



TENDER DOSSIER

SUPPLY AND DELIVERY OF SCHOOL FURNITURE FOR GALKAYO SCHOOLS IN GALMUDUG STATE – SOMALIA.

TENDER REF NO: CONCERN/SOM/SR99576/JULY/2026/FURNITURE

JULY 2026

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Section 1. Letter Of Invitation To Tender



Tender Reference: TENDER REF NO: CONCERN/SOM/SR99576/JULY/2026/FURNITURE

SUBJECT: INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF SCHOOL FURNITURE FOR GALKAYO SCHOOLS IN GALMUDUG STATE – SOMALIA.

1. Concern Worldwide invites interested eligible bidders for the procurement of Supply and Delivery of School Furniture for Galkayo Schools in Galmudug State – Somalia.
2. Electronic bids should be submitted to the email address: tenders.somalia@concern.net the email subject should state the tender reference number: **CONCERN/SOM/SR99576/JULY/2026/FURNITURE**. If the email subject is not stated as instructed here, Concern will assume no responsibility for any misplacement.
3. Your bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting your bid to Concern failure to which the bid will be disqualified.

Document Description	Checklist
1) Business registration/license certificate by Ministry of Commerce and Industry in FGS/GSS	<input type="checkbox"/>
2) Valid Tax Compliance Certificate for FGS/GSS	<input type="checkbox"/>
3) Duly completed Tender Dossier Form, signed, and stamped	<input type="checkbox"/>
4) Company Profile	<input type="checkbox"/>
5) Previous contracts for relevant Experience form by the bidder for the past 3 years	<input type="checkbox"/>
6) Original bank statement signed and stamped by the relevant bank authority which includes transactions for the past 6 months.	<input type="checkbox"/>

- 1) 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 on **22nd July 2026 by 11:59 PM (midnight)**. Any bid submitted after the deadline will not be accepted.

Section 2. Instruction to Tender

2.1 Introduction to Concern

Established in 1968, Concern Worldwide is an international, humanitarian, non-governmental organisation dedicated to the elimination of extreme poverty and the reduction of human suffering, primarily in fragile countries. Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world where all people live in peace and prosperity and are treated equally, with dignity and respect.

The organization's headquarters are in Dublin, Ireland. Concern Worldwide has been operational in Somalia since 1986. The organization is currently implementing several multi-sectoral emergencies, resilience and durable solutions programmes encompassing livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Bakool, Lower Shebelle, Mudug and Gedo regions. Concern Worldwide implements programmes both directly and indirectly through local partners and relevant line ministries and seek to address the root causes of poverty.

2.2 Tendering Process

A tender advert appeared in the Somali job's website on **9th July 2026**, advising on the tender Process.

For queries, please contact Logistics at **+252 853379**

Email: mogadishu.logistics@concern.net

2.4 Submission of Bids

Electronic bids should be submitted to the email address provided below:

tenders.somalia@concern.net

The email subject should state the tender reference number:

TENDER REF NO: TENDER REF NO: CONCERN/SOM/SR99576/JULY/2026/FURNITURE

The deadline for receipt of bids is on **22nd July 2026 by 11:59 PM (midnight)**.

If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.

2.4.1 Timetable for Provision

Line	Item	Date
1	Tender invitation	9 th July 2026
2	Closing date for clarifications	19 th July 2026
3	Closing date and time for receipt of tenders	22 nd July 2026 by 11:59 PM (midnight), EAT
4	Tender Opening Location	Concern Worldwide, Mogadishu office

2.5 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 for FGS/GSS.
- Valid Tax Compliance Certificate for FGS/GSS.
- Company Profile
- Copy of previous contracts for relevant Works 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.
- Duly completed Tender Dossier Form, signed, and stamped

Section 3. Evaluation of Tender

All valid bids received will be evaluated by Concern Tender Evaluation Committee and will assess the bids based on administrative compliance, Technical and financial evaluation grids set in line with the information provided in the bid application. Concern reserves the right to request proof of bidders' work experience.

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/license certificate by FGS/GSS
- 4) Tax compliance certificate by FGS/GSS
- 5) Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.
- 6) Duly completed Tender Dossier Form, signed, and stamped

NOTE: These checks are scored as **Pass or Fail** and the bidder who does not meet them 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, sample quality, financial capacity, Delivery time, and other competence). To be technically acceptable, the proposal shall meet or exceed the stipulated requirements and specifications in the Tender Bids. The Technical Evaluation Criteria weighs **70%**. Tenderers who obtain a score of **50%** and above will qualify for the next round of the evaluation process (financial evaluation). The following will be assessed in the technical evaluation process.

1. Payment Terms – 21 points

- 7 points for detailed proposed payment schedule in % given details of payment due deliverables.
- 7 points for Preferred payment method (cheque/electronic)
- 7 points for the company's credit period upon submitting an invoice to Concern?

2. Time frame and price validity – 25 points

- 15 Delivery time to deliver the supplies to the respective locations.
- 10 points for price quoted validity

3. Relevant Experience for School furniture – 24 points

- 6 points for each of the previous 4 contract/LPO for relevant supplies or similar accomplishments undertaken by the bidder for the past 3 years

3.3 Financial Evaluation (weighted at 30%)

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

$$\text{Financial Score} = \left[\frac{\text{Cheapest Bid}}{\text{Tenderers' own bid}} \right] \times 30$$

NB: Concern does not consider the financial offer to be the most important factor. Technical compliance and relevant previous experience are equally important.

3.4 Bids Validity Period

All bids must be valid for a period of **90 days** after the deadline for submission of bids indicated in the tender dossier.

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

Concern guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern guarantees the confidentiality of the procurement process.

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 the value for money shall take precedence and the one who quoted the lowest (among the three 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 between **12th July – 19th July 2026** via mogadishu.logistics@concern.net

At any time before the deadline for submission of bids, Concern 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, Concern 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 (3) required according to Concern policy, a drastic change in specification of the works, costs exceeding budgetary limits, or the project being cancelled among others.

3.11 Appeals process

If you wish to appeal or raise any concerns, please contact the following email and quote the tender reference number richard.nunn@concern.net or call the toll-free number **311**.

3.12 Type of Contract

Fixed Supply contract refers for procurement of School Furniture for Concern Support Schools in Galkayo, GSS - Somalia.

3.13 Donor

ECW Funding programme.

Section 4: Technical Evaluation Form

Bidder's Information: To be completed by Tenderer

4.1 Business Profile:

Name of Company:	
Physical Address:	
Telephone Number and Email address	
Contact Name, Telephone Number, and Title	
Company business License/Registration No	
Years in operation:	

4.2 Bank Details:

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

4.3 Payment Terms

Provide details of your proposed payment schedule in % giving details of payment amount and % of relevant work progress	
Preferred payment method (cheque/electronic payments)	
How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	

4.4 Delivery Time and Price Validity

What is your delivery time to deliver the supplies to the respective locations.	
How long is your quoted price valid?	

4.5 Relevant Experience

Previous 4 contract/LPO for relevant Work or similar accomplishments undertaken by the bidder for the past 3 years.	
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4.6 Tenderers Relevant Experience

4.6 Please complete the table below using the format to summarise the major relevant supplies carried out in the course of the past 3 years by your Company. Please provide evidence where possible. E.g. Copy of Contract/Local Purchase Order (LPO).

Provide details of other International Aid and UN Organisations that you supply				
International NGO/UN Organisation	Contact details of NGO/Co.	Total Contract Value	Date	Description of items or service supplied

Tell: +252 853379

Contact

Email: mogadishu.logistics@concern.org

Section 5: Financial Offer

Instruction: Tenderers are advised to apply the school furniture provided below. Please refer Annex 3 Sketches and design for benches and desks and annex 4 Distribution summary where the goods will be delivered.

SN	ITEM DESCRIPTION	SPECIFICATION	UNIT	QTY	UNIT PRICE	AMOUNT (USD)
1	Supply and Delivery of schools Furniture in Galkayo, Galmudug State - Somalia.	<p>Made from: Wooden and metal – see attached design (Annex 3) Capacity: Seating capacity of 2 student.</p> <ol style="list-style-type: none"> One Tabel and Two chairs. Totalling 1,600 Tables and 3,200 chairs. Installation cost of the supplies are included. <p>Desk and Chair measurements Desk/Table: Adjustable Wooden and metal desks Height: 82cm, Width: 40cm and Length: 120cm Chair: Adjustable Wooden and Metal Height: 35cm, Width: 38cm and Length: 80cm</p>	Set	1,600		
GRAND TOTAL						

NB: 5% Withholding Tax Requirement: -

In accordance with government regulations, all suppliers and contractors engaged in business with Concern are required a 5% withholding tax should be inclusive in their quotations. This amount will be retained by Concern and submitted directly to the government. Failure to do so will result in the tax being deducted from your invoice payment.

Section 6: Tenderer's Declaration

In response to your invitation for bid to undertake the supply and delivery of school furniture (Table and Chairs) for Galkayo schools in Galkayo district, we the undersigned, hereby declare that:

- 1 We have examined and accepted in full the content of the dossier for the invitation to tender (Including Concern's Code of Conduct and Associated Policy – updated March 2018). We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction.
- 3 The price of the tender is (figure) USD..... *(In words)*
.....
- 4 This tender is valid for a period of 120 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 Concern 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 Concern 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, Concern reserves the right to terminate the contract with immediate effect.
- 10 The Code of Conduct to which Concern expects all of its suppliers to respect is as per the points listed below and 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 that 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

Annex 1. Concern's Code of Conduct and Associated policies

Annex 2. Concern Purchasing Terms and Conditions

Annex 3. Sketches and design for benches and desks.

Annex 4. Distribution Summary