BIDDING DOCUMENT

PROCUREMENT OF COWS FOR QURBANI IN BANADIR REGIONS-1445/2024

SUPPLYOF

Cows for Qurbani in Kahda and Daynile IDPs in Mogadishu, Banadir region, Somalia

---

HA/SOM/TOR/004/2024

Prepared by:

Human Appeal –Somalia

Ceel-qalow Street, Madina Gate, Behind Peace Hotel, Wadajir, Mogadishu

6th April 2024

Table of Contents

SECTION I 4

INSTRUCTIONS TO BIDDERS 4
A. GENERAL 4
1. Scope of Bid 4
2. Eligible Bidders 4
3. Corrupt, Fraudulent, Collusive and Coercive Practices 4
4. The Selection Criteria for Qurbani Distribution 4
B. THE BIDDING DOCUMENTS 5
1. Content of Bidding Documents 5
2. Clarification of Bidding Documents 6
3. Amendment to Bidding Documents 6
C. PREPARATION OF BIDS 6
1. Cost of Bidding 6
2. Language of Bid 6
3. Bid Propose 6
4. Bid Prices 6
5. Bid Currency 7
6. Period of Validity Of Bids 7
D. SUBMISSION OF BIDS 7
1. Channel of Bids Submission 7
E. DEADLINE FOR SUBMISSION OF BIDS 7
F. LATE BIDS 7
G. OPENING AND EVALUATION OF BIDS 7
1. Opening of Bids (Downloads) 7
2. Clarification of Bids and Contacting Bidders 7
3. Preliminary Examination 8
4. Evaluation and Comparison of Bids 8
5. Clarification of Bids and Contacting HA-Somalia 8
6. Post-Qualification 8

7. Purchaser's Right to accept any Bid and to reject any or All Bids 9
H. AWARD OF CONTRACT 9
1. Award Criteria 9
2. Purchaser's Right to Vary Quantities at Time of Award 9
3. Notification of Award 9
4. Signing of Contract 9
I. Other Associated Conditions 10

SECTION II 11

SCHEDULE OF REQUIREMENTS 11
PROJECT TITLE: Qurbani 2024, Somalia 11
Mogadishu, Banadir Region, Somalia 11
Ration Scale 11

SECTION III 12

QUESTIONNAIRE/CONTACT FORM 12
Bidders Questionnaire/Contact Form 12
1. Organizational Information 12
2. Contact Information 12
3. List of Directors: (Give full names and contact address) 12
Bid Document Completed by 13

SECTION I
INSTRUCTIONS TO BIDDERS

A. GENERAL

1. Scope of Bid

1.1 **HA-Somalia** invites bids for the provision of Qurbani shares for beneficiaries in **Mogadishu, Banadir region, Somalia**. The material/goods are specified in greater details in the Sub Section of the Bid Documents.

1.2 The successful Bidder is expected to complete the supply by the Intended Completion date which is given in the section II, effective from the signing of Contract.

2. Eligible Bidders

2.1 This Invitation for Bids is open to companies with experience in providing Qurbani projects as per the Islamic faith and operating in Somalia.

2.2 Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by HA-Somalia.

2.3 Bidders shall not be involved in criminal acts/activities or associated with individuals and/or entities associated with criminal activities.

3. Corrupt, Fraudulent, Collusive and Coercive Practices

3.1 **HA-Somalia** requires that all; **HA-Somalia** staff, bidders, suppliers or distributors, observe the highest standard of ethics during procurement and execution of all contracts. **HA-Somalia** shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices.

4. The Selection Criteria for Qurbani Distribution

4.1 Bidders should ensure that the livestock to be supplied is in line with the Islamic Sharia criteria governing the selection of animals for Qurbani Purposes.

4.2 The minimum age of the mentioned livestock should be no less than one year for the goat, sheep, and a cow must be a minimum of two years old (enough for seven people's Qurbani).

4.3 All animals sought for the Qurbani project must be free from any apparent defects that would make them unfit for human consumption. Such defects include:

- ✓ They must not be blind one or both eye, have lost a third (or more) of their sight
- ✓ They cannot be miss missing a third (or more) of their ear or tail, either through loss or since birth
- ✓ Their horn(s) cannot be broken off from their root
- ✓ They must not have a lame leg that is sufficiently weak that they are unable to walk on it
- ✓ They cannot be excessively thin or lean
- ✓ They must be able to walk themselves to the site of the slaughter

- ✓ They cannot be toothless, or missing over half their teeth

4.4 There is no preference between male or female Qurbani animals. It is preferable that male Qurbani animals are castrated, but this is not compulsory

4.5 All animals sought for the Qurbani Project should be humanely transported from the market place to the slaughterhouse and should be humanely slaughtered.

4.6 All meat yielded from the carcasses of slaughtered animals should be hygienically handled, packed, maintained and distributed to beneficiaries.

4.7 The net kg of meat cow should be **120 Kg**. The supplier should weight the selected animal **not less than 120 kg**.

4.8 The net kg of meat goat and sheep should be **15 Kg**. The supplier should weight the selected animal **not less than 15 kg**.

4.9 Slaughter of animals should be done in an abattoir, slaughterhouse or acceptable clean place as agreed with HA Somalia management and authorities of specific locations.

4.10 Bidder's should ensure that the items are in line with the specification and descriptions mentioned below in section III.

4.11 Bidder's should ensure that the items to be supplied are in line with the items quality, right time and in right location.

4.12 Bidder's should submit their application one drive or compress zipped.

4.13 Good packing with HA logo and distribution of Qurbani 1445/2024.

4.14 The number of animals might increase. So the supplier will be ready to provide additional animals.

4.15 Human Appeal can't buy any animal only after approval from the technical committee (Vet doctor, butcher and respective of Ministry of Endowments & religious affairs).

B. THE BIDDING DOCUMENTS

1. Content of Bidding Documents

The material / goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

a) Bid Application with detailed specification and Instructions to Bidders (ITB)
b) Company profile with detailed physically verifiable contact address
c) Evidence of past experiences in a similar work with International and Local NGOs with proof of evidences (i.e. references; legal registration certificates, recommendations letters from previous and/or current clients, POs, contracts, and etc.).
d) Registration certificates from the target regions of operation (Banadir and ministry of Trade and chamber)
e) Commercial certificate from the ministry of Trade and chamber
f) Valid Tax Compliance Certificate/Letter
g) Bank statement for the last one year
h) Passport of Company Director

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to finish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in the rejection of its bid.

2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify through the telephone number: **0610884438.** This office number will available from **8:00am to 4:00pm** on only working days (Sunday to Thursday).

3. Amendment to Bidding Documents

a. At any time prior to the deadline for submission of bids, **HA-Somalia**, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

b. All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.

c. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, **HA-Somalia**, at its discretion, may extend the deadline for the submission of bids (if required).

C. PREPARATION OF BIDS

1. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and **HA-Somalia** will not be responsible or liable for those costs.

2. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and **HA-Somalia** shall be written in English language.
Supporting documents and printed literature furnished by the Bidder may be in another language provided, the Bidder is ready to avail a translated copy at the Bidders cost if asked so.

3. Bid Propose

The Bidder shall propose the Bid with complete detail and the appropriate Price Schedule,indicating the shares to be supplied in line with the availed item/share descriptions.

4. Bid Prices

a. The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods it proposes to supply under the contract.

b. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

5. **Bid Currency**

Prices shall be quoted in US Dollars ($).

6. **Period of Validity of Bids**

   a. Bids shall remain valid for a period of **22 calendar days** after the date of bid opening prescribed by **HA- Somalia procurement team**. A bid valid for a shorter period shall be rejected by **HA-Somalia** as non-responsive.

D. SUBMISSION OF BIDS

1. **Channel of Bids Submission**

   a. All suppliers willing to apply can send their bids to the following email address: som0042024.tender@humanappeal.org.uk

   b. Only COMPLETED SCANNED copies of Section II. Schedule of Requirements/PROJECT TITLE: **HA/SOM/TOR/004/2024 Qurbani 1445/2024**

   c. Scanned copies of bid supporting documents requested should be attached in **PDF form**. These include, tax compliance certificate, registration certificates from Banadir region and Commercial certificate from the ministry of Trade, bank statement, maximum of 3-page profile and evidence of experience.

E. DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by **HA-Somalia** at the email address specified above no later than **23:59:59 EAT** On **27th April, 2024.**

HA-Somalia may, at its discretion, extend this deadline for the submission of bids.

F. LATE BIDS

Any bid received by **HA-Somalia** after the deadline for submission of bids prescribed will be rejected and will not be forwarded for the bid opening processes. The Bidder will assume the responsibility of un-possession of the bid documents.

G. OPENING AND EVALUATION OF BIDS

1. **Opening of Bids (Downloads)**

   a. Bids will be opened on **28th April- 2024** by an internal Committee comprising of HA Somalia staff only. No bid shall be rejected before bid opening, except for late bids.

2. **Clarification of Bids and Contacting Bidders**

   During evaluation of the bids, **HA-Somalia** may, at its discretion, ask the Bidder for a

clarification of its bid. The request for clarification and the response shall be in writing or phone call by a designated staff and no change in the prices or substance of the bid shall be sought, offered, or permitted.

3. Preliminary Examination

HA-Somalia will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required guarantee have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

4. Evaluation and Comparison of Bids

HA-Somalia's evaluation of a bid

a) in the case of goods/material, sales and other similar taxes will be responsibility of vendor, which will be payable on the goods if a contract is awarded to the Bidder;

b) in the case of goods/materials of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder.

HA-Somalia's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with one or more of the following factors:

a) Delivery schedule offered in the bid;

b) Deviations in payment schedule from that specified in the Conditions of Contract;

c) Other specific criteria indicated and/or in the Technical Specifications, examination of samples (if needed)

d) Ability to supply items in all the targeted locations.

5. Clarification of Bids and Contacting HA-Somalia

a) No Bidder shall contact **HA-Somalia** on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of **HA-Somalia**, it should do so in writing by email.

b) Any effort by a Bidder to influence **HA-Somalia** in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

6. Post-Qualification

a) In the absence of pre-qualification, **HA-Somalia** will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in Instructions to Bidders (ITB).

b) The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary

evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as **HA-Somalia** deems necessary and appropriate.

c) Prior to the award, **HA-Somalia** shall verify and validate any documents/information submitted and if necessary shall conduct physical inspection of the Bidder's office, plant/warehouse and equipment.

d) An affirmative determination will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event **HA-Somalia** will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

7. Purchaser's Right to accept any Bid and to reject any or All Bids

HA-Somalia reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or bidders of the grounds for **HA-Somalia**' section.

H. AWARD OF CONTRACT

1. Award Criteria

HA-Somalia will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2. Purchaser's Right to Vary Quantities at Time of Award

HA-Somalia reserves the right at the time of contract award to increase or decrease, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

3. Notification of Award

a) Prior to the expiration of the period of bid validity, **HA-Somalia** will notify thesuccessful Bidder in writing, that its bid has been accepted.

b) The notification of award will constitute the formation of the contract.

4. Signing of Contract

At the same time as **HA-Somalia** notifies the successful Bidder that its bid has been accepted, **HA-Somalia** and successful bidder will sign agreements.

I. Other Associated Conditions

1) All material/items must be 100% according to the specifications, quantity and quality as required
2) Bids should be included Carriage and Transportation/Delivery charges
3) Payment will be through bank Transfer-**Premier Bank-Somalia**
4) Payment will be made within 30 working days after completion of delivery on the provision of bills, Delivery Note (DN) and Good Received Note (GRN).
5) Payment will be through cross cheque or bank transfer.
6) Kindly attach of your experience with other organization, NGOs or INGOs and recommendation letter
7) Avail a bank statement for the last one year to confirm liquidity solvency of the bidder.
8) Prices must be provided according to the same format and specifications below.

SECTION II.
SCHEDULE OF REQUIREMENTS

PROJECT TITLE: Qurbani 1445/2024, Somalia

Mogadishu, Banadir Region, Somalia

Ration Scale

S#	Item Description	Unit	Quantity	Unit kg	Age	Unit Price	Total Amount
1.	**COST OF COW** (*including purchasing, slaughtering, packaging, transportation, distribution, security, etc.*)	Cow	100	**120**	3-5		
	COST OF Goats (*including purchasing, slaughtering, packaging, transportation, distribution, security, etc.*)	Goats	700	**20**	1-2		
	COST OF Sheep (*including purchasing, slaughtering, packaging, transportation, distribution, security, etc.*)	Sheep	700	**20**	1-2		
Note: each will be divided into 7 shares/packs (Cow), one share for sheep and goat. **NB: The cost of unit price should include the cost of nice and clean slaughtering house and butcher cost.** **The number of animals might increase. So the supplier will be ready to provide additional animals.** **The valid of this quotation should be 70 days.**							

SECTION III
QUESTIONNAIRE/CONTACT FORM

Bidders Questionnaire/Contact Form

1. **Organizational Information:**

Organization Name	
Legal Status of Organization	**1- Public Limited company** ☐ **2- Private Limited company** ☐ **3- Partnership** ☐ **4-Sole Trader** ☐ **5- Other (Please specify)**_____
NTN Number	
Postal Address	

2. **Contact Information:**

	Main Contact (Executive head)	**Focal Person**
Name		
Designation		
Telephone (with city code)		
Mobile Phone		
E-Mail		

3. **List of Directors: (Give full names and contact address)**

Names	**Position**	**Contact Address**

Bid Document Completed by:

Name: _____

Designation: _____

Date: _____

Signature and Stamp: _____

OFFICIAL USE ONLY

Bid Document Downloaded by: *(for **HA-Somalia** Staff)*

Name: _____

Designation: _____

Date: _____

Signature and Stamp: _____