall be scored using the following formula:

$$\text{Financial Score} = (\text{Lowest Quoted Price} / \text{Bidder's Price}) \times 30$$

Award Decision: The contract will be awarded to the **technically compliant bidder with the most advantageous financial offer**.

e) Additional Notes

- SND-Ethiopia reserves the right to accept or reject any or all bids, fully or partially, seek for additional documents/ clarifications without providing justification.

For SND Official Use Only

No.		Name of staff	Designation	Date	Signature
1					
2					
3					
4					
5					

NB Quotation to be filled as per the specification given and to be submitted on or before 1th June 2026 via procurement@sndafrika.org or to be delivered to SND offices in Dubluk
NB 2 : The Tender Document should be referenced: **SND- EJR Project-Hugo Pry /2026–001**
as the subject [of the Email or on the ENVELOPE](#)