The related data sheet for the Terms of Reference described above are as follows.

**Bid Data Sheet (BDS)**

**A. Introduction**

|  |  |
| --- | --- |
| **1** | The Employer is: **SNV Netherlands Development Organisation** |
| **2** | The name of the bidding process is shown below:   |  | | --- | | Lot S: Hydrogeological investigation, drilling supervision and ancillary works for drilling, construction and installation of hand pumps on boreholes in communities in Nandom Municipality and Lambussie District | |
| **3** | Name of the Project: **Healthy Future for All – Phase II** |
| **4** | The individuals or firms in a JV **SHALL BE** jointly and severally liable. |

**B. Bidding Documents**

|  |  |
| --- | --- |
| **5** | For **Clarification purposes** only, the Employer’s address is:  **The Country Director**  **SNV Netherlands Development Organisation**  **No. 10 Maseru Street, East Legon**  **P. O. Box KA 30284 Airport, Accra -Ghana** |
| **6** | A Pre-Bid meeting **SHALL NOT** take place.  Bidders are advised to visit proposed sites to better inform costing |

**C. Preparation of Bids**

|  |  |
| --- | --- |
| **7** | The language of the bid is: **ENGLISH** |
| **8** | The following schedules or documents shall be submitted.   1. Letter of Bid 2. Methodology (describing approach to deploy all materials and labour / method statement / material schedule) 3. Financial proposal 4. Detailed Program of works with specific start and completion dates |
| **9** | Alternative times for completion **SHALL NOT BE** permitted. |
| **10** | The prices quoted by the Bidder **SHALL NOT BE** subject to adjustment during the performance of the Contract. |
| **11** | The prices shall be quoted by the bidder in: **GHANA CEDIS** and nationality of bidders shall be Ghana. |
| **12** | The evaluation shall consider any discounts offered by the bidder |

**D. Submission and Opening of Bids**

|  |  |
| --- | --- |
| **13** | Bidders **SHALL** be submitted electronically through [ghanaprocurement@snv.org](mailto:ghanaprocurement@snv.org) |
| **14** | Bidding Documents:  Bidders should ensure documents are submitted in 2 separate **PDF files** named **“Technical proposal”** and **“Financial proposal”** accordingly. The subject of the email should take this format; “*Name of bidding company \_Lot number\_ HF4A”*.The body of the email shall contain the lot number and details of the works.  Deadline for the bid submission is May 16th, 2025, at 16:00 hours GMT |
| **15** | **Bid opening and review.**  SNV will evaluate bids with an internal committee without the presence of Bidders. Therefore, the Bidder's initial offer should contain the Bidder's best proposals in terms of price and technical submissions. |
| **16** | A Contract award will be executed, and the conditions and terms will be the final binding document. |

|  |
| --- |
| **Letter of Bid** |
| *INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*  *The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder’s complete name and business address.* |

**Date of this Bid submission**: [*insert date (as day, month and year) of Bid submission*]

**Request for Bid No**.: [*insert identification*]

To:

**The Country Director**

**SNV Netherlands Development Organisation**

**No. 10 Maseru Street, East Legon**

**P. O. Box KA 30284 Airport**

**Accra -Ghana**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Terms of Reference issued.
2. We offer to execute in conformity with the Bidding Documents the following Works: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The total price of our Bid, excluding any discounts offered in item (d) below is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
4. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
5. Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries.
6. We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest.
7. We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process.
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive, and evaluation shall be done by your Bids Committee without our presence.
9. If awarded the contract, the person named below shall act as Contractor’s Representative:

|  |  |
| --- | --- |
| Name: |  |
| In the capacity of: |  |
| Signed: |  |
| Duly authorized to sign the Bid for and on behalf of: |  |
| Date: |  |

**TECHINCAL SPECIFICATIONS FOR WORKS**

## **Objectives of the Hydrogeological Investigations and Drilling Supervision of Boreholes**

The overall objective of the assignment is to:

* Undertake hydrogeological and geophysical investigations, which will lead to the selection of suitable sites for the provision of drinking water to communities by means of boreholes fitted with hand pumps.
* Note that the geophysical investigations will be carried out according to the prevailing local hydrogeological conditions.
* Ensure a smooth communication between all parties involved in the drilling activities.
* Ensure the Contractor’s adherence to his contract and in particular the specifications for drilling, construction, development and pumping test of successful boreholes.
* Ensure quality control of the physico-chemical analysis of water from successful boreholes
* Ensure that the information obtained from the drilling activities is used to improve the hydrogeological investigations.

## **Activities**

The general scope of activities to be carried out shall involve and not necessarily be restricted to the following:

Hydrogeological Studies:

For all communities, a description of existing water supply facilities and a water resources assessment of the area/community, including studies of the aerial photographs, ground truthing of relevant lineaments and their orientations. Considerations such as borehole yields and water quality change of existing sources should be discussed with community representatives.

Preparation of Contract Form (BOQ), which shall be signed by the Consultant, the Client and which, constitutes the agreement for the study in the district, depending on the hydrogeological conditions prevailing in each district.

The community will present the areas of preference where the Consultant shall carry out the investigations for siting the borehole requested. If the Consultant finds the area not suitable for performing his/her investigations, he/she shall discuss this issue with the community representatives and come out with another area approved by both parties.

If after performing the geophysical investigations, the Consultant is not able to find any promising site for borehole drilling (i.e. no significant ground anomalies) in the area selected by the community, the Consultant has to report the results of his/her findings to the community representatives. The Consultant shall then agree with the community to explore new areas for investigations, if possible.

If the Consultant is not able to find a compromise with the community on the areas to be surveyed, the Consultant shall promptly refer this issue to the Client for further discussion.

Prepare the location/verification of traverses for geophysical measurements in the field, together with community representatives.

Geophysical measurements along selected traverse lines using suitable profiling methods.

Selection and detailed localisation of sounding points based on the results of aerial photo interpretation, reconnaissance survey, geophysical profiling, etc. The Consultant shall for each point evaluate the risk of groundwater contamination and avoid siting at points where such risk is identified.

The Consultant shall also avoid siting in immediate surroundings of houses and main roads. Boreholes shall be at least 15m from centre of any road.

Resistivity soundings and interpretations.

Processing and analyses of data from field measurements and interpretation of the results with a view to ranking/recommendation of borehole sites.

Preparation of a hydrogeological report, for each District outlining the results of the study per community.

## **Criteria for considering a borehole Successful**

The consultant shall refer criteria set out in the Technical Specifications of the Drilling Contract.

### *Drilling Supervision*

The Consultant shall take the true coordinates of the borehole drilling sites with a Global Positioning System (GPS).

When the points for drilling are identified, the Consultant shall arrange with the Contractor to identify all the points and prepare a work plan for the drilling.

The Consultant shall appoint a Hydrogeologist assisted by a Hydrogeological Technician to undertake the field activities as Supervising Officers. One of these Supervising Officers shall always be present on site whenever the Contractor is undertaking work in relation to drilling, installation of casings or screens, development and pump test of boreholes as well as platform construction. Where drilling and pumping test take place in parallel, the Technician shall be expected to supervise the latter while the Hydrogeologist continues with supervision of the drilling activities.

The role of the Consultant's Supervising Officers is generally to ensure that the Contractor follows the Contract together with the Technical Specifications. The Contract is therefore a key document, which should be well understood by the Consultant's Supervising Officers and should always keep a copy on site. In the copy on site, the Consultant shall delete all rates in the Bills of Quantities, the Contract Sum, and all other prices. The Supervising Officers must insist that the Contract be followed from the beginning of the drilling work, and that the Contractor has all the requested equipment on site. For this purpose “Check list for various materials to be provided by the Contractor during drilling, installation of casing and screen, development and test pumping” has been prepared.

The Consultant is expected to go through this checklist together with the Contractor before the work starts every time the Contractor has been demobilised. The Contractor should generally not be allowed to commence the work if all the necessary equipment is not on site.

The Consultant's Supervising Officers shall guide the implementation in relation to quality of work and issue necessary instructions and approvals.

It is the responsibility of the Consultant to give a detailed briefing to the Supervising Officers regarding their duties and responsibilities in connection with the supervision, the contents of the Contractors’ contract, in particular the Specifications and the main clauses, which the Supervising Officers are requested to refer to in connection with the supervision.

*The duties and responsibilities of the Consultant's Supervising Officers shall furthermore include, but not be restricted to the following:*

Issue necessary instructions using a triplicate book so that the Consultant keeps a copy of all instructions given, and one copy can be filed in the project file. All instructions shall be clearly written, dated and signed.

Be responsible for the decision on final drilling depth and screen positions during borehole construction. Drilling depth should be decided on the basis of the results of the hydrogeological investigations.

Monitor and supervise all drilling operations, well design and construction whether temporary or permanent, well development and well testing.

Keep a Supervisors logbook with daily entries of all pertinent operations, events and measurements, number of installed PVC casings/screens, observations on penetration rate and geological conditions, pump tests etc. for documentation. Present the logbook to the Client on demand.

Prepare “Daily log for drilling supervision” and “Borehole Pump Test Supervision”, for each borehole.

If the Consultant or the Contractor makes any decision or any incident happens which influences the performance of work which is not in accordance with the specifications in the contract or the work plan, the Consultant shall note this in the Supervisors log and ensure it is signed by himself and the Contractor. Subsequently, the Consultant shall inform the Client of the decisions made.

Measure and inspect all borehole lining materials before installation to ensure that they meet the contract prescribed specifications, are of new stock, undamaged, with no deformations and are of correct dimensions. Inspect all filter pack (gravel pack) before installation.

Participate in scheduled meetings as requested by the Client or the drilling contractor, and prepare minutes of meetings.

Present reports on boreholes drilled.

## **Required Staffing**

The hydrogeological studies shall be carried out by qualified hydrogeologists/geophysicists experienced in the use of the geophysical equipment. (Hydrogeologist assisted by one Hydrogeological technician)

Drilling supervision shall be undertaken by a Hydrogeologist assisted by a Hydrogeological Technician. Where drilling and pumping test takes place in parallel, the Technician shall be expected to supervise the latter, while the Hydrogeologist supervises, the former.

## **Required Equipment**

The Consultant is expected to provide all necessary standard equipment, in particular the equipment to carry out the geophysical investigations and Global Positioning System (GPS).

The Consultant shall provide his own means of transport for hydrogeological studies as well as drilling supervision.

# **OUTPUT**

## **Hydrogeological Studies**

Preliminary remarks

At least, three sites shall be investigated for each borehole facility requested.

Two attempts for successful borehole could be carried out for each facility requested.

The output shall be a hydrogeological report for each community outlining the possibilities for exploiting groundwater. The hydrogeological report per community shall then be compiled into a District report and bound as one report.

**The hydrogeological investigations, including the following:**

* A brief introduction on the local hydrogeological conditions
* A background data assessment (survey on existing facilities)
* The aerial photo interpretation of the area pointing out the main lineaments and their orientations, when available.
* Location of the areas selected by the community on the field.

Apart from a broad description of the sector, this base map will also include the following:

* Position of hand-dug wells and boreholes (operational and abandoned) with ID Nos.
* Position of surface water bodies (streams, dams, springs)
* Position of refuse dumps, pit latrines and any possible source of pollution

Lineaments both inferred and verified.