

Tender process by Woreda in Public Tender

1. Site selection with Woreda NRM
2. Preparation of design and BoQ¹ by GIZ
3. Letter to Woreda for tendering, attaching design and BoQ.
4. The Finance and Procurement department of Woreda prepares the public tender documents.
5. Contractors purchase for 100 ETB the tender documents
 - Tender documents inform about the day of opening and closing of the tender.
 - Contractors submit their price offer and technical documents within the deadline.
6. Bid opening committee is conducted
 - The Woreda has an established, assigned opening committee with people from the Woreda administration
 - All contractors are informed about the opening day and time, the tender is opened in the presence of all present contractors.
7. Preparing the evaluation
 - The committee prepares the technical and price evaluation within one or more days.
 - The technical evaluation with the tender document with set standards/criteria, every member fills that in by themselves
 - Price evaluation follows the BoQ.
8. The result will be announced by the committee.
 - Department head of procurement and finance as a member of the opening committee announces.
 - Announcement is done via office board of the Woreda.
 - The tender winner is informed by telephone and by formal letter from the Woreda to the contractor.
9. Contract Agreement between Woreda and Contractor is prepared.

If the construction is financed via the SDR Programme:

- Woredas receive normally due to their limited financial and administrative capacity local subsidies by GIZ-SDR.
- Before the local subsidy to finance a construction is issued, the woreda is expected to finalise all steps until step 8.
- Then a LS proposal will include:
 - naming the tender winner,
 - amount of contract and
 - additional costs of the Woreda for administering technical/admin/finance of the LS
- With full information GIZ-SDR prepares the LS contract and releases the first advance.
- With the first advance the Woreda can contract the construction company and start implementing.

¹ BoQ = Bill of Quantity

Direct contract by GIZ-SDR with Restricted Tender / Shortlist

1. Site selection with Woreda NRM
2. Preparation of design and BoQ by GIZ
3. Request the Woreda to select potential contractors from the Woreda
4. SDR prepares 'service request' for the construction incl. contractor shortlist to GDCO²
5. GDCO prepares tender document for shortlisted contractors
6. SDR Programme sends tender documents to Woreda.
7. Woreda officials collect sealed offers of all shortlisted contractors.
8. Sealed envelopes with offers by contractors are delivered via the SDR programme back to GDCO.
9. GDCO conducts Bid Opening with committee
10. Evaluation sheet is prepared
 - Technical evaluation is conducted by SDR engineering team
 - Price comparisons is conducted by GDCO.
11. Award protocol sheet will be prepared containing all the information of the price and result of the technical evaluation of all contractors.
12. AV/DV approves the award protocol sheet/summary.
13. Contract Agreement is prepared by GDCO and delivered via SDR Programme staff to the contractor in the Region.

Direct contract by GIZ-SDR with Open Tender

1. Site selection with Woreda NRM
2. Preparation of Design and BoQ by GIZ
3. Service request for the construction of WSW for Open tender.
4. GDCO prepares public tender
5. GDCO posts tender on newspaper at least for three weeks.
6. After deadline, the Bid committee will open the tender documents.
7. Evaluation sheet is prepared
 - Technical evaluation is conducted by SDR engineering team
 - Price comparisons is conducted by GDCO.
8. Award protocol sheet is prepared by GDCO.
9. AV/DV approves the award protocol sheet/summary.
10. Contract Agreement is prepared by GDCO and delivered via SDR Programme staff to the contractor in the Region.

² GDCO = German Development Cooperation Office Ethiopia = GIZ Country Office