

## INSTRUCTIONS TO BIDDERS (ITB)

1. The Bidder ("Supplier") shall include all the following documents with its Bid. Bids which do not include **all of these documents** may be declared unresponsive and might therefore not be considered for award of contract: -

- 1.1 General conditions for Tender
- 1.2 BILL OF QUANTITY filled by the contractor – (BOQ & Specifications)
- 1.3 BOQ / Quotation Submission Form as **per Bidding Form A** – This is not mandatory, BOQ/ Quotation with the supplier's head is much preferred.
- 1.4 A duly completed and signed priced offer as per the Schedule of Rates and Prices attached as **Bidding Form B**
- 1.5 Manufacturer's Authorization Letter as per **Bidding Form C**; (Optional if available only meant for goods).
- 1.6 Memorandum of Anti-Bribery Policy as per **Bidding Form D**
- 1.7 Form of Conflicts of Interest and Declaration of Impartiality and Confidentiality as per **Bidding Form E**
- 1.8 A valid Business License registered under Somaliland Government
- 1.9 A valid VAT and TIN certificate (if/when applicable).
- 1.10 A list of recently completed Services / Goods and contracts including the names and addresses of the Purchasers for verification.
- 1.11 Good track record and reference from previous clients
- 1.12 Resident in the project area
- 1.13 Submission of the latest certified bank statement of the applying entity
- 1.14 Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- 1.15 All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price.
- 1.16 The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 1.17 The prices should be quoted in United States Dollars.
- 1.18 Quotation shall remain valid for a period of 45 days after the deadline for submission.
- 1.19 The quotation shall be completed and signed by an authorized representative of the Bidder.
- 1.20 In case of a Bidder offering to supply goods that the Bidder itself does not manufacturer or otherwise produce, the Bidder must show that they have been duly authorized by the goods' manufacturer to supply the goods in Somaliland.

2. ALIGHT will evaluate and compare the quotations in the following manner:

- 2.1 Preliminary Examination. To determine substantially responsive quotations i.e. which are properly signed and conform to the terms and conditions of the RFQ.
- 2.2 Quotations determined to be substantially responsive will be checked for any arithmetic errors. In case of any arithmetical discrepancy between the unit rate and

amount quoted, then the unit rate shall prevail both for the evaluation of quotation and for subsequent contract agreement.

2.3 Comparison of quotations. In evaluating the quotations, the evaluation committee will determine for each quotation the evaluated quotation price by adjusting the quotation prices as follows;

- (a) Making any correction for errors.
- (b) making appropriate adjustment for any other acceptable variations, deviations or omissions and;
- (c) Making appropriate adjustments to reflect discounts for the award or other price modifications offered.

2.4 ALIGHT will award the contract to the Bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

2.5 ALIGHT reserves the right, at the time of contract award, to increase or decrease up to fifteen percent (15%) of the quantity of goods to be supplied from that specified in the Schedule of Requirements and Prices, without any change in unit price or other terms of conditions, and this shall be reflected in the LPO.

2.6 Notwithstanding the above, ALIGHT reserves the right to accept any quotation or to reject all quotations at any time prior to the award of contract.

2.7 The Bidder whose Bid is accepted will be notified for the award of contract by ALIGHT prior to expiration of the quotation validity period.