

INVITATION TO TENDER

TENDER VEHICLE PURCHASE – TOYOTA HARDTOP.

25rd December, 2024

Madam, Sir,

WHH is one of the largest private aid organizations in Germany and has no political or religious affiliations. It was established in 1962 as the German chapter of the Freedom from Hunger campaign, which was led by the UN Food and Agriculture Organization (FAO) and is one of the first global initiatives in the fight against hunger. From rapid disaster relief to reconstruction and long-term development cooperation projects with local partners, Welthungerhilfe assists a single source. Since its foundation, WHH has provided 2.25 billion EUR of funding for more than 6,600 projects in 70 countries. Welthungerhilfe has been active in Somaliland since 2001 (Currently operates Awdal, Waqooyi-Galbeed, Togdheer, and Sool Regions) and has expanded into South/Central Somalia through cooperation with local implementing partners. Whilst Welthungerhilfe's strategic focus is on building resilience and strengthening local humanitarian leadership, 2023-2024 activities seek to respond to the present drought crisis through humanitarian relief.

Taakulo and WHH are cooperating in the implementation of the project focusing on improving access to WASH services and strengthening women's active participation.

Important Dates:

S. N	Tender date and attention	Important Dates, Time	Remark
1	<u>Published Date</u>	28.12.2024, @ 10:00 am	The tender will be announced and published in Tender and Local media
2	<u>Deadline for tender clarification</u>	11.01.2025 at 04:00 pm	Any clarification pertinent to the tender will be received only on or before this date
3	<u>Deadline for tender closure</u>	12. 1.2025 @ 23:59 am	All submissions will be accepted before this date and time
4	<u>Bid opening Session</u>	14.1.2025 @10:00	Checking the documentations, list of valid offers and proceeding the evaluations.

1. General remarks and special condition

- Most recent Bank statements (printed in last 6 months). With full details of account movement and enough balance
- Valid Registration from the SL Government
- Valid Commercial License from SL Ministry of commerce
- Tax compliance certificate.
- Quotation showing the price and delivery time as well stamped with the company seal.
- Evidence showing Experience/relevant experience on vehicle purchase, please attach relevant past contracts from other partners/organizations.

2. Participation:

The tender is open on equal terms to all interested legal and eligible companies, or individuals, legally registered and established locally in Somaliland or regionally (from the neighbouring countries but with permits to operate in Somaliland,) with proven experience and technical capacity in the delivery of vehicle purchases with addition to proof of financial capacity.

- A. The contract will be as indicated in the below table.
- B. The contracting agency will award only with proof of both technical and financial (operational) capacity for implementation of the works concurrently
- C. Bidders who previously secured more than one contract that is not yet completed may not be encouraged to apply.
- D. Upon award and contracting of a bidder, all the delivery– must be completed within two weeks (14 calendar days) as indicated in section 11 (Duration of the contract)

a) The following technical specifications need to be adhered to:

<i>Item</i>	<i>Quantity</i>	<i>Description</i>	<i>Specifications</i>
1	1	Vehicle (Toyota Land Cruiser Hard Top)	Toyota Land Cruiser Hard Top LC76 H1, 9-Seater, 4x4, 5MT, Diesel, LHD 5 DOORS
<i>Total</i>	1	1	

For more details on the specifications, refer to the following respective annexes:

- The Bill of Quantities (BoQ)- Annex 1
- The Terms of Reference (ToR)

3. Anti-Terrorism Policy

FILL OR put the policy if available.

4. Language of bid:

The tender, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is the English Language

5. Contradiction or errors in the bid documents:

If the bidder notices contradictions or errors in the bid document or specifications that are unclear, the bidder must clarify the issue by making queries before the set **deadline for submission of inquiries/questions**. The principal hereby agrees to clarify all queries to all interested bidders upon request.

6. Alteration or withdrawal of bids:

Bidders may alter or withdraw their tenders by written notification before the deadline for submission of the bid document. No bid may be altered after this deadline. 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 writing before the deadline and the expiry of the tender validity period. Any correction of information must be clear and is to be confirmed by signature, specifying the date.

7. Error in Calculation:

Bids submitted by interested bidders will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- Where there is a discrepancy between amounts in figures and words, the amount in words will be the considered amount.
- 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 be the price considered.
- Amounts corrected in this way will be binding on the bidder. If the bidder does not accept them, its bid will be rejected.

8. General terms of contract

- The delivery of the vehicle should stratify the description indicated in the TOR.
- Every modification of the contractual works or the schedule must be confirmed in writing, in the form of contract annexes, amendments, or modifications. Verbal arrangements are not valid unless accompanied by writing as indicated in the “Conditions of Contract” of Annex 1 of this document, hereinafter recognized as the “The Tender & The Contract.”
- The contractual schedule must be followed. Occasional rain, bad weather, holidays, etc. must be considered when the Contractor sets up his time schedule.
The same applies to technical problems with the equipment, tools, and machinery. Such factors will not be accepted as reasons for delay.
- The Contractor will respect the rules of security on site. He will be fully liable in case of accidents, damages, etc. to his staff, workers, and/or third parties. At night, the site must be protected as well.

9. Works Information

The work information inclusive of the description of the works, drawings, specifications, constraints on how the contractor provides the works, requirements for the program, services, other important precisions, and the site

information is provided by the contractor on the pages of Annex 1 of this document, hereinafter Recognized as the "The Tender & The Contract."

The foreseen exact locations in the field will be shown to the decided Contractor by a representative of TAAKULO after the awarding of the contract.

10. The financial offer should include:

The competitor's financial offers must be submitted in the provided format of Annex 1 of this document, hereinafter recognized as the "The Tender & The Contract", entitled the "The *Contractor's Offer*" (pages 4-5) inclusive of the following information:

- All supplies required for the installation works should be quoted.
- The price quoted should be inclusive of all taxes, duties, clearance, and other costs in accordance with the law of Somaliland. Payment of all taxes according to the law of Somaliland is the sole responsibility of the contractor.)

11. Duration of Contract:

The estimated duration of the contract proposed by WHH **shall be a maximum of 14 Days (14 calendar days.** Should a potential competitor come to a different duration as per its estimation, this should be indicated in the offer.

12. Prices

All offered prices in the said price offer must be indicated in the **USDs currency ONLY**. Quotations stated in other currencies will not be considered during the awarding process.

13. Ordering Party

Welthungerhilfe (WHH), Somaliland Office
Address: Hargeisa, Masale area Behind Ambassador Hotel Close to Djibouti Consulate.

Note: all required documents must be uploaded in the systems (E-tender portal)

14. Documents:

The following documents must be submitted through the E-tender portal before the tender closing date:

- Financial offer as indicated in Article 2 (page 2 of Annex 1)
- Valid Tax Clearance certificate
- Valid Registration license / Permit
- The company profile, and all the business/company and all relevant documents issued by the government including tax clearance and Valid company certificate.
- List of references or letters of recommendation of similar works within the past one to two years. With valid email addresses, mobile numbers, etc.
- Company's bank statement records for the last 6 months.
- Confirmation and signature of Annex 1 section "The *Contractor's Offer*") of this document, hereinafter recognized as "The Tender & The Contract." (Required for contract data Purposes.

15. Payment Conditions

The payment conditions are fully explained and are supposed to be implemented as stipulated in the "Conditions of Contract".

16. Selection & Evaluation Criteria

quotations with the following conditions will be prioritized as follows:

- Tenderers that shall not provide the requested quotation including exportation prices duly signed and stamped with the other documentation as listed in section 14 of the tender document as requested will be automatically excluded from this competition.
- Experience is a key factor in the evaluation process; therefore, companies are advised to document past work experience properly for verification.

The following ranking criteria will be considered for the contract granting:

- Technical Criteria: 60% (experience with similar activity, recommendations, contracts, company profile, bank statement with convincing balance, etc.)
- Financial criteria: 40% price ($x/y*40\%$ where x is the least price offered and y is the respective price of the contractor)
- Only vendors who surpass the technical criteria will qualify for financial evaluation.
- Then, the financial offer and technical part will be added together to obtain the highest bidder will be awarded the contract.

The evaluation of the competence, capability, and work experience will be conditioned with the performance documented in the technical offer and recommendation from references.

Then, the financial offer and technical part will be added together to obtain, and the highest bidder will be awarded the contract as per the evaluation criteria.

NB: Refer to the ToR for detailed information on the evaluation criteria

17. Terms and Conditions of Contract:

The granted contract for vehicle purchase is supposed to involve the application of the “Conditions of Contract” of Annex 1 of this document, hereinafter recognized as the “The Tender & The Contract.”

18. Offer Conditions

The offer must be valid for 14 calendar days at a minimum.

Quotations must specify all details according to the tender text. Competitors who do not receive written feedback two weeks after the deadline for the bid submission will have to consider their bid unsuccessful.

Quotations must be submitted through the E- tender portal only **no later than 12.1.2025 local time on 23:59 pm**

Application Procedure: through E-Tender Portal, follow this link: <https://eu.eu-supply.com/ctm/Supplier/PublicPurchase/420619/0/0?returnUrl=ctm/Supplier/publictenders&b=WELTHUNGERHILFE>

Late submission will not be allowed.

To maintain overall transparency and accountability, all inquiries, in general, are to be submitted through the WHH Tender -supply portal only!

NB: This tender invitation is valid without signature!

Annexes:

- Invitation to tender (in this document)
- Quotation for vehicle purchase – Toyota Hardtop.