



PROCUREMENT OF 24-MONTH FRAMEWORK AGREEMENT FOR VEHICLE HIRE UNDER AFGOOYE & WANLAWEYN DISTRICTS - LOWER SHABELLE REGION, SOUTHWEST STATE (SWS) - SOMALIA

Tender Notice Reference:

SHACDO/SR-1874/MAY/2025/VEHICLE

MAY 2025

Contacts: 613231747

Email: admin@shacdo.org



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SECTION 1: LETTRT OF INVITTION TO TENDER

SUBJECT: INVITATION TO OPEN TENDER FOR PROCUREMENT OF 24-MONTH FRAMEWORK AGREEMENT FOR VEHICLE HIRE FOR LOWER SHABELLE REGION, SOUTHWEST STATE (SWS), SOMALIA

SHACDO invites interested eligible bidders for the PROCUREMENT OF 24 24-MONTH FRAMEWORK AGREEMENT FOR VEHICLE HIRE FOR LOWER SHABELLE REGION, SOUTHWEST STATE (SWS), SOMALIA

Electronic bids should be submitted to the email address: procurement@shacdo.org

- 1) The email subject should state the reference number as stated below:

Tender Notice Reference:	SHACDO/SR-1874/MAY/2025/VEHICLE
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If the email subject is not stated as instructed above, SHACDO will assume no responsibility for any misplacement.

- 2) Your bid must include the following documentation so please use the list below as a 'Checklist' before submitting your bid to SHACDO failure to which the bid will be disqualified.

Document Description	Checklist
1) Business registration/license certificate by FGS/SWS	<input type="checkbox"/>
2) Valid Tax Compliance Certificate by FGS/SWS	<input type="checkbox"/>
3) Company Profile	<input type="checkbox"/>
4) Copy of previous contracts/LPO for a similar Service undertaken by the bidder for the past 3 years	<input type="checkbox"/>
5) Original bank statement signed and stamped by the relevant bank authority, which includes transactions for the past 6 months.	<input type="checkbox"/>
6) Duly completed Financial Offer	<input type="checkbox"/>
7) Tender Declaration Form completed, signed, and stamped	<input type="checkbox"/>

- 3) Bids shall be made valid for a period of **Ninety (90) days** after the deadline for bid submission. The deadline for receipt of bids is **15th June 2025, by Midnight, EAT**. Any bid submitted after the deadline will not be accepted. Bids will be opened on **16th June 2025**.

SECTION 2: INTRODUCTION TO TENDER

Introduction to SHACDO

Shabelle Community Development Organization (SHACDO) is a non-governmental and non-profit making humanitarian and development organization that was established on 21st October 2007. The Organization was founded by a group of long-term serving community elders, agricultural experts, environmental health specialists, educational experts, and community development activists with an overall objective of providing the basic needs of the community.

SHACDO is based in Afgoi district, Lower Shabelle region, Somalia, with a big sub-office in the capital city of Somalia, Mogadishu. The organization has been implementing outstanding community development projects in collaboration with National and International partners. Such projects included basic community needs during the severe famine i.e. humanitarian projects, e.g. Cash for Work, Education, Capacity building and training for the community development workers, construction of water wells and tanks, clean water provision, waste collection, sensitizing the community on Sexual-gender based violence, use and drinking of clean water and Environmental health and sanitation.

SAHCDO provides capacity building and training for the community as well as private and public sector enterprises. Knowing the skills to train the community is not enough to train it. The training community requires specific competencies. SHACDO staff

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provides methods and tools to ensure an efficient training process. It focuses on community training principles, and includes all the stages of the training cycle, which are: Training needs assessment, training flow up, Methods, techniques, and tools to properly design and deliver training.

SHACDO activities include humanitarian, emergency, Agriculture, WASH, Nutrition, education, protection, livelihood, infrastructure, capacity building, and Training development.

2.1 application

SHACDO Somalia programme intends to undertake the Procurement of rental vehicles regularly to transport staff and supplies for its programmes. The Service Providers are required to submit bids as highlighted in the financial offer. The bid will require **24 MONTHS Framework Agreement** for vehicle hire in the areas indicated below.

Lower Shebelle (Afgoye and Wanlaweyn)

2.2 Supplies/Services to be provided

Vehicles will be rented only on a need basis, where quantity and rental period can vary (i.e., daily/weekly/monthly - 1 vehicle, 2 vehicles or more).

Vehicle Type	Inclusive
Toyota Fielder or a similar type	With driver, fuel, insurance, maintenance, taxes, etc.
Toyota Premio or a similar type	With driver, fuel, insurance, maintenance, taxes
Toyota Noah or a similar type	With driver, fuel, insurance, maintenance, taxes
Toyota Harrier or a similar type	With driver, fuel, insurance, maintenance, taxes
Toyota Prado or a similar type	With driver, fuel, insurance, maintenance, taxes
Toyota Surf or a similar type	With driver, fuel, insurance, maintenance, taxes

2.4 Tendering Process

This is an open tender for the provision of rental vehicles through companies working with Local and international Organizations in Southern Somalia, particularly Lower Shabelle regions, and SHACDO's preferred suppliers.

For queries, please contact Logistics at **613231747**

Email: admin@shacdo.org

2.5 Site visit

The Tender Evaluation Committee will make site visits to the bidder's physical office during the tender evaluation process, if deemed necessary to ascertain the bidders' capacity to provide the service requested.

2.6 Submission of Bids

The tender dossier will only be accepted in the format requested. Any incomplete responses not in the format of the template provided shall be treated as null and void. Electronic bids should be submitted to the email address provided here: procurement@shacdo.org. The email subject should state the reference number as stated below:

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2.7 Timetable for Provision

Line	Item	Date
1	Tender will be launched on	2 nd June 2025
2	Tender clarification date	9- 12th June 2025.
2	Closing date & time for receipt of tenders	15 th June 2025, By Midnight, EAT.
3	Tender Opening Location	SHACDO Mogadishu office
4	Tender Opening Date	16 th June 2025 2:00 P.M.

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2.8 Supporting Documentation to be submitted together with Bid Applications

Copies of the following supporting documentation **must** be submitted together with each Bid Application; failure to which the bid will be disqualified:

- Business registration certificate by FGS/SWS
- Valid Tax Compliance Certificate by FGS /SWS
- Company Profile
- Copy of previous contracts/LPO for Similar services undertaken by the bidder for the past 3 years
- Original bank statement signed and stamped by the relevant bank authority, including transactions for the past 6 months.
- Tender Declaration Form completed, signed, and stamped.

Section 3: EVALUATION OF TENDERS

All valid bids received will be evaluated by the Tender Evaluation Committee (TEC), which will assess the bids based on administrative compliance, technical, and financial evaluation grids set in line with the information provided in the bid application. The TEC reserves the right to request proof of bidders past relevant work experience and subsequently visit their premises, if this is deemed necessary to complete the evaluation process.

3.1 Administrative Compliance Check

All bidders must meet with an administrative compliance check in order to progress to the next stage of the evaluation process (i.e., technical evaluation). The administrative compliance check includes the following:

- 1) Bid applications must be received within the deadline
- 2) Submission of a comprehensive company profile
- 3) Valid business registration/silence certificate by FGS/ SWS
- 4) Tax compliance certificate by FGS/SWS
- 5) Original bank statement signed and stamped by the relevant bank authority, including transactions for the past 6 months.
- 6) Duly completed Financial Offer
- 7) Tender Declaration Form completed, signed, and stamped

NOTE: These checks are scored as **Pass or Fail**, and the bidder who does not meet them all will not proceed to the technical evaluation stage.

3.2 Technical Evaluation Criteria (weighted at 70%)

Technical Competence (these include, based on previous relevant experience, quality of the service provided, financial capacity, delivery time, and other competences). To be technically acceptable, the proposal shall meet or exceed the stipulated requirements and specifications in the Tender Dossier. The Technical Evaluation Criteria is weighted at **70%**. Tenders that obtain a score of **50%** and above will qualify for the next round of the evaluation process (financial evaluation). Considerations in the technical evaluation process include;

1. **Company business profile – 15 points**
 - 10 points for Company information such as name, Physical address, Office telephone number and Email address, Contact details – Name and phone number, and valid Company business License/Registration.
 - 5 points for the number of Years in operation
2. **Financial viability - 6 points**
 - 4 points for bank account details and balance provided
 - 2 points for the length of the bank account operation
3. **Payment Terms – 12 points**
 - 4 points for detailed proposed payment schedules
 - 4 points for Preferred payment method (cheque/electronic)

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- 4 points for the company's credit period? submitting an invoice to SHACDO?
4. Product Information – **19 points**
- 5 points What is your mode of response in case of breakdown (l.e. replacement vehicle/Mechanic etc.)
 - 5 Points what is your recovery time if the vehicle breaks down while on duty?
 - 5 points List the minimum Safety equipment you have in each vehicle
 - 4 points Please indicate how often you carry out vehicle maintenance (l.e. weekly/monthly or per set km)
5. Relevant Experience for similar service provision – **18 points**
- 6 points for each of the previous 3 contracts/LPO for relevant Services undertaken by the bidder for the past 5 years.

3.3 Financial Evaluation (weighted at 30%)

The financial evaluation will be weighted at **30%**. The financial score will be calculated using the formula below.

$$\text{Financial score} = \left[\begin{array}{c} \text{Cheapest bid} \\ \text{Tenderer own bid} \end{array} \right] \times 30\%$$

3.4 Bids Validity Period

All bids must be valid for a minimum period of **24 months** after the deadline for submission of bids indicated in the tender dossier. The price given should be valid for a minimum of 24 months. This Framework Agreement may be reviewed on a halfway point basis by the **Supplier/Service Provider** against prevailing market conditions to assess continuing relevance, cost, and value for money.

3.5 Language of the Bid

All bids shall be submitted in English

3.6 Currency

Bids shall be submitted in US dollar currency.

3.7 Confidentiality and data protection

Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

3.8 Tender Committee Decision

The recommendations of the tender committee shall not be limited to the overall score (Financial and Technical scores combined); however, the outcome shall consider other factors, including value for money. If there is a significant monetary value difference between the bidder scoring the highest score and the second or the third bidder with a lower financial bid, then value for money shall take precedence, and the one who quoted the lowest (among the companies selected as finalists) shall be considered.

3.9 Clarifications/Amendments to the bid document

If any bidder wishes to get further clarification on a certain aspect of the tender, they can contact the following email address, which will then be shared with the tender evaluation committee. The clarifications can be sent from **9 to 12th June 2025**. admin@shacdo.org

At any time before the deadline for submission of bids, SHACDO may, for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by issuing an addendum. Any addendum thus issued shall be part of the bidding documents.

To assist in the examination, evaluation, and comparison of bids, SHACDO may, at its discretion, ask any bidder for clarification of its bid, including breakdowns of unit rates. The request for clarification and response shall be in writing or by email, but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Tender Evaluation Committee.

3.10 Cancellation of the tender process

The tender evaluation committee has the right to cancel the tender process at any stage without having to explain the situation. Reasons for doing so might include: not receiving the minimum number of bids (2) a drastic change in specification of the goods, costs exceeding budgetary limits, or the project being cancelled, among others.

3.11 Appeals process

If you wish to appeal or raise any concern, please contact the following email and quote the tender reference number. admin@shacdo.org.

3.12 Type of Contract

Fixed Service contract refers to the contract for a twenty-four (**24**) month Framework Agreement, with a possible extension of **12 Months** according to the agreement and the performance.

A Framework Agreement is an agreement for the repeat purchase of supplies or provision of services. The deal does not necessarily mean a commitment to purchase and is not normally exclusive to one supplier, i.e., a Framework

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Agreement can be signed with 2 or a number of different suppliers for the same goods/service.

3.13 Donor

SHACDO receives funding from various donors who may contribute to the provision of vehicle rental for programme activities. These include: the ECHO, EU, and CHC through Concern Worldwide.

SECTION 4 – BIDDER'S INFORMATION

4.1 Business Profile

Please complete this form:

Name of Company:	
Physical Address:	
Telephone Number and Email Address	
Contact Name, Telephone Number, and Title	
Type of business (Individual, Association or Partnership)	
Years in operation:	

4.2 Bank Details:

Bank Name:	
Bank Address:	
Bank Account Name:	
Bank Account Number:	
How long has this account been open?	

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4.3 Payment Terms

Orders accepted on Signing contract?	
Preferred payment method (cheque/electronic payments)	
How long is your credit period upon submitting an invoice to SHACDO? (starting from the date of submission)	

4.4 Product Information

What is your mode of response in case of breakdown (i.e. replacement vehicle/Mechanic etc.).	
What is your recovery time if the vehicle breaks down while on duty?	
List the minimum Safety equipment you have in each vehicle	
Please indicate how often you carry out vehicle maintenance (i.e., weekly/monthly or per set km)	

4.5 Relevant Experience

Please provide the relevant previous 3 contracts for vehicle rental service from INGOs/UN/donors and the Government.	
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4.6 TENDERERS RELEVANT EXPERIENCE:

4.6.1 Reference of providing similar services in the past:

Please complete the table below using the format to summarize the **major transport services** carried out in the course of the past 3 years by your company. Please provide proof e.g. copy of Contract/Local Purchase Order (LPO).

Provide details of other Local, International Aid, UN Organizations, Donors and Government that you supplied					
Local/International NGO/UN/Donors & Government	Contact details of NGO/Co.	Total Value	Contract	Date	Description of items or service supplied
Provide information on previous experience with SHACDO, if any					
	Logistics contact in SHACDO	Total Value	Contract	Date	Description of items or service supplied

4.7 Vehicle Fleet Details

Provide details of vehicles available to work

	Make and Model	Manufacture Date	KM Reading	Vehicle status (in use or parked)	Number of seats	Vehicle Base Location (Afgoi or Wanlaweyn)	Accessories (Safety equipment)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

4.8 Driver Details

Provide details of drivers

S/N	Name	Years of driving experience	Years working with NGOs	Any previous convictions/fines?	Attach Driving License Copy	Level of Education
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

SECTION 5: FINANCIAL OFFER –LOWER SHEBELLE (AFGOI & WALANWEYN)

Tender Reference:	SHACDO/SR-1874/MAY/2025/VEHICLE
Currency	USD

#	Item	Specification**	Unit	Tenderer to complete		
				Can provide exact specification (Y/N)? If N, indicate alternative.	Unit Price / Daily Rate	Total
Lower Shebelle (Afgoye and Wanlaweyn)						
1	Toyota Spacio/Fielder or similar type	With driver, fuel, insurance, maintenance, taxes	Day			
2	Toyota Noah or similar type	With driver, fuel, insurance, maintenance, taxes	Day			
3	Toyota Harrier or similar type	With driver, fuel, insurance, maintenance, taxes	Day			
4	Toyota Prado or similar type	With driver, fuel, insurance, maintenance, taxes	Day			
5	Toyota Surf or a Similar type	With driver, fuel, insurance, maintenance, taxes	Day			

** The daily rate must be inclusive of the driver’s cost, fuel, repairs and maintenance, insurance cost, government taxes, and all other costs that may be incurred by the vehicle owner to make the vehicle operational

Payments will be made on a monthly basis and will be based on the total number of days worked in that month. Invoices will need to be submitted along with vehicle log sheets approved by the Shabelle Community Development Organization, SHACDO.

SECTION 6: TENDERER'S DECLARATION

In response to your letter of invitation to Tender for the Procurement of Vehicle hire for Lower Shebelle Afgoye and Wanlaweyn, we, the undersigned hereby

Declare that, -----

1. We have examined and accept in full the content of the dossier for invitation to tender, including SHACDO's Code of Conduct and Associated Policies. We hereby accept its provisions in their entirety, without reservation or restriction.
2. We offer to deliver the supplies at the below cost and in accordance with the terms of the tender dossier and time limits laid down, without reservation or restriction.
3. The price of the tender is USD(In words)
.....
4. This open Tender is valid for **90 days** from the final date for submission of tenders.
5. If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)
6. We will inform SHACDO immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
7. We note that SHACDO is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
8. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
9. We confirm that we are not engaged in any corrupt, fraudulent, collusive, or coercive practices and acknowledge that if evidence contrary to this exists, SHACDO reserves the right to terminate the contract with immediate effect.
10. The Code of Conduct to which SHACDO expects all of its suppliers to respect is as per the points listed below & we confirm that we adhere to this code.
 - Employment is freely chosen
 - The rights of staff to freedom of association and to collective bargaining are respected
 - Working conditions are safe and hygienic
 - No exploitation of children is tolerated
 - Wages paid are adequate to cover the cost of a reasonable living
 - Working hours are not excessive
 - No discrimination is practiced
 - Regular employment is provided
 - No harsh or inhumane treatment of staff is tolerated

Environmental Standards

Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to the environmental impacts of their business. Areas which should be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours faithfully,

Name and first name:

Title:

Duly authorized to sign this tender on behalf of:

.....

Place and date:

Stamp of the firm/company

SECTION 7

Annexes

1. SHACDO's Purchasing Terms and Conditions
2. SHACDO Code of Conduct and Associated Policies