

TERMS OF REFERENCE

- Business sector:** Microfinance
- Call for tenders:** Recruitment of a construction firm for the development of a branch
- Deadline:** 01/21/2022 at 4:00 p.m.
- Publication date:** 03/01/2022
- Execution area (s):** Cap-Haitian, Haiti

Presentation of FINCA Haiti S.A.

FINCA Haiti S.A. is a Haitian microfinance company part of the large network of FINCA Impact Finance (FIF) internationally recognized and present in 19 countries around the world. It provides innovative, responsible, and insightful financial services to low-income families and entrepreneurs.

FINCA Haiti S.A. with its registered office at no. 26, Métellus street (Place Boyer), Pétion-Ville, is an institution created by Opinion of the Ministry of Commerce and Industry on April 14, 2011, published in Le Moniteur at no 84 of June 22, 2011. It operates in Haiti since 1989, with the mission of reducing poverty through sustainable solutions that help the population accumulate wealth through entrepreneurship, promote job creation and improve their standard of living.

Areas of intervention

The fitting-out work will take place in Cap-Haitian, the largest branch of FINCA Haiti S.A. in terms of customers served. In general, FINCA Haiti SA operates on the national territory through a network of eleven (11) branches, in particular: Pétion-Ville, Carrefour, Miragoâne, Jacmel, Cayes, Croix-des-Bouquets, Cabaret, Saint-Marc, Gonaïves, Cap-Haitian, and Ouanaminthe.

Products of FINCA Haiti S.A.

FINCA Haiti S.A. offers a range of financial products such as the SME Loan, the Individual Loan (IL), the Village Bank Loan (VB) and the Agricultural Loan. In addition, the institution has made available to clients' money transfer services with MoneyGram, disbursement and electronic payment services through MonCash.

TERMS OF THE MANDATE

I- Coating and finishing

- I.1 Environmental, health and safety management
- I.2 Preparatory works - Demolition
- I.3 Demolition of masonry and concrete walls and disposal of products
- I.4 Reinforced concrete works
- I.5. Block masonry

II- Carpentry, Metal, Wood and Glass

II.1 Construction and installation of wrought iron and stainless-steel doors

- a- Screen door with two leaves (1.40m x 2.45m) / Technical room
- b- Metal and glass door (0.90m x 2.45m) / office connection
- c- Double-walled high security door (0.90m x 2.45m) / Vault
- d- White stainless-steel door (0.70m x 2.45m) / Sanitary block

II.2 Wrought iron mesh for windows

II.3 Construction and installation of wooden panel doors

II.4 Timber and partition fittings

- a- Conference room
- b- Cafeteria space (Zinc cupboard, table with quartz top and storage space)
- c- Checkout area (Counter, workspace, and security)
- d- Storage space (Cupboard)
- e- Partitioning in plasterboard including joint cover and plinth
- f- Security room (at the main entrance)

II.5 Making and installing sliding windows with spy mirror

- a- Double-leaf window (2.40m x 1.20m)
- b- Window (1.20m x 1.20m)
- c- Window (1.20m x 1.40m) - Office of the branch manager

II.6 Manufacture and installation of doors and bay windows

- a- Double leaf door, with security alarm (2.40m x 1.20m)
- b- Double-leaf door with wooden frame, main entrance (1.20m x 1.20m)
- c- Single door (0.90m x 2.10m) / Supervisor and credit officers office
- d- Bay window / Supervisor & credit officer office (8m²)

II.7 Making and installing cork false ceiling tiles

- a- Waiting room and offices
- b- Credit officers' room and conference room

II.8 Finishing

- a- Plumbing
- b- Electricity / lighting
- c- Installation / piping for air conditioning

N.B.: This list of work is estimated and not exhaustive. Some changes may occur after the site visit.

Folder retrieval address

To retrieve the physical version of this complete file at no. 26, rue Métellus, Pétion-Ville, (not far from Place Boyer).

Recommended profile of the firm to be selected

- 1- Company authorized to operate in the national territory of Patente and Quitus Fiscal for the current fiscal year.
- 2- Having at least five (5) years of experience and having performed to the satisfaction of clients at least three (3) similar contracts over the past five (5) years. The comparison will be made based on the similarity of the projects in terms of physical size and complexity.
- 3- Presenting an acceptable and realistic plan for the development of the building, (after site visit in Cap-Haitian) that best meets the standards of FINCA Haiti S.A.
- 4- Available to organize working meetings with the technical staff of FINCA Haiti S.A. for discuss the redefinition of the objectives of the action plan and the strategic choices to be made.
- 5- Able to submit, if necessary, to FINCA Haiti S.A. documents and reports relating to the progress of activities.
- 6- Submitting the Offer in French, with the annexes completed and signed by the CEO of the firm. Any corrections to the initial plans submitted must also bear the initials of the CEO of the firm.
- 7- Providing letters of reference from at least two (2) clients for work already done.

Deadline for submission of tenders

Applications must be submitted no later than January 21, 2022, at 4:00 PM to the following address:

**FINCA Haiti S.A.
26, rue Métellus, Pétion-Ville, Haiti**

With mention on the envelope:

"Firm recruitment for branch development of FINCA Haiti S.A., year 2021"

Contract length

A professional services contract will be concluded with the selected firm for a period of approximately two (2) months, from January 31, 2022, to March 31, 2022. The selected firm must be available from January 2022.

Report

The selected firm will produce reports, on a weekly basis, on the work carried out in the field and submit them to:

- Hamidine BAKO, General Director of FINCA Haiti S.A.
- Laure-Christelle A. BOMBO, Chief Finance Director of FINCA Haiti S.A.
- Djenny RENÉ, Administrative Supervisor of FINCA Haiti S.A.

Deliverables

- i) Premises fitted out in accordance with the FINCA S.A. standard
- ii) Guarantee of at least six (6) months on deliverables, works, equipment and materials installed
- iii) Site monitoring visit to ensure the proper functioning of the equipment and devices installed

Content of the proposal

Applications should include the following:

1- Technical proposal

- Presentation of the firm
- Tax clearance for the fiscal year 2020-2021 and 2021-2022
- Understanding of the mandate
- Methodological approach envisaged
- List of similar consultations already carried out and the relative references
- The curriculum vitae and diplomas of the members of the firm.

2- Financial proposal (to be presented under separate cover)

3- Cover letter addressed to Mr. Hamidine Bako with the subject of:

Development of the Cap-Haitian branch.