



REQUEST FOR QUOTATIONS (RFQs)

Date: 03.12.2024
Bid subject: Purchasing School Supply stationary and learning materials for learners and teachers in Beletwein distract Hiran region, Somalia. Reference:WARDI/purchasing School Supplies/ECW/Consortium EMERGENCY/SOM/2024

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1. About WARDI and ECW

WARDI Relief and Development Initiatives (WARDI) is a non-profit local organization established during the hunger and conflict crises in Southern and Central Somalia in 1993. Since its inception, it has been working in Hiran, Banadir and Lower Shabelle regions. Its mission is to provide a dignified life for needy people in Somalia through emergency relief and long-term development. WARDI responds to needs ranging from education, protection, water and sanitation, health, agriculture, and environmental conservation. WARDI is excellently integrated into local, national and international networks.

WARDI Relief and Development Initiatives (WARDI) implements Consortium project for Emergency Education for Flood-Affected Boys and Girls in Beletweine Hiran Region, Somalia

2. Description of the goods

A part of 2024 deliverables, WARDI plans to purchase school supply stationary and learning materials for learners and teachers in Beletwein Distract, Hiran region. Somalia. WARDI will post the advert on Somali jobs with the materials required and their Quantities Bidders are required to use this sample detailing purchasing School supply Materials per price,

2.1. Bill of quantity

#	Description	Unit	Quantity	Unit cost	Total Cost
1	Single line books (100 Sheets) (PCS)	pcs	7400		
2	Square line exercise book (100 sheets) (PCS)	Pcs	7400		
3	Pencil with Eraser (PCS)	Pcs	7400		
4	Sharpener (PCS)	Pcs	7400		
5	Ruler (PCS)	Pcs	7400		
6	Lesson Preparation Book (PCS)	Pcs	53		
7	Blackboard Duster (PCS)	Pcs	53		
8	Blackboard Ruler (PCS)	pcs	53		
9	Manila Papers (PCs) mixed	Pcs	66		
10	Marker pen (2 Boxes) permanent	Boxes	66		
11	Biro Pen (PCS) 1Box (mixed)	Pcs	66		
12	Class register (PCS)	Pcs	53		
13	White Dustless Chalk 1box	packet	66		
14	Enrolment Register	Register	13		
Total Amount in USD					

3. Relevant dates

No	Description	Date / Days	Hour
1	Sending date of the call for tender	3/12/2024	4:30 PM
2	Deadline for the submission of the quotation	11/12/2024	

4. Requirements of the bid

a. Delivery location of the goods

- i. WARDI Mogadishu office is allocated at km.5/ laami-yare Rd,Near Aden Adde Hospital Buulo xuubey Wadajir district ,Mogadishu -Somalia
- ii. Company profile,
- iii. Relevant registration from the Hiran regional authority or the ministry of public works
- iv. Experience in works of a similar nature and size.

b. Currency: US Dollars

c. Payments: After the fulfillment of the contractual obligations, within 14 days after receipt of invoice

d. Additional information to be submitted: company registration, company profile. WARDI reserves the right to ask for more documentation.

- e. Completeness of documentations:
- f. Partial bids will not be accepted.
- g. Bidders are invited to bid all.
- h. Language: English
- i. Bids: Bids must be submitted on a company letterhead in a sealed envelope. The bid must be stamped, signed and dated by the responsible person and indicate the person's function and full name in capital letters.

5. Instruction to bidders

- a) All correspondence and documents related to the quotation procedure, contracts and reporting must be written in English.
- b) The financial offer must be drawn up using the BOQ form under paragraph 3.1. The BOQ form can be typed or hand-written with indelible ink, including the company logo and responsible persons.
- c) Offered prices must be quoted in USD. All Prices should be inclusive of all delivery and transportation costs to the target project sites, as well as all applicable taxes (VAT) if any. All prices must be broken down by taxes. No additional fee will be paid for transportation.
- d) Delivery times must be indicated.
- e) Delivery conditions, as stated in the attached contract, must be complied with. The regulations in the case of a delay or default of delivery can be found in the attached contract.
- f) Prices must be valid and fixed for a period of 60 days from the deadline of the offer submission.
- g) All submitted offers are final; no modifications will be accepted after its submission.
- h) This RFQ does not commit WARDI to enter into any contract or agreement for products or services with any supplier responding to it.
- i) WARDI reserves the right to accept or reject any quote, to annul the solicitation process and reject all quotes at any time prior to award of PO, without thereby incurring any liability to the affected vendor.
- j) The process will be a competitive procedure with negotiation. WARDI also reserves its right to accept an offer without prior negotiation.
- k) Evaluations of Quotations: Only complete bids that include full documentation will be evaluated and bids that don't fulfill all requirements listed will be excluded from the evaluation.
- l) An Award of a Purchase Order (PO)/Contract: a PO/Contract will be awarded to the bidder with the most economic bid (price and technical qualifications). The successful bidder will sign a PO/Contract with the General Conditions of Contract for Procurement of Goods or Services.
- m) Please send all further questions and inquiries at the following address
[\[procurement@wardi.org/\]](mailto:procurement@wardi.org/) [WARDI Banadir office is allocated at km.5/ laami-yare Rd,Near Aden Adde Hospital Buulo xuubey Wadajir district ,Mogadishu -Somalia]. To maintain equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.

6. Deadline for submission of bids

The invited bidders are required to submit their quotations at WARDI Banadir office is allocated at km.5/ laami-yare Rd,Near Aden Adde Hospital Buulo xuubey Wadajir district ,Mogadishu -Somalia. Original sealed envelopes with quotations should be dropped at the above mentioned office address on **11th of December, 2024 latest at 4:30 pm.**

7. Evaluation process

The tender bids will be registered in an appropriate document immediately after reception and the bidder will receive proof of its consignment. The deadline mentioned above is fixed and WARDI will not accept any delay justification, even if due to the post service or any other circumstance beyond the bidder's control.

If WARDI, either on its own initiative or in response to a request from a prospective contractor or supplier, provides additional information on the bid documents, it must send such information in writing to all other prospective contractors or suppliers at the same time.

7.1. Bids evaluation

The evaluation steps:

a) Preliminary evaluation

The aim at this stage is to check that bids comply with the requirements of the TOR. Bids that are submitted with missing or incomplete documentation are dismissed before further evaluation.

<u>Preliminary check</u>	<u>Criteria</u>
Bill of Quantities form with the financial offer (Annex A) – signed and stamped	Pass/Fail
Code of Conduct at Child Protection Form (Annex B) – signed and stamped	Pass/Fail
Child Protection Polices Agreement (Annex C) – signed and stamped	Pass/Fail

The aim at this stage is to check that bids comply with the requirements of the RFQ. Bids that are submitted with missing or incomplete documentation are dismissed before further evaluation.

8. Award and payment conditions

- The successful supplier will be informed in writing that its tender has been awarded (Notification of award).
- Payments shall be approved by WARDI Program director and made in USD, after the fulfillment of the contractual obligations, within 14 (fourteen) days after the presentation of regular invoices backed by certificate of interim or completion of works/Goods Received Note.

9. The contract

The contract is included by submitting your offer, you agree to its terms. Divergent contractual conditions such as delivery periods, payment modalities, etc. are inadmissible and cause the exclusion of the bidder. The conclusion of the contract occurs at the award of the bid. The signing of the contract, done after the award of the tender, is only a matter of formality.

10. Cancellation of the quotation procedure

In the event of a quotation procedure's cancellation, contractors will be notified by WARDI. If the quotation procedure is cancelled before of any bid has been opened, the sealed envelopes will be returned, unopened, to the contractors.

Changes to deadlines or the ToRs, as well as a transfer back to a previous state of the procedure are possible at any time.

A cancellation, transfer back or modification to the procedure is possible at any time and may occur for example if:

- The bidding procedure has been unsuccessful, for example if no qualitatively or financially worthwhile quotations have been received or there has been no response at all,
- The economic or technical parameters of the project have been fundamentally altered,
- Exceptional circumstances or force majeure render normal performance of the project impossible or all technically compliant quotations exceed the financial resources available,
- There have been irregularities in the procedure, in particular if these irregularities have prevented a fair competition
- Modifications to the requirements of the German public grant authorities require an adjustment or cancellation of the tender procedure.

In no circumstances is WARDI liable for damages, whatever their nature (in particular damages for loss of profits) due to the modification of the procedure or the cancellation of a bid, even if WARDI has been advised of the possibility of damages. The publication of a procurement notice does not commit WARDI to implement the program or project announced.

11. Annexes

- Annex I Bill of Quantities
- Annex II: Code of Conduct at Child Protection
- Annex III: Child Protection Polices Agreement