

INVITATION TO TENDER

Somalia Country Office

Mogadishu

10 March 2024

FWA/MOG/2024/AT/I

Framework Agreement for Air Cargo Service in Southern States Somalia.

SUBMISSION DEADLINE: 31 March 2024

PRE-SUBMISSION CLARIFICATION MEETING: N/A

QUESTIONS / CLARIFICATIONS : CSS.LOGISTICS@SAVETHECHILDREN.ORG

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

[PART 1 : INVITATION TO TENDER](#)

- Introduction to SCI
- Project Overview and Requirements
- Award Criteria
- Instructions & Key Information

[PART 2 : CORE REQUIREMENTS AND SPECIFICATION](#)

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[PART 3 : BIDDER RESPONSE DOCUMENT](#)

Template to be used to submit response to this Invitation to Tender.

PART I – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development and participation.

Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Framework Agreement for Air Cargo Service in Southern States Somalia
Outcome of Tender (CO to select one of the following options)	Framework Agreement (Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.
Duration of Award	Two Years

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'. Refer the breakdown and detailed requirements in Section 2 at page 13 in this ITT

3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria. Refer the breakdown and detailed requirements in Section 2 at page 13 in this ITT

3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria. Refer the breakdown and detailed requirements in Section 2 at page 14 in this ITT

3.4 COMMERCIAL CRITERIA (40%)

These criteria will be used to evaluate the commercial competitiveness of a bid. All bids which pass the Capability criteria will be evaluated against the same pre-agreed Commercial Criteria, which have been created by a committee of representatives from SCI.

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

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

$$\text{Commercial Score} = \left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$$

4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	10 March 2024
Deadline for questions from Bidders	25 March 2024
Deadline for Bid Submission	31 March 2024
Bid Clarifications	25 March 2024
Award Contact	15 April 2024

The above dates are for indicative purposes only and are subject to change.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

Electronic Submission via ProSave:

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a Sourcing Event.pptx

- **Bidders are encouraged to apply via Ariba system. Please request the ITT document via email sending your company profile and Business registration certificate. Please address your request to css.logistics@savethechildren.org**

Electronic via Tender Mailbox (Optional) for unconnected suppliers

- All completed tender documents should be sent by email to somalia.sstenders@savethechildren.org
- The Subject of the email should indicate the Tender Reference number of **FWA/MOG/2024/AT/I**

Submission of bids shall only be accepted to the correct methods in section 6.2

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **31 March 2024**

Bids must remain valid and open for consideration for a period of no less than 60 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
<<Procurement committee>>	css.logistics@savethechildren.org

Please be advised local working hours are **<<8:00AM to 3:30 PM East African Time>>**. Please allow up to <<3>> days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

I. SPECIFIC REQUIREMENTS

Save the children is seeking air cargo services for the transportation of Medical and nutrition suppliers and other materials for the Southern states Somalia. The below specification outlines the requirements and expectations for potential service providers.

- The service provider must comply with all relevant international and local aviation regulations.
- Adherence to customs and import/export regulations is mandatory.
- The service provider must provide comprehensive insurance coverage for medical supplies during transit including coverage for loss, damage, and liability.
- Enhanced security measures must be implemented to ensure the integrity of medical supplies during transit.
- The service provider must communicate and adhere to strict transit timeframes for medical supplies.
- Contingency plans for unexpected delays must be in place.
- Real-time tracking systems with temperature and humidity monitoring are required for medical supplies.
- Immediate reporting on any deviations from specified conditions is mandatory.
- The service provider must adhere to strict temperature control standards throughout the transportation process to maintain the integrity of medical supplies.
- The cargo must be equipped with real-time temperature monitoring devices capable of recording and transmitting data continuously during transit.
- Temperature requirements may vary depending on the type of medical supplies being transported. The following are general categories with recommended temperature ranges:
 - Refrigerated (2°C to 8°C): For vaccines, certain medications, and biological products.
 - Frozen (-20°C to -15°C): For items requiring deep freezing, such as some vaccines and biological materials.
 - Controlled Room Temperature (15°C to 25°C): For medications and supplies that require storage at ambient temperatures.
 - Extreme Cold (-70°C or below): For ultra-low temperature storage, typically for certain vaccines and biological materials.
- In the event of a temperature excursion (a deviation from the specified temperature range), the service provider must have established procedures for immediate notification to save the save the children.
- Rapid corrective actions must be taken to address temperature excursions and prevent any compromise to the quality of medical supplies.
- Any medical supplies with specific handling instructions related to temperature-sensitive conditions must be identified, and handling procedures must be strictly followed.
- Due to temperature sensitivity of the medicine, the supplier must strictly use transportation system which is applicable to medical and nutrition supplies.
- The medical supplies and other commodities transported were intended to respond to emergency conditions in Somalia, the supplier should complete the deliveries with a maximum of 2 working days.
- Due to the nature of the commodities' fragility, the supplier will be responsible for the proper handling and overall management of the commodities, and any damages or other irregularities should be notified to the appropriate channels of notification.

The standard volumetric factor of 5,000 cubic centimetres per kilogram (5000 cm³/kg) will be used to measure volumetric weight.

I.1 SPECIFICATIONS

S/N	Description of Goods / Services	Unit	Quantity	Unit cost	Total cost
Medical Cargo Transportation to the following locations.					
1	Mogadishu- Abudwak and Vice versa	KG	1		
2	Mogadishu- Adado and Vice versa	KG	1		
3	Mogadishu- Beledweyne and Vice versa	KG	1		
4	Mogadishu- Buloburte and Vice versa	KG	1		
5	Mogadishu- Jowhar and Vice versa	KG	1		
6	Mogadishu- Baidoa and Vice versa	KG	1		
7	Mogadishu- Barawe and Vice versa	KG	1		
8	Mogadishu- Diinsoor and Vice versa	KG	1		
9	Mogadishu- Hudur and Vice versa	KG	1		
10	Mogadishu- Elbarde and Vice versa	KG	1		
11	Mogadishu- Kismayo and Vice versa	KG	1		
12	Mogadishu- Dhobley and Vice versa	KG	1		
13	Mogadishu- Afmadow and Vice versa	KG	1		
Total Cost					

Chartered Flight

S/N	Description of Goods / Services	Unit of Measure (Metric Tonne)	Quantity	Unit cost	Quantity	Unit cost	Quantity	Unit cost
1	Mogadishu- Abudwak and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
2	Mogadishu- Adado and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
3	Mogadishu- Beledweyne and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
4	Mogadishu- Buloburte and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
5	Mogadishu- Jowhar and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
6	Mogadishu- Baidoa and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
7	Mogadishu- Barawe and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
8	Mogadishu- Diinsoor and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	

9	Mogadishu- Hudur and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
10	Mogadishu- Elbarde and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
11	Mogadishu- Kismayo and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
12	Mogadishu- Dhobley and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
13	Mogadishu- Afmadow and Vice versa	MT	5-6MT		7-8 MT		9-10 MT	
<u>Total Cost</u>								

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION I - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
3	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Valid Tax registration number & certificate from the Ministry of Finance of Federal Government of Somalia with good standing of Q1 2024. - Valid Registration certificate from the ministry of commerce and industry of Federal Government of Somalia 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
		<i>Registration Certificate</i>	

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
1	<p>REFERENCES Bidder shares three (3) examples of their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last three (3) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	<p>1- Experience 20 points Kindly share all relevant contracts (contract for cargo services, including specialized commodities such as medicines) with UN or INGOs for supply of similar services. Copies of signed contracts with official signature and stamp to be submitted.</p> <p>2- Traceability of contract transactions in the bank statement-10 points Kindly share your bank statement with genuine transactions and traceable contracts/LPOs for the last two years</p> <p>3- Financial capacity. 10 Points Financial ratios- 10 points. The bidder to share audited financial statements for the past three years.</p>	Bidder Response		Attachment(s)

	<p>These should include the income statement, balance sheet, and cash flow statement. Financial ratios such as the current ratio, quick ratio, and debt ratio will be utilized and scored accordingly to assess different aspects of the bidder's financial position.</p> <p>4- Temperature Control-10 Points</p> <p>a) Minimum temperature-controlled truck/ van with right body cover for medical transport including other resources (equipment' non-temperature-controlled trucks etc) (5 Points)</p> <p>b) Availability of experienced medical staff trained to supervise/ handle medicine loading and offloading (5 Points)</p>		
4	<p>C) Sustainability criteria 10 Points The bidder to share ISO 14001 (Environmental management) certification or other relevant sustainability certifications that demonstrate a commitment to environmentally responsible practices</p>	Bidder Response	Attachment(s)

SECTION 3 – COMMERCIAL QUESTIONS

COMERCIAL CRITERIA		
Commercial (40%) The lowest acceptable evaluated financial proposal passed from Essential and Capability criteria 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: $\left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$	Bidder Response	Attachment(s)

Prices quoted to include all service costs of the below:

- Collection of supplies from SCI/supplier warehouse and transportation to the airport for dispatch
- Short term transit storage of supplies at the airport before the dispatch
- Transport cost of the supplies on air to the below destinations/routes
- Payment of all airport charges including taxation, and other incidentals, however SCI is tax exempted, and the goods owned by SCI are not subject to taxation.

Due to lightweight of the medical supplies which usually takes up a significant amount of space, volumetric weight, or dimensional weight. When transporting lightweight products, volumetric weight or dimensional weight will be used. Below is how to calculate:

$$\text{Volumetric Weight (kg)} = \frac{\text{Length (cm)} \times \text{Width (cm)} \times \text{Height (cm)}}{\text{Volumetric Factor}}$$

The standard volumetric factor of 5,000 cubic centimetres per kilogram (5000 cm³/kg) will be used to measure volumetric weight.

S/N	Description of Goods / Services	Unit	Quantity	Unit cost	Total cost
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11	Mogadishu- Kismayo and Vice versa	KG	1		

12	Mogadishu- Dhobley and Vice versa	KG	1		
13	Mogadishu- Afmadow and Vice versa	KG	1		
Total Cost					

Pricing for chartered flight.

S/N	Description of Goods / Services	Unit of Measure (Metric Tonne)	Quantity	Unit cost	Quantity	Unit cost	Quantity	Unit cost
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Total Cost								

SECTION 4 – BIDDER SUBMISSION CHECKLIST


We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate-	
	Copy of business registration certificate	
	Company profile	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents-	
	Share all relevant contracts (including specialized commodities such as medicines documents with UN or INGOs for supply of similar services. Copies of signed contracts with official signature and stamp to be submitted	
	Insurance Coverage	
	Key staff certificates	
Commercial Criteria Evidence	Completed Bidder Response Document	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidder	
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date: