



**Bid no 2024/017**

**Polish Humanitarian Action**

**PRF/PAH/2024/596**

**Polish Humanitarian Action (PAH)** is a non-governmental organization employing people who want to make the world a better place. For over 20 years, we have been providing relief in big and small emergencies worldwide alongside with running missions in several countries in crisis. Our interventions of both humanitarian and development character have been carried out in 49' countries so far. We concentrate on ensuring sustainable and stable development of regions suffering consequences of war and/or natural disasters. We possess long-standing expertise in Water, Sanitation and Hygiene (WASH), but also implement projects in Food Security and Livelihoods (FSL), as well as Shelter, Nutrition and Education. For more information, in case you have complains Please contact [cd.somalia@pah.org.pl](mailto:cd.somalia@pah.org.pl) or call our hotline number (2036) and for technical issues you can reach out to [logistics.som@pah.org.pl](mailto:logistics.som@pah.org.pl) or refer to [www.pah.org.pl](http://www.pah.org.pl).

### **PAH in Somalia**

Polish Humanitarian Action (PAH) is present in Somalia since 2011 and implements projects in FSL and WASH. We operate through three field offices covering areas in Benadir, Middle Shabelle and Lower Shabelle and Galmudug.

PAH's current activities in Somalia include:

- provision of safe and sufficient water to the communities in emergency (achieved by rehabilitating crucial water points and increased capacity of water points) - including Water for Schools component.
- construction of gender-sensitive, emergency latrines in the most populated IDP settlements.
- increasing awareness of hygiene practices among communities, including intensive gender-sensitive hygiene campaigns.
- direct cash transfers to most vulnerable households in the IDPs settlements.
- Distribution of Shelter materials and WASH NFIs to IDP households affected by evictions, displacement, or natural disasters.

Since the establishment of PAH's mission in Somalia, we have worked with a variety of partners through a diverse funding portfolio. Partnering with local NGOs, iNGOs, UN agencies, institutional donors, local leaders and regional administrations, PAH has been continuing to provide efficient humanitarian aid. Our projects are funded by ECHO, UNICEF, SHF and other donors.

## **Schedule No 5. Contract Notice**

Polska Akcja Humanitarna, hereinafter PAH, known under the English translation Polish Humanitarian Action, with its registered office at al. Solidarnosci 78a, 00-145, Warsaw, Poland, entered the National Court Register under KRS No. 136833 and TIN NO. 525-14-41-253,

Mission in Somalia

Hereinafter referred to as the Investor, invites you to submit a bid for the planned **Purchase of 1500 Hygiene kits for IDPs in Galkayo**, according to the attached Technical Specification.

The offer should be submitted to **PAH Office at Garsoor neighborhood, OSHACA Airport Road, Galkayo, Galmudug**, not later **than 12<sup>th</sup> Dec 2024 at 12:00 noon**.

### **Conditions for Participation in Tender:**

Only companies that meet the following conditions may participate in this tender:

- a) Those entitled to carry out business activities, in compliance with the legal rules and regulations of their country, and who possess the necessary permissions or licenses required to carry out their business activities.
- b) Those possessing the experience, knowledge, and technical potential, as well as the personnel necessary to deliver the order.
- c) Those with their residence in the territory of Somalia.
- d) Those whose financial and economic condition guarantees the delivery of the order.
- e) Those not subject to exclusion from the tender procedure for the reasons set forth in the attached Tenderer's Statement.

### **1. Formal Criteria of Tender Documents:**

2.1. The indispensable documents that must be attached to the Bid Submission Form, in order for it to be considered valid, are:

- a) Bid Submission Form, itself;
- b) Tenderer's Statement;
- c) Technical Specification;
- d) Certificate of registration from Galmudug state.
- e) Tax Compliance Certificate

All of the above jointly referred as "**Tender Documents**".

- 2.2. All blank spaces in the Tender Documents must be filled in by the company submitting the bid. Erasing or omitting is not permitted.
- 2.3. All Tender Documents, where required, must be sealed and signed by an authorized representative of the company. All pages Must be signed and stamped for bid to accepted.
- 2.4. No Tender Document is to be copied. Any Tender Document will be considered private and confidential.
- 2.5. Tender Documents may be amended or withdrawn until the deadline for the submission of bids. The amendment thereof can only be done in the same form as stated in the Bid Submission Form, while

withdrawal at any written form indicating the Bid, however both amendment and withdrawal must clearly state at the top of the envelope either AMENDMENT or WITHDRAWAL. Applications for the amendment or withdrawal of bids received after the deadline or without WITHDRAWAL or AMENDMENT at the top of the envelope will not be taken into consideration. Whenever a bid has been withdrawn before the closing date and time, such bid will remain unopened. If any tender document was withdrawn or amended after the deadline, such amendment or withdrawal will be considered invalid.

## **2. Requirements for Bid Submission:**

- 3.1. The bid should include comprehensive subject matter and should be drawn-up in accordance with the following terms and conditions:
  - a. The bid should be prepared on the attached form.
  - b. The bid should be prepared in English.
  - c. The bid and annexed documents should be signed and numbered, all Pages must be signed and stamped.
  - d. The bid should be delivered personally to **PAH Office at Garsoor neighborhood, OSHACA Airport Road, Galkayo, Galmudug**, not later **than 12<sup>th</sup> Dec 2024 at 12:00 noon**.
  - e. 3.2. The Investor shall in no case cover any expenses incurred while preparing the bid, irrespective of the outcome of the tender procedure (also in case of the cancellation of the tender procedure or a delay in bid acceptance).
- 3.3. Bids submitted upon expiration of the submission date and time shall not be considered.
- 3.4. Bids should be submitted in sealed envelopes preventing it from being open and the contents from being read before the expiration of the time-period for the submission of bids. Additionally, tenderers may fax or send via e-mail a postmark or deposit slip dated on the day of the deadline at the latest.
- 3.5. Tenderers must write sums in figures as well as in words. Where the amount given in figures differs from the amount in words, the amount in words shall be taken as correct. However, if the amount expressed in numbers and in words differs from each other significantly, the bid may be rejected. If no amount is stated in words, the bid may be rejected.
- 3.6. As regards construction work contracts, companies submitting bids should, at their own expense and responsibility, visit the worksite and obtain all information that may be necessary for the pricing of the bid and entering into contract.
- 3.7. Whenever PAH is not obliged to pay VAT, the bid shall be priced accordingly.

## **3. Bid Acceptance:**

- 4.1. Bids will be opened after the deadline for bid submission.
- 4.2. The criteria for bid acceptance are as follows:

### **i) Minimal Criteria**

- a) Companies with registration certificate from Galmudug will be regarded eligible.
- b) Bids that are complete (Quotation submission form, Company's/Candidate's Statement and BOQ attached), stamped and signed will only be accepted.
- c) Tax Compliance certificate Mandatory.

### **ii) Evaluation Criteria**

- a) Price – quality ratio;

- b) Contractual delivery time;
- c) Quality Check- Sample delivery of the HK items (Candidate to bring Sample Items for Quality check)
- d) Similar experience in Supply of Hygiene Kits (contract attachments)
- e) Capacity to carry out the activity financially (attachment of printed active bank statement)

4.3. The bid process will be comprised of two stages. The first stage involves the evaluation of the bids with regard to formal requirements and completeness, while the second stage is the substantive evaluation according to the Selection Criteria defined by the Tender Commission. Tenderer whose bid will not be rejected at either of those stages will receive a Letter of Selection. Tenderers rejected at either of those stages will receive a Letter of Rejection.

4.4. The winning bid shall be chosen by the Investor within 10 days after the opening of bids.

#### **4. Notice of Invalidation of Tender or Rejection of Bid:**

5.1 Only bids fulfilling the criteria set forth in Clause 1 (Conditions for Participation in Tender), Clause 2 (Formal Criteria of Tender Documents), and Clause 3 (Requirements for Bid Submission) of this document will be considered eligible for tender. Non-conformity with such clauses may result in bid rejection.

5.2 Other reasons for the invalidation of the tender or rejection of the bid are:

- a) The Investor shall decline any bid of a firm or cancel the contract if it finds out that the firm used corrupt, fraudulent, collusive, or coercive practices.
- b) The Investor shall exclude from the procedure companies that do not conform to the tender requirements or if it is found that materials received of importance for the tender procedure are untrue.

5.3. The Investor reserves the right to invalidate the tender at any stage, without further explanation.

#### **5. Annexes to Bid:**

6.1. Together with its bid, the company needs to submit the Checklist of Annexes.

6.2. The forms of the Annexes to this Contract Notice are as follow:

- a) Bid Submission Form;
- b) Tenderers Statement Form;
- c) Bill of Quantity

6.3. The Teder Commission is responsible for delivering any other annexes that are required by this Contract Notice (Clause 2.1).

#### **6. Winning Tenderer:**

7.1. In case of winning the tender, the Tenderer shall be obliged to conclude the contract within 10 days from receipt of the Letter of Selection under the threat of the bid being declined.

7.2. The delivery of goods/services/works shall be executed within 60 days from the day of signing of the contract.

7.3. The bid is valid until the final selection is made by the Tender Commission.

**7. Right to Appeal:**

Any Candidate may file a written appeal with the Chairperson of the Tender Commission or address to PAH Complain line (short code number 2036) regarding breaches of the tender procedure. The appeal must be filed within 4 days by registered post/courier or personally after learning of such breach, but not later than 4 days after receiving a Letter of Rejection, if applicable.

**ANNEXES**

**Schedule number. 7.**

**Bid Submission Form**

Name of Tenderer/ Candidate: \_\_\_\_\_

Name of person authorized by the Tenderer/ Candidate to conclude the contract: \_\_\_\_\_

Address of Tenderer/ Candidate: \_\_\_\_\_

Phone/fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Registration number of Candidate/Tenderer [*PLEASE INSERT as provided in legal status documents*]:

TIN. No. [*if applicable*]: \_\_\_\_\_

Bank account number: (including Bank's name, SWIFT number and address) \_\_\_\_\_

We hereby declare that our company offers the delivery of the goods/services/work [*PLEASE CHOOSE*], according to the terms and conditions of the technical specifications listed in the Contract Notice/Invitation to Submit a Bid.

Price of goods/services/work [*PLEASE CHOOSE*] is \_\_\_\_\_

Price in words, including currency: \_\_\_\_\_

Delivery time (**Number of days in delivering the works**) of the subject of the contract: \_\_\_\_\_

Place of delivery of the subject of the contract: \_\_\_\_\_

Warranty conditions: \_\_\_\_\_

Payment conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Tenderer/ Candidate confirms its obligation to maintain the validity of this bid until the final selection by the Tender Commission during the Tender.

This bid has ..... pages.

Name and seal of the Company \_\_\_\_\_

Address \_\_\_\_\_

Representative Name: \_\_\_\_\_

Position with the Company: \_\_\_\_\_

Place, date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.

<b>Lp.</b>	<b>Checklist of Schedules and Annexes to the Bid</b>	<b>No. of docs. and pages</b>
1	Bid submission form	
2	Tenderer's / Candidate's Statement	
3	Technical Specifications/ Bill of Quantities	
5	Confirmation that the Tenderer read and understood the content of the tender/bid documents	
6	Valid registration certificate from Galmudug state of Somalia	
7	References confirming experience in performing similar projects. (Copy of contracts)	
8	Printed active bank statement (copy of the statement)	
9	Tax Compliance Certificate	

**Schedule number. 8.**  
**Tenderer's/Candidate's Statement**

I/We..... [PLEASE CHOOSE I/we], representing ..... [PLEASE INSERT full name of the company] established in .....[PLEASE INSERT city and country of company's establishment], under a Power of Attorney attached to the bid, hereby declare that it agrees to participate in the ..... [PLEASE INSERT type of procurement procedure, e.g. open tender, as announced in the Contract Notice] (“Tender”), in observance of the principles and declarations made hereunder and that it is fully aware that any failure to comply therewith could lead to its exclusion from the Tender and the rejection of its bid.

I/We..... [PLEASE CHOOSE I/we] hereby declare that ..... [PLEASE INSERT full name of the Tenderer/ Candidate] has no conflict of interest with any other commitment or contracts and that no corrupt, fraudulent, abusive or coercive practice is behind its actions and that it shall carry out its duties to the highest professional standards in the best interests of the Investor with no consideration linked to possibilities for future contracts and that it observes the following principles and minimum basic standards throughout its commercial and procurement activities and has procedures in place to ensure that respect for these principles and standards is upheld by its staff, co-contractors and partners:

**LABOR STANDARDS**

1. Employment is freely chosen, i.e., there is no forced, bonded or involuntary prison labor, and workers are not required to provide ‘deposits’ or surrender their identity papers to the employer and are free to leave their employment after providing reasonable notice;
2. Freedom of association and the right to collective bargaining are respected, i.e., workers, have the right to join or form trade unions of their own choosing and to bargain collectively. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates and does not hinder the development of parallel means for independent and free association and bargaining.
3. Working conditions are safe and hygienic.
4. Child labor shall not be used. To this statement “child labor” is defined as work that deprives children of their childhood, potential and dignity, and that is harmful to their physical and mental development. There should be no recruitment of children, and children under 18 years of age shall not be employed at night or in hazardous conditions, or for any work which is likely to jeopardize their physical, mental, or moral health.
5. The wages and benefits paid for a standard working week meet the minimum, national legal standards, or industry benchmarks, whichever is higher. The wages paid should always be high enough to meet basic needs and to provide some discretionary income.
6. Working hours are not excessive, i.e., they comply with national laws and benchmark industry standards.
7. Discrimination is not practiced in relation to hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
8. Regular employment is provided, i.e., the work must be performed based on a recognized employment relationship established through national law and practice.



9. No harsh or inhumane treatment is tolerated, i.e., physical abuse/discipline, threat of physical abuse, sexual or other harassment or verbal abuse, or other forms of intimidation are prohibited.

### **ENVIRONMENTAL STANDARDS**

Suppliers must comply with all statutory and other legal requirements regarding the environmental impacts of their business and should aim to:

1. Minimize waste and recycle items whenever practicable.
2. Adopt effective controls of waste with respect to ground, air, and water pollution.
3. Adopt emergency plans related to the use and handling of hazardous materials.
4. Avoid undue and unnecessary use of materials and use recycled material whenever appropriate.
5. Monitor processes and activities as necessary to ensure the conservation of scarce resources.
6. Maximize efficient energy usage to minimize harmful emissions.

### **TRANSPORT AND CARGO STANDARDS**

1. Transport services should be provided by a company which adheres to the highest possible safety and employment standards, does not engage in transporting illicit or illegal goods, ammunition or other conflict-sensitive materials to or from territories subject to a UN embargo, and which respects human rights and observes international humanitarian law. In a situation when the supplier of the goods is the one arranging the transport, the supplier should ensure that the transport services meet these standards.
2. When air transport is required, preference shall be given to providers who are not on the UN Safety Ban List and whose aircraft are registered in countries which meet the International Civil Aviation Organization's standards.

### **CONFIDENTIALITY**

.....[PLEASE insert the company's name]  
agrees to hold in trust and confidence any information or documents disclosed to it, discovered by it or prepared by it in the course of or as a result of its participation in the above mentioned procurement procedure, and agrees that shall only be used for the purposes of this procedure.

### **FINANCIAL RULES**

[PLEASE CHOOSE I/we] furthermore hereby declare that  
..... [PLEASE INSERT full name of the  
Tenderer/ Candidate]:

1. Is not subject to any conflict of interest in the ongoing procurement procedure for this contract with other commitments or contracts recently concluded or to be concluded individually or through any subsidiary or related company.
2. Is not bankrupt or being wound up or having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, is not the subject of proceedings concerning those matters or any analogous situation arising from a similar procedure provided for in national legislation or regulations.

3. Has never been convicted of any offence concerning its professional conduct by a judgment which has the force of res judicata.
4. Had never been proven guilty of any grave professional misconduct by any means which the contracting authority can justify.
5. Has fulfilled its obligations related to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
6. Has never been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity, as well as coercive or collusive, detrimental to the SHF's financial interests.
7. Is not currently subject to any administrative penalty imposed by an SHF funded donor for (i) misrepresentation in supplying information required as a condition for participation in a procurement procedure or failing to supply such information; (ii) a serious breach of its obligations covered by the SHF budget.

..... [PLEASE CHOOSE I/we] shall inform PAH about any of the above circumstances immediately after they arise or immediately after ..... [PLEASE CHOOSE I/we] or any other member of the Company learns of such circumstances.

The ..... [PLEASE insert the Tenderer/Candidate] agrees that the SHF, or persons mandated by the SHF shall exercise their powers of control on documents and on the spot in the relation to the contract founded by SHF.

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.

Name and the seal of the Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Representative Name: \_\_\_\_\_  
 Position with the Company: \_\_\_\_\_  
 Place, date: \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_

Stamp

**Schedule number. 9.**  
**Technical Specifications / Bill of Quantities**

<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
Non collapsible Jerrycans 20L	1000	PCS		
Buckets 20L with lids	1000	PCS		
Bar soaps (800gm) 25bars@Ctn	300	CTN		
Aqua tab (200 strips, 1600 pcs in box)	13	CTN		
Sanitary pad-one time use	1000	KIT		
Transportation to the distribution site in the respective IDP Camps (Hayaan, Bulo jiwaan2, Calenley, Bur Bisharo, Deegan)	1	TRP		
<b>Total</b>				

**Schedule number. 25.**

**Work of a Similar Nature** (*please only indicate works related to HK*)

No	Project name and country	Name of client and contact person	Type of work performed and year of completion	Value of contract

The Tenderer/ Candidate shall enter in this Schedule all of the work it performed as a prime Contractor over the last five years that is similar in nature and volume to the Work of the Tender. Values should be indicated in USD. **Information entered into this schedule MUST be supported by attachment of copy of contracts.**

\_\_\_\_\_  
**Authorized signature of Company representative and Date**

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.



**Schedule No. 26.**  
**Major Items of Contractor's Equipment**

Description (Name of Manufacturer, Type, Model and power rating, Make)	No.	Year of Manufacture	Current location	Details of current commitments	New or Used	Owned (O) or Leased (L)	Name of the owner, contact number <sup>1</sup>	Estimated Value

\* The Tenderer/ Candidate shall enter in this Schedule all of its major owned and leased (rented), items of Contractor's Equipment that it proposes to bring on Site.

\_\_\_\_\_  
**Authorized signature of Company representative and Date**

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polska Akcja Humanitarna.

\_\_\_\_\_  
<sup>1</sup> for leased equipment only



**Schedule 29.**  
**Current Contractual Commitments<sup>2</sup>**

<b>Name &amp; description of Contract</b>	<b>Contact details of Employer</b>	<b>Value of Outstanding Work [USD Equivalent]</b>	<b>Estimated Completion Date</b>

\_\_\_\_\_  
**Authorized signature of Company representative and Date**

<sup>2</sup> Please provide information on all current commitments that have been awarded or for which a letter of intent or selection has been received or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.