

INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever its own conditions of sale may be, which it hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation may result in the immediate rejection of the tender without further evaluation.

These instructions set out the rules for the submission, selection and implementation of contracts financed under this call for tenders, in conformity with the provisions of the practical guide, which is applicable to the present call (available on the internet at this address: <http://ec.europa.eu/europeaid/prag/document.do>).

GENERAL PART

1. GENERAL INSTRUCTIONS

Offers may be submitted for only one lot; offers limited to a portion of the lot, or conditional offers are not permitted

Timetable:

	DATE	TIME*
Site visit	4 th March 2026	10:00 am
Clarification meeting	4 th March 2026	2:00 pm
Deadline for request for any additional information from the contracting authority	1 st April 2026	11:00pm
Last date on which additional information are issued by the contracting authority	7 th April 2026	5:00pm
Deadline for submission of tenders	15 th April 2026	10:00 am
Tender opening session	15 th April 2026	11:00 am

* Greenwich Meridian Time (GMT+00)

2. TENDER EXPENSES

The tenderer will bear all costs associated with the preparation and submission of the tender. The contracting authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

The contracting authority will neither be responsible for, nor cover, any expenses or losses incurred by the tenderer through site visits and inspections or any other aspect of its tender.

3. SITE INSPECTION

A site visit will be held by the contracting authority on the 04th March 2026 at 10:00 am (GMT+00) in Aveyime-Battor in the North Tongu District of the Volta Region. All tenderers must report at the CIHEAM Bari – Ghana Office at 9:30am prompt. On the same day at 12 pm (GMT+00), a clarification meeting will be held at the CIHEAM Bari – Ghana Office.

The visit to the site will be mandatory for the presentation of the offer and will determine the cause of the exclusion from the tender.

The minutes of the on-site visit will be sent to the bidders present at the visit¹.

At the time of the visit, the contracting authority will also submit a **site visit certificate** which **must be attached to the documents required for the submission of the tender.**

TENDERS DOCUMENTS

4. CONTENT OF TENDER DOCUMENTS

Tenderers bear sole liability for examining with appropriate care the tender documents, including those design documents available for inspection and any modification to the tender documents issued during the tendering period, and for obtaining reliable information with respect to any and all conditions and obligations that may in any way affect the amount or nature of the tender or the execution of the works. In the event that the tenderer is successful, no claim for alteration of the tender amount will be entertained on the grounds of errors or omissions in the obligations of the tenderer described above.

5. EXPLANATIONS CONCERNING TENDER DOCUMENTS

Tenderers may submit questions in writing before the deadline for submission of tenders, specifying the publication reference and the contract title, to:

To: gareappalti@iamb.it
cc: lorato@iamb.it ; laera@iamb.it ; azzone@iamb.it

The contracting authority will publish communications and responses to questions received on the website until 7 April.

The contracting authority has no obligation to provide additional information after this date. Any clarification of the tender dossier will be communicated to all tenderers before the deadline for submitting tenders on the web page where the tender dossier has been published.

6. MODIFICATIONS OF TENDER DOCUMENTS

Any modification of the tender dossier will be communicated to all tenderers on the web page where the tender dossier has been published.

The contracting authority may, as necessary and in accordance with clause 12, extend the deadline for submission of tenders to give tenderers sufficient time to take modifications into account when preparing their tenders.

TENDERS PREPARATION

7. LANGUAGE OF TENDERS

¹ The report will comply with data protection requirements, point 21 of this letter annex.

The tender and all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure which is English.

If the supporting documents are not written in English, a translation into the language of the call for tender must be attached.

8. CONTENT AND PRESENTATION OF TENDER

All tenders must comprise the following information and duly completed documents:

- **Tender Form:**
 - Document “2_Tender form and Declaration on Honour on exclusion criteria and selection criteria” (Section 2 of Folder A), duly completed;
- **Evidence of eligibility and selection criteria:**
 - Document “3_Identification form” (Section 3 of Folder A), to be completed in accordance with section 10 of the *Contract Notice*, together with copies of the most recent documents showing legal status and place of registration of the headquarters of the tenderer;
 - Document “3_Financial Capacity” (Section 3 of Folder A), to be completed in accordance with section 14.a of the *Contract Notice*;
 - Document “3_Technical and Professional Capacity” (Section 3 of Folder A), to be completed in accordance with section 14.b of the *Contract Notice*
 - Document “3_Tender guarantee form” (Dossier A, Section 3), as specified in pt. 11 of *Instruction to Tenders*
- **Financial offer:**
 - Document “Financial Offer” of Folder D

The breakdown of the lump-sum price does not derogate in any way to the clause according to which, in a lump-sum contract, the total contract price remains fixed irrespective of the quantities of work actually carried out. The prices filled in file “Financial Offer” of Folder D are deemed to have been determined on the basis of the conditions in force 30 days prior to the latest date fixed for submission of tenders.

- **Technical offer:**
 - To have completed at least 1 (one) project of the same nature/amount/complexity as the works concerned by the submission batch within the framework of this Call. Offer, and implemented within the following timeframe: during the last three (03) years that precede the deadline for submission of bids. The contracting authority reserves the right to request copies of the certificates of final receipt signed by the project managers of the concerned projects;
 - To have proven experience in work contracts as a contractor. To this title, he must provide the list of works executed during the last five (5) years, accompanied by certificates of proper execution of the most important or attested by a sworn statement
 - a list of the staff proposed for the execution of the contract, with the CVs of key staff “4_CV Key Staff” (Section 4 of Folder A); the candidate must establish that he has at least the staff for the positions following keys:

Number	Position	Global experience in works (years)	Experience in similar works (years)
1	Project manager (Building engineer all state bodies)	8 years	5 years
2	Driver of the constructions	7 years	4 years

3	Site manager (Building engineer)	6 years	4 years
4	Structural Works Team Leader (Senior Building Technician)	6 years	4 years
5	Electrician (Senior Technician)	5 years	3 years
6	Plumber (Senior Technician)	4 years	2 years

- A reference to the technicians or technical bodies made available to the economic operator, whether they belong directly to it or not, in particular those responsible for quality control. Such references shall specify the technical competencies, professional qualifications and relevant experience of the technicians or bodies concerned, as well as the nature of their involvement in the performance of the contract. Where applicable, the arrangements for the use of external bodies and the coordination and control mechanisms put in place by the economic operator shall also be indicated ;
- a list of equipment proposed for execution of the contract “4_Plant” (Section 4 of Folder A). The descriptions must demonstrate the tenderer's ability to complete the works and should include inter alia:

No	List of Equipment and Characteristics	Minimum Number Required
1	Tipper Trucks	1
2	Concrete Mixer	1
3	Pick-Up	1
4	Poker Vibrator	1
5	Plate Compactor	1

- A detailed statement of the average annual workforce and management staff of the economic operator over the last three years is required. This statement shall specify, for each year concerned, the total number of employees, the breakdown by professional categories (management staff, technical staff, administrative staff and operational staff), as well as the number of management personnel involved in the management and supervision of works activities;
- A detailed presentation of the implementation of the supply chain management and monitoring system is required. This system shall be based on centralised procurement planning, supplier control and continuous logistical monitoring. Construction materials shall be selected from suppliers on the basis of technical compliance criteria, delivery timeframes and compliance with applicable environmental and social standards. An order and delivery tracking register shall be maintained and kept up to date, ensuring full traceability of materials from the supplier to the construction site. Deliveries shall be verified upon receipt by the site manager and shall be subject to quantitative and qualitative checks. Any discrepancies identified shall be addressed through documented corrective measures, in order to ensure continuity of works and compliance with the contractual schedule ;
- A detailed description of environmental management measures aimed at promoting an integrated site management system in order to minimise the negative impact of construction activities on the environment. Particular emphasis shall be placed on the prevention and control of pollution (noise, dust and water), the proper management of waste and excavated materials (sorting, temporary storage, recovery/disposal), the protection of soils and water resources, as well as staff training, supported by dedicated responsible personnel and continuous monitoring.
- a work plan with brief descriptions of major activities “4_Work Plan and Programme” (Section 4 of Folder A), showing the sequence and proposed timetable for the implementation of the tasks.

- **Power of attorney:**
 - Document “2_*Power Attorney*” of Folder A. Only in the case of consortia, the tender must be signed by a person or persons empowered by the power of attorney submitted.
- **Financial Identification:**
 - Document “3_*Identification form*” (Section 3 of Folder A)

Tenders submitted by companies in partnerships forming a joint venture/consortium must also fulfil the following requirements:

- The tender must include all the information required above for each member of the joint venture/consortium and the summary data for execution of works by the tenderer.
 - The tender must be signed in a way that legally binds all members. One member must be appointed lead member and that appointment confirmed by submission of powers of attorney signed by legally empowered signatories representing all the individual members. See Form *Power Attorney* (Section 3 of Folder A) and the tender form.
 - All members of the joint venture/consortium are bound to remain in the joint venture/consortium for the whole execution period of the contract. See the declaration in the tender form.
- **Other documents required:**
 - The site visit certificate issued at the time of the site visit, as specified in point 3 of this document.

9. TENDER PRICES

The currency of the tender is the GH CEDI, as well as its conversion into Euro.

The tenderer must provide a breakdown of the lump-sum price in GH CEDI and its conversion in Euros. The tender price must cover the whole of the works as described in the tender documents. No payment will be made for items which have not been costed; such items will be deemed to be covered by other items on the breakdown of the lump-sum price.

10. PERIOD OF VALIDITY OF TENDERS

Tenders must remain valid for a period of 90 days from the deadline for submission of tenders indicated in the contract notice, the invitation to tender or as modified in accordance with Clause 6 and/or 12.

The successful tenderer must maintain its tender for a further 60 days. The further period is added to the validity period irrespective of the date of notification.

11. TENDER GUARANTEE

11.1 The tenderer must provide, as a part of its tender, a tender guarantee in the form set out in the document 3_*Tender guarantee form* (Section 3, Folder A) of the tender dossier, or in another form acceptable to the contracting authority that meets the essential requirements set out therein. The tender guarantee must be for an amount of 2% of the tender sum for the lot concerned. The original guarantee must be included in the original tender.

11.2 It may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a guarantee provided by an insurance and/or guarantee company or an irrevocable letter of credit made out to the contracting authority.

11.3. The tender guarantee must remain valid for 105 days from the submission of the tender to the publication of the final award by the contracting authority .

SUBMISSION OF TENDERS

12. SUBMISSION OF TENDERS

12.1 Tenders must be sent to the contracting authority before the deadline specified in the timetable (point 1). They must include all the documents specified in point 8 of these Instructions and be sent to the following address:

- By hand delivery by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

CIHEAM Bari – Office in Ghana
K14 BATTOR RD VT-0200-0217 –Aveyime Battor, Volta Region Ghana
To the attention of Mr. Alessandro Lorato
AREA AFRICA Ghana Project Manager

Tenders must comply with the following conditions: **Each envelope** containing the tender's documents must also contain a **soft copy** of the same documents saved on a **USB pen drive**. **Tenderers must specify the lot number to which they want to submit the tender.**

12.2 All tenders must be submitted in one original copy.

13. EXTENSION OF THE DEADLINE FOR SUBMISSION OF TENDERS

The contracting authority may, on its own discretion, extend the deadline for submission of tenders when issuing a modification. In such cases, all rights and obligations of the contracting authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

14. LATE TENDERS

All tenders must be sent to the contracting authority before the deadline for submission of tenders specified in the table in point 1 above. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

15. ALTERATION AND WITHDRAWAL OF TENDERS

Tenderers may alter or withdraw their tenders by written notification prior to the above deadline. No tender may be altered after the deadline for submission. Withdrawals must be unconditional and will end all participation in the tender procedure.

Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Clause 11 above, and the envelope must also be marked with 'alteration' or 'withdrawal' as appropriate.

OPENING AND EVALUATION OF TENDERS

16. OPENING OF TENDERS

In accordance with PPA², the opening session will be held on the same day as the deadline for submission of tenders, as specified **in point 1** of this document.

The opening session will take place at the premises of CIHEAM Bari Office in Ghana - K14 BATTOR RD VT-0200-0217 –Aveyime Battor, Volta Region Ghana, in the presence of the tenderers or their authorized representatives.

During the meeting, officially appointed representatives of the Contracting Authority, members of the Evaluation Committee, will verify the administrative compliance of the received offers (Point 16.1 below). Only compliant tenders will be allowed for the next steps of the evaluation.

17. EVALUATION OF TENDERS

The contracting authority reserves the right to ask a tenderer to clarify any part of the offer that the evaluation committee may consider necessary for the evaluation of the offer. Such requests and the responses to them must be made in writing. They may in no circumstances alter or try to change the price or content of the tender, except to correct arithmetical errors discovered by the evaluation committee when analysing tenders. The contracting authority reserves the right to check information submitted by the tenderer if the evaluation committee considers it necessary.

The evaluation of tenders will be conducted as follows:

17.1 Examination of the administrative conformity of tenders

The evaluation committee will check that each tender:

- has been properly signed;
- has complete documentation and information;
- substantially complies with the requirements of these tender documents.

17.2 Examination of the selection criteria

The evaluation committee will check whether the tenderers meet the eligibility and selection criteria.

17.3 Technical evaluation

The evaluation committee will analyse the tenders' technical conformity in relation to the technical specifications, classifying them technically compliant or non-compliant.

17.4 Financial evaluation

Once the technical evaluation has been completed the evaluation committee checks that the financial offers contain no arithmetical errors. When analysing the tender, the evaluation committee will determine the final tender price after adjusting it on the basis of Clause 17.

17.5 Award criterion

The most economically advantageous tender is the technically compliant tender with the lowest price. This criterion will be applied to each lot part of the tender.

² Public Procurement Act 2003 (Act 663) as amended, the Guidelines of the Public Procurement Authority of the Republic of Ghana

17.6 Documentary evidence required from the successful tenderer

At any time during the procurement procedure and before the award of the contract, the contracting authority may request documentary evidence on compliance with the exclusion criteria set out in these instructions.

Please note that a request for evidence in no way implies that the tenderer has been successful. **All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within a short deadline.** In any event, the tenderer proposed by the evaluation committee for the award of the contract, will be requested to provide such evidence at short notice.

When requested, regarding the exclusion criteria, the tenderers should be able to provide the **documentary proof** or statements required under the law of the country in which the company (or, for consortia, each of the companies) is established, to show that it does not fall into any of the exclusion situations.

This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender.

The above-mentioned documents must be submitted for every member of a joint venture/consortium, all subcontractors and every capacity providing entity.

The contracting authority may waive the obligation of any tenderer to submit the documentary evidence referred to above if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid.

Failure to provide valid documentary evidence at the request and within the deadline set by the Contracting Authority shall lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.

18. CORRECTION OF ERRORS

Only in the case of errors clearly due to small omissions, secondary to the evaluation of the offers, can the evaluation committee will be able to ask for the integration of the compliant offers.

Possible errors in the financial offer will be corrected by the evaluation committee as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
- where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will prevail.

The amount stated in the tender will be adjusted by the evaluation committee in the event of error, and the tenderer will be bound by that adjusted amount.

CONTRACT AWARD

19. NOTIFICATION OF AWARD, CONTRACT CLARIFICATIONS

Prior to the expiration of the period of validity of tenders, the contracting authority will notify the successful tenderer, in writing, that its tender has been selected and draw its attention to any arithmetical errors corrected during the evaluation process. This notification may take the form of an invitation to clarify certain contractual questions raised therein, to which the tenderer must be prepared to reply. This clarification will be confined to issues that had no direct bearing on the choice of the successful tender. The outcome of such clarifications will be set out in a memorandum of clarifications, to be signed by both parties and incorporated into the contract.

By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means.

The successful tenderer will be informed in writing that its tender has been accepted (notification of award).

20. CONTRACT SIGNING

Within 30 days of receipt of the contract already signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.

If it fails to sign and return the contract within 30 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the contracting authority.

21. CANCELLATION OF THE TENDER PROCEDURE

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority.

Cancellation may occur where:

- the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal execution of the project impossible;
- all technically compliant tenders exceed the financial resources available;
- there have been irregularities in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event will the contracting authority be liable for damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been informed of the possibility of damage. The publication of a procurement notice does not commit the contracting authority to implement the programme or project announced.

22. DATA PROTECTION

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed³ solely for the

³ Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices

purposes of the management and monitoring of the tender and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this tender procedure. Details concerning processing of your personal data are available on the privacy statement at

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>⁴

In cases where you are processing personal data in the context of participation to a tender (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them.

Details concerning processing of your personal data by the Commission are available on the privacy statement at: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

In cases where you are processing personal data in the context of participation to a tender (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above mentioned privacy statement to them.

23. EARLY DETECTION AND EXCLUSION SYSTEM

The tenderers and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system (EDES) and communicated to the persons and entities concerned in relation to the award or the execution of a procurement contract.

and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ('Regulation 2018/1725'), Official Journal L 205 of 21.11.2018, p. 39.

⁴ This link will lead you to the 'privacy statement' published as annex A13 to the practical guide general annexes.