

ANNEX A TERMS OF REFERENCE (TOR)

DRILLING AND INSTALLATION OF BOREHOLES, CONSTRUCTION OF CONCRETE AND ROOF CATCHMENT RAIN WATER HARVESTATION IAT TATYOUGH COMMUNITY AND SURROUNDING VILLAGES INCLUDING THE HERDER CAMPS

1. Purpose:

The United Nations High Commissioner for Refugees (UNHCR) in Ogoja invites qualified firms to make a firm offer for drilling, installation of boreholes, construction of concrete rainwater harvestation scheme at Tatyough community and surrounding villages, Makurdi LDA, Benue State, Nigeria.

2. Required Services/ Scope of Works

Background

1. Background/Rationale

Tatyough community is located 18 Km along North Bank-NASME-Lukobi Road, in Makurdi LGA, Benue State consists largely of returnee- Internally Displaced Persons (IDPs). As part of peace initiative, the Benue State Emergency Management Agency (BSEMA) in partnership with UNHCR is supporting drilling and installation of solar boreholes, construction of concrete- reservoir and plastic- tanks rain water harvestation schemes to provide water at Tatyough community and surrounding villages in Makurdi LGA, Benue State, Nigeria.

Scope of Work

The scope of work comprises drilling, installation of boreholes, and construction of concrete rainwater harvestation schemes at Tatyough community and surrounding villages in Makurdi LGA, Benue State as follows:

Lot 1: Borehole development, solar installation, construction of 2 x 5,000 litres plastic tanks x 9m height steel tower on 1 No. existing 170m depth borehole, reticulate to 300m distance, and construct a 3mx3mx1m (using 225x225x450 sandcrete blocks) tap stand (dispense Island) and install 5 heavy duty pressure release 3/4" taps on concrete platform, well tiled, in a space provided in the community including soak pit.

Lot 2: Drilling of 5" hole and installation of 2 new solar boreholes of 2 x 5,000 litre plastic tank placed on 9m height H-iron steel tower reticulated to a total distance of 500m with a 2m length x 1.5 m width x 0.3m height concrete (using 225mm sandcrete blocks) tap stand installed with 5 heavy duty pressure release 3/4" taps, well tiled, in a location provided in the community including covered soak pit of 1m x 1m x 1m at Ayaka and Anule villages near Tatyough community.

Lot 3: Drilling of 5" hole and installation of 1 new solar boreholes of 2 x 5,000 litre plastic tank placed on 9m height steel tower, reticulated to 2 tap concrete stand (1 at Igbo village with dimension 2m length x 1.5 m width x 0.3m height) while the 2nd collection point of dimension 5m x 2m x 0.5m sealed, concrete trench located at about 1000m towards the herder route.

Lot 4

a. Construction of 3 No. Concrete reservoir Rainwater Harvestation of dimension 4m length x 3.5 width x 2.5 height using 225" block work with re-enforced concrete columns and decking, installed with AfriDev handpump and improvised zinc roof catchment (using Cameroonian zinc sheets) connected to the ground reservoir at Tatyough, Ayaka PHC, and RCM Primary school Tatyough; and

b. construct 8 No. rain harvesters using 5,000l plastic surface tanks placed on 0.5 concrete base, and connected to improvised zinc roof catchment (using Cameroonian zinc sheets) at Dawudu herders camp by the riverside.

Actual location of individual project site will be facilitated by the BSEMA and UNHCR focal points.

Personnel and Equipment

The Contractor shall provide and maintain enough suitable equipment to complete the drilling, installation, and steel tower within the period specified in the contract.

The Hydro- geophysical surveys have been conducted and drilling depths recommended between 150m -170m. The vendor shall mobilize adequately with all necessary tools, plant, equipment, instrument, spare parts, transport, and materials as stipulated in the Bill of Quantities.

Mobilization

a. Contractor Personnel

As part of the mobilization, the Contractor shall be responsible for the hiring of and the transfer of his personnel as required during the contract period. He shall be responsible for arranging and providing housing for his personnel.

b. Community Entry Process.

Prior to commencement of works, the Contractor will be introduced to the local Government and the local beneficiary communities by BSEMA and UNHCR WASH focal Persons before commencing implementation. The contractor will submit a work plan to UNHCR indicating key components of work implementation and timelines.

c. Location and drilling of borehole, installation, and construction of rainwater harvesters

The contractor will work closely with the Benue State Emergency Management Agency (BSEMA), Benue Rural water supply and sanitation agency (BERWASSA), and UNHCR WASH focal points and the community to locate the recommended sites for construction. The vendor shall be responsible for securing the equipment and personnel deployed to the site.

Reports

The contractor shall submit spiral bound hard copies and electronic copies of all activities in a report with appropriate drawings, sketches, pictures etc. as specified in the BoQ.

Basis for Payment:

Payment for the borehole drilling shall be by per metre measurement as stipulated in the BoQ to a maximum of 170m depth in accordance with the Bill of Quantities submitted by the contractor and approved by the UNHCR WASH Officer. However, actual drilling depths will be determined by the supervising hydrogeologist.

For the concrete and construction works, payment will only be made upon full completion and test running of the water system.

The contractor may be paid fully upon completion or in installments following the below payment schedule for partially completed works as stipulated below:

A. For borehole works:

PAYMENT MILESTONE S/No	ACTIVITY DESCRIPTION	PHASES OF INSTALMENT PAYMENT
1	Mobilization/and demobilization, drilling, development of borehole and pumping test	Upon completion of this stage the contractor can be paid 20% of the contract sum
2	Construction of steel tower, and Installation of solar panels, tanks, and solar pump, tap islands, and test running of water system.	Upon completion of these work the contractor can be paid 50% of the contract sum
3	Final Validated Report of drilling, testing, development, submitted.	20% payment after submission of final reports.
4.	6 months Defect liability	Last 10% paid to the contractor

B. For concrete Rainwater Harvestation

PAYMENT MILESTONE S/No	ACTIVITY DESCRIPTION	PHASES OF INSTALMENT PAYMENT
1	Mobilization/and demobilization, construction of concrete reservoir in 3 locations	Upon completion of this stage the contractor can be paid 40% of the contract sum
2	Construction of improvised roof catchment, and	Upon completion of these work the contractor can be paid 40% of the contract sum

installation of handpumps with plumbing works.

3	Test running and submission of final Validated Report of the water harvestation scheme	10% payment after submission of final reports.
4.	3 months defect liability 6 months Defect liability	10% defect liability payment to the vendor

C. For Plastic tank rainwater harvestation

PAYMENT MILESTONE S/No	ACTIVITY DESCRIPTION	PHASES OF INSTALMENT PAYMENT
1	Mobilization/and demobilization, construction of improvised roof catchment and installation of tanks and test running in all 8 locations complete	Upon completion of this stage the contractor can be paid 90% of the contract sum
3	Test running and submission of final Validated Report of the water harvestation scheme	10% payment after submission of final reports.
4.	3 months retention fees for defect liability 6 months defect liability	10% defect liability payment to the vendor 2622017049

3. Minimum Documentation Requirements for the Services

- **Ownership of equipment:** Evidence in form of Purchase Receipts/lease agreement on Headed paper with address and phone numbers and equipment serial numbers for borehole drilling/or civil construction

4. Minimum Legal and Administrative Requirements

- Certificate of Incorporation/Registration not less than 3 year post registration
- Tax Clearance Certificate – *must have a validity date of 2024 or 2025.*
- Audited financial account statement – 2024 or 2025.

5. **Minimum Experience Requirements of the Supplier**

- The supplier must be licensed to operate in Nigeria and have a minimum of three years in existence.
- Evidence of at least 2 contract award letters/completion certificates related to borehole drilling/ Civil construction.
- **Qualification of key project staff:**
- List of company technical staff, at least one curriculum vitae, and certificates (Attach only for Geologist/Civil engineer/Environmental science)

6. **Other requirements**

- Detailed work plan with dates and timelines within 10 weeks (maximum) period of delivery of validated reports
- **List of Client Reference:** List of at least 3 Client References with jobs completed amount, emails, and phone numbers.

EVALUATION CRITERIA

The evaluation shall follow 2-step criteria: first eligibility checks for administrative documents, then technical evaluation.

1. ELIGIBILITY CRITERIA	PASS/FAIL
Valid Business Registration Certificate (CAC) registered more than 3 years submitted, and Status is active on CAC Website	Pass/fail
Current Tax Clearance Certificate (certificate must have validity date of 2024 or 2025)	Pass/fail
Company's audited statement of account for the last two years (2024/2025)	Pass/fail
Evidence of registration as a contractor with Benue State Government (receipt/certificate)	Pass/Fail
The bidder shall provide the company Profile, year founded (Minimum (3) three years from submission deadline. Company Profile shall include company history, contact address, and phone number, list of clients, services offered, amount, specialization, and qualifications.	Pass/fail
2. TECHNICAL EVALUATION CRITERIA	
Relevant Experience: Evidence of at least 2 contract award letters or purchase Orders and completion certificates related to Borehole drilling and/ or Civil construction works	Pass/fail

Ownership of equipment: Evidence in form of Purchase Receipts/lease agreement on Headed paper with address and phone numbers and equipment serial numbers for borehole drilling and or Civil construction	Pass/fail
Qualification of key project staff: List of company technical staff, at least one curriculum vitae, and certificates (Attach only for one Geologist//Hydrogeologist/Civil engineering/Environmental sciences.	Pass/fail
List of at least 3 Client Reference with jobs completed amount, emails, and phone numbers.	Pass/fail
Detailed work plan with dates and timelines within 8 weeks (maximum) period of delivery of validated reports	Pass/fail