



INVITATION TO TENDER

PROJECT	LISS - WASH Project GLK Puntland Somalia
Task	Supply of 2,000 Hygiene Kits
Date of Issue	18 September 2024
Application Deadline	28th September 2024
Tender Documents	<u>Blank Quotation Document to be downloaded from the links in this advert notice.</u>
Submission of Quotations	<p>Completed, signed and stamped tender documents should be scanned in PDF and sent by email to the ADRA electronic Tender box at Tenders@adrasom.org by or before 28th September 2024.</p> <p>All tenders received after close of business on 28th September 2024 will not be considered.</p> <p>Title of the email should be: “Supply of Hygiene Kits for Health Facilities & IDPs”.</p> <p>IMPORTANT: Offers submitted in any other manner than that indicated above will not be considered.</p> <p>Should you have any questions about ADRA, this invitation to tender or anything related to this document, please contact the ADRA via email info@adrasom.org Enquiries should be submitted in writing via email ONLY</p>
Opening Tenders	Tender opening and evaluation will be conducted immediately after close of the tender notice period.

Your bid MUST clearly indicate validity period of the tender offer price.

Document Submission Requirements:

Technical Requirements and Evaluation.

The bids must satisfy the following conditions among the minimum criteria for evaluation by being accompanied by the following documentation:

1. Submit Certified and Valid Copy of Registration Certificates/Trading Licenses from relevant Puntland Government Authority. *These legal documents (Tax and Registration) earn no points in the evaluation and the supplier who has not submitted these documents will not appear in the evaluation.*
2. Provide evidence and references from clients for previous similar supply of hygiene kits – (4 certified copies of contracts/LPOs delivered within last 4 years). *This criterion earns the bidder 20 points. – each copy scoring 5 points.*



3. Proof of financial capacity for similar magnitude of supply undertaken in the last year (12 months certified copies of bank statements that show similar magnitude of transactions you are bidding for and demonstrate a sound transactions track record with minimum inflows and balances in the range of USD 25,000 – USD40,000 in deposits and credit. - *This criterion earns the bidder 20 points. 20 for balances and deposits from \$30,000 - \$40,000. 10 points for balances between \$20,000 - \$30,000 and 5 for between \$5,000 - \$20,000, 0 for amounts below \$5,000.*
4. Lead delivery time for full supply. *This criterion scores the bidder 10 points for a period of up to 3 weeks and 5 points for period more than 3 weeks.*

The above criteria will be given a weight of 60% while finance will be weighted at 40%

Other Important Requirements

Finance Criteria Requirement and Evaluation:

The lowest evaluated financial proposal will be awarded the maximum commercial criteria score of 40%.

The commercial criteria score for all other bidders will be calculated using the formula below:

$$\text{Financial criteria score} = 100 \times \left[\frac{\text{Lowest bid value}}{\text{Current bid value}} \right] \times 0.4$$

All Capability and Commercial Criteria will be weighted accordingly to reflect their importance. The Commercial Criteria will account for at least 40%. The Capability Criteria will account for up to 60% of the score.

IMPORTANT TO NOTE:

- The supplier will be responsible for packaging all kits and delivering the items to the ADRA Garowe Office.
- Currency of offer should be strictly in US Dollars.
- ADRA does not undertake to pay before delivery or in advance of delivery completion.
- Incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
- Quotations should remain valid for a period of at least 60 calendar days after closure of the tender.
- It is the Agency's policy to keep all tender values in confidence.
- ADRA reserves the right to accept or reject any offer before the award of a contract, or to cancel the bidding process and reject all offers at any time and is not bound to give reasons for its decisions. Canvassing or giving false information will lead to automatic disqualification.

Signed:
ADRA Somalia





Name of Company: _____

Telephone: _____

Contents for Hygiene Kits				
Description of Activity	Units	Quantity	Cost (US\$)	Amount (US\$)
Aquatab - 67 mg tabs	Tablet	1		
Brand new 20 Litre Jerrycans	Piece	1		
Bathing soap 250g bar	Pieces	6		
Washable/Re-usable Menstrual Hygiene Pad (Sanitary Pads)	1 Packet containing 5 - 6 Pieces	2		
Total for 1 kit				\$
Total for of 1 Kit X 2,000 kits		2,000		\$

Note: The Supplier will deliver the Items at the PMWDO Main Warehouse, Israac, Buulo duuro road , Gaalkacyo, Puntland ,somalia.

Delivery Time in Days _____

Name of Authorized Representative: _____

Signature and Stamp: _____

Date: _____