

**Invitation to Bid**  
**Fairtrade International e.V.**  
**Project: COVID-19 Fairtrade Emergency Initiative**  
**Funded by the German Federal Ministry for Economic Cooperation**  
**and Development**

Invitation to Bid for the establishment of

**5 Plant nurseries**

at the premises of 5 different Fairtrade Small Producer Organisations (SPO) in  
**Sri Lanka.**

For detailed locations, specifications, terms of payment, and a list of documents required from your company, please refer to pages 3 and following of the attached ToR.

Bids will be received, evaluated, and decided upon by Fairtrade International e.V., Bonner Talweg  
177, 53129 Bonn, Germany

This is a public tender open to all interested and eligible bidders.

**Please note, due to the current COVID-19 situation we have changed the submission deadline for this tender to 14<sup>th</sup> June 2021, the timeframe for visits and the deadline to submit questions to 7<sup>th</sup> June 2021. Please see sections 1. and 2. below for more details.**

**SUBMISSION METHOD**

Bids must be received by Fairtrade International e.V. through the following email address:

[tenders@fairtrade.net](mailto:tenders@fairtrade.net)

Emails must bear the following subject title: Sri Lanka - Nurseries DO NOT OPEN BEFORE DEADLINE

Deadline for bid submission: 14<sup>th</sup> June 2021

An Opening of bids will be held on 15<sup>th</sup> June 2021. A tender committee will manage the event and after the opening of all emails received within the deadline, the committee will evaluate their content behind closed doors. Bidders may not be physically present at the tender ceremony.

Bidders will be informed via email about the results, no later than 4<sup>th</sup> July 2021. Bidders who have not received an email by that date have not been considered successful.

Greetings,

Fairtrade International e.V. (FI) is a non-profit, multi-stakeholder association of 22 member organizations – three producer networks and 19 national Fairtrade organizations – registered in Bonn, Germany. FI is part of a global fair-trade movement that shares a vision of a world in which justice and sustainable development are at the heart of trade structures and practices, so that everyone, through their work, can maintain a decent and dignified livelihood and develop their full human potential.

In response to the COVID-19 pandemic crisis that have impacted millions of Fairtrade small farmers around the world, FI in partnership with GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) and funding from the German Federal Ministry for Economic Cooperation and Development, have initiated a relief project under the title 'COVID-19 Fair Trade Emergency Initiative'. The project is providing direct support to Fairtrade producers on the frontline of the pandemic with the objective of mitigating the pandemic's impact on Fairtrade producers' health, wellbeing and economic sustainability.

To achieve this objective, FI would like to invite your company to submit a quotation for the following services :

The construction of 5 Nurseries in 5 different locations in Sri Lanka, including:

- A) the provision of material,
- B) the execution of construction work,
- C) the provision and installation of relevant equipment

**Please Note:** the tender is divided in 5 lots, one per location, and your company may bid on as many lots as you wish.

Detailed information regarding the required construction work, the type and quantities of material, the locations, the terms of payment, and a number of documents required from your company, can be found on the following pages.

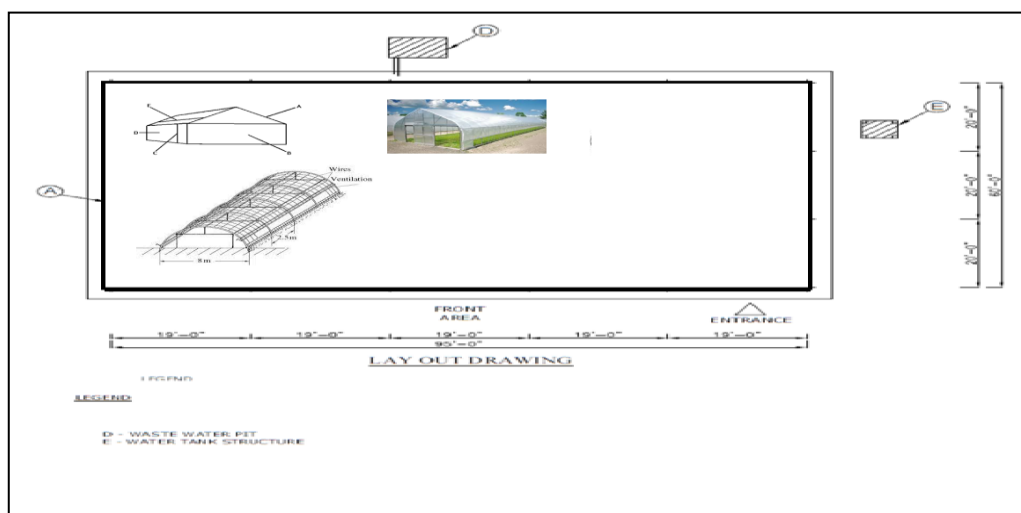
## 1. Technical Specifications and Quality Expectations

In each of the 5 locations, we require the construction of a plant nursery, including the construction of a polytunnel, a net house, installation of a sprinkler system, a drainage system with waste water pit, and a water tank support structure, and the construction of a shed with concrete floor, half wall structure and zinc sheet roof.

Please find detailed information about the required construction work and material under point 1.2.

Fairtrade International e.V. expects only quotes of the highest quality.

The below drawing (measurements may differ per location) is meant as guidance and shows the structure of the facility we require in each of the 5 locations:



### 1.1 Locations & Site Visits

There are 5 locations, each representing one lot on which your company can bid. You may bid on as many lots as you wish. All material and equipment must be provided by your company. The locations and required work steps of each lot are as follows.

Lot	SPO Name	Location
1	All Inland Organic Farmers Association	Kurunegala
2	Aluwana Hithakara Organic Tea Producers Society	Aluwana, Morawaka
3	Seemasahitha Kuda Parimana Kabanika Pol Wagakaruwange Subasadhaka Samithiya	Kuliapitiya
4	Ceylon Organic Farmers Association	Kandy
5	Lanka Fair Cocos Farmers' Association	Hambantota

Please be aware that we require each company to visit the construction sites before quoting to familiarise themselves with the area and the conditions on the ground.

**IMPORTANT:** If the current COVID-19 situation makes a visit unfeasible, a virtual visit and exchange can be scheduled. Due to the fast changing situation the decision for a virtual visit will be taken in coordination between the SPOs, the bidder, and Fairtrade International's local representative.

Visits can be scheduled on the following days.

Lot	Date
1	May 10-June 07
2	May 10-June 07
3	May 10-June 07
4	May 10-June 07
5	May 10-June 07

Site visits shall not take longer than 5 hours. A protocol of site visits will be kept for each visit, documenting the date, duration, participants, and topics discussed. Any information of interest to all bidders that may arise during the site visits and is not contained in the original tender documents will be published on our website on 9<sup>th</sup> June 2021 (<https://www.fairtrade.net/opportunity/>).

**To schedule a site visit**, please send an email to [tenders@fairtrade.net](mailto:tenders@fairtrade.net) with the subject line **SITE VISIT Nurseries Sri Lanka**. In the email, please provide your company details including company name, contact details (email and phone), and address and clearly mention the sites you wish to visit and your preferred date and time.

**Please note, visits MUST be scheduled at least 7 days in advance.** No visits can be scheduled after 31<sup>st</sup> May. Fairtrade International e.V. will not reimburse any cost resulting from your visit.

## 1.2 Material, Equipment, and Work Steps Required per Lot

### 1. Construction of a Polytunnel:

In each location a Polytunnel must be constructed. Following your visit, your company must establish the most ideal orientation of the structure to achieve optimal relative humidity and sunlight.

The polytunnel specifications are:

- Polytunnel of approx. 1,000 square feet
- Galvanized steel frame of 1 inch pipes in quality equal to Lanwa steel
- Polythene cover in quality equal to Israel polythene
- Insect proof net coverage
- Frame must be welded by professional welders

### 2. Construction of a net house:

A plant nursery hut (net house) must be constructed with the following specifications:

- Plant nursery hut of approx. 1,000 square feet

- 6 feet (height) net house
- 60% shade net structure (in quality equal to Israel net) with 1 inch galvanized tubes (in quality equal to Pakistan tubes)
- Suitable doors and partitioning

### 3. Installation of a water supply and drainage system:

To serve the polytunnel and the net house with water, a supply, sprinkler, and drainage system with the following specifications must be installed:

- Installation of a 1,000 liter water tank and water tank support structure
- Laying of pipes
- Connecting water system to local water source
- Installation of a sprinkler irrigation system in quality equal to Israel irrigations for polytunnel and net house
- Installation of a drainage system with waste water pit

### 4. Construction of a half wall shed:

Construction of a half wall shed with the following specifications:

- Pouring of concrete floor of approx. 450 square feet (ground leveling will be done by the SPO)
- Installation of a Zinc sheet roof of approx. 450 square feet with minimum height of 15 feet at the center
- Constructing a half wall structure of approx. 3 feet height

## 2. Offer Presentation and Requirements

For the submission and presentation of your offer, the following criteria must be fulfilled:

- The offer shall be delivered via email to [tenders@fairtrade.net](mailto:tenders@fairtrade.net)
- The deadline for offer submissions is 14<sup>th</sup> June 2021. Offers submitted after this deadline will not be considered
- The offer shall be written in English
- The offer must be signed by the bidder's legal representative, using their own letter head, and must contain the following information:
  - o Letter of interest in joining the bidding process including the number of lots you wish to bid on and an indication whether your company visited the site(s)
  - o A detailed list of material and labour required for each lot you bid on
  - o Unit and total prices for material and hourly and total prices for labour
  - o A work plan clearly indicating delivery and construction time frames
  - o A construction plan including technical drawings
  - o Technical data sheets for the material you quote
  - o Company details including address, phone number and email address
  - o Business registration certificate (business permit)
  - o At least one reference from a previous, comparable order
  - o Delivery and freight charges, if any
  - o Offer validity

- Acknowledgement of the Mandatory Principles of Humanitarian Aid Procurement (see Annex 1)
  - Filled in questionnaire for tender (see Annex 2)
- The email must bear the following subject title: Sri Lanka Nurseries DO NOT OPEN BEFORE DEADLINE
- All emails that are sent to a Fairtrade International e.V. email address other than the one mentioned above are automatically disqualified
- Bids that are incomplete or not signed may not be considered

## 2.1 Prices

- The prices shall be expressed in **Euro (EUR)**. Prices must be expressed as unit prices and total prices
- The prices submitted will be considered fixed. No later changes will be accepted by Fairtrade International e.V.
- The offers should include any transport and handling charges up to the designated locations and be inclusive on any applicable taxes

## 2.2 Delivery

- Fairtrade International e.V. shall not be liable for any damages/accidents that may occur during the delivery and thus no compensation claims can be forwarded by the supplier.
- Damaged goods shall be replaced immediately at the supplier's expense
- Deliveries are only considered delivered if their receipt is acknowledged by Fairtrade International e.V.'s local project consultant's signature on the shipping documents
- All deliveries are subject to inspection and it is Fairtrade International e.V.'s right to reject any deliveries that do not comply with the agreed terms and conditions

The supplier must deliver the goods in accordance with the above terms and conditions and any terms and conditions laid out in Annex 4, General Conditions of Purchase. Fairtrade International e.V. reserves the right to sue for damages.

## 2.3 Questions

Questions regarding the tender can be submitted until 7<sup>th</sup> June 2021 to the following email address: **tenders@fairtrade.net**.

Emails with questions must bear the following subject title: **QUESTION Nurseries tender Sri Lanka**.

Questions of interest to all bidders that are not answered by the original tender documents will be collected, answered, and published on our website on 9<sup>th</sup> June 2021 (<https://www.fairtrade.net/opportunity/>).

### 3. General conditions and governing law

#### 3.1 Errors in bids

When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bid must be initialed. Any alteration, erasure, addition, or omission of required information or change of the specifications, or bidding schedule, is made at the risk of the bidder.

#### 3.2 Exceptions

If the bidder takes exception to anything in the specifications or terms and conditions, the exception must be listed in the bid. If necessary, the bidder may supplement with an attachment. If no exceptions are taken, bidders are requested to specify in the bid that “No Exceptions are Taken”. If no comments or exceptions are provided, it will be assumed that no exceptions are being taken.

#### 3.3 Conflict of interest

- All bidders must disclose with their bids the name of any officer, director or agent who is also a member of a Fairtrade certified Producer Organisation/Cooperative
- Bidders shall not be affiliated as the first-degree and second-degree relatives with the executive and supervisory boards of any of the above Fairtrade certified Producer Organisation/Cooperative
- Bidders must disclose the name of any board member, employee and member of any Fairtrade certified Producer Organisation/Cooperative who own, directly or indirectly, an interest in the bidder's firm or any of its branches
- Bidding by board members and employees of any Fairtrade certified Producer Organisation/Cooperative is prohibited

#### 3.4 Controlling documents

Compliance with Fairtrade International e.V.'s purchase order will be subject to all terms and conditions which comprise Fairtrade International e.V.'s General Conditions of Purchase (see Annex 4) unless an exception is taken by the bidder to which Fairtrade International e.V. has agreed in writing. In addition, the Conditions Concerning Contracts for Supplies and Services, Part B: “General Terms of Contract for the Provision of Supplies and Services (VOL/B)” (Verdingungsordnung für Leistungen, Teil B: Allgemeine Vertragsbedingungen für die Ausführung von Leistungen), in the valid version at the time of concluding the contract, shall apply upon conclusion of the contract. The VOL/B is attached to this document in Annex 5.

#### 3.5 Laws and regulations

In connection with the contractual relationship, the bidder shall be obliged to comply with all relevant legal provisions and statutory laws applicable to them. This concerns in particular, anti-corruption and money laundering laws as well as antitrust, labour and environmental protection regulations. The Bidder also undertakes to ensure that their representatives are aware of Fairtrade International e.V.'s Organization Code (see Annex 3) and the Mandatory Principles of Humanitarian Aid Procurement (see Annex 1) and will take appropriate measures to ensure compliance with them and will not initiate or request any action that would result in their violation. If local laws in the country where the

Services/Goods are being performed/provided conflict with other laws, the Bidder will comply with the laws that prescribe the stricter standard or greater penalty.

### 3.6 Governing Law

Contracts with Fairtrade International e.V. will be subject to the laws of Germany, that includes the term on resolving any dispute if occurred.

## 4. Offer Evaluation and Awarding

Any bidder not complying with the aforementioned requirements and conditions will be automatically disqualified. Fairtrade International e.V. further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids.

As part of its due diligence, Fairtrade International e.V. may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations. Fairtrade International e.V. reserves the right to inspect any bidder's premises at any time during the bidding process. Bidders that do not consent to this or bar access to their premises are automatically disqualified.

### 4.1 Bids opening ceremony and evaluation

Fairtrade International e.V. will evaluate the offers based on the following criteria and weighting:

Criteria	Weighting
Provision of all requested documents	<b>Exclusion criterion</b> – Bids that miss any of the documents requested under Point 2. of this document may be excluded from the bidding process
Price	30%
Material technical data and compliance with required specifications	25%
Indicated delivery and construction work timeframe	20%
After-sales services including warranties and availability of spare parts	15%
Bidders' experience (years in business and references)	5%
Bidders' financial standing and capacity (as evident from annual turn-over)	5%

The bids opening ceremony will take place on 15<sup>th</sup> June 2021, through an online meeting platform. A tender committee will manage the event and after the opening of all bids received within the deadline, the committee will evaluate their content behind closed doors.



Bidders will be informed via email about the results, no later than 4<sup>th</sup> July 2021. Bidders who have not received an email by that date have not been considered successful.

## 5. Payment Terms and Conditions

### 5.1 Purchase order

No purchase or contract is authorized or valid until the issuance of a Purchase Order or Contract from Fairtrade International e.V. Fairtrade International e.V.'s Sri Lanka Program Consultants and Local Project Consultant are not authorized to purchase equipment, supplies or services prior to the issuance of such an order.

### 5.2 Invoicing

All invoices must be in triplicate showing Order number, Unit and Extension Prices. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until 30 days after all services have been completed, or all items have been delivered, inspected, and accepted or the invoice has been received at the agency business office, whichever is later.

### 5.3 Payment Terms

Fairtrade International e.V. effects payment through international banking channels, within 30 days against invoice and shipping documents, and subject to receipt of satisfactory inspection reports.

Fairtrade International e.V. will only pay for goods accepted after inspection upon receipt at the indicated delivery destination. Payment will be in Euro (EUR).

Please note that payment will only be issued to bank accounts in the supplier's name and located in the supplier's country of residence. Any request for payment to a bank account other than that of the supplier or to a bank other than one located in the supplier's country of residence is not accepted.

### 5.4 Payment in tranches

Payments shall be processed and paid in tranches upon acceptance by Fairtrade International e.V. for the following deliverables submitted by the supplier:

TRANCHES	DELIVERABLE
1 <sup>st</sup> tranche 30%	Advance payment upon signing the contract
2 <sup>nd</sup> tranche 40%	After the completion of all construction work related to the facility
3 <sup>rd</sup> tranche 30%	After all the parts including water supply has been installed and the nursery is ready to operate

## 6. Annex

Annex 1 - Mandatory Principles of Humanitarian Aid Procurement

Annex 2 - Questionnaire for Tender

Annex 3 – Organization’s Code

Annex 4 – General Conditions of Purchase

Annex 5 Conditions Concerning Contracts for Supplies and Services, Part B: “General Terms of Contract for the Provision of Supplies and Services (VOL/B)” (Verdingungsordnung für Leistungen, Teil B: Allgemeine Vertragsbedingungen für die Ausführung von Leistungen)