



TENDER DOSSIER

**PROCUREMENT OF TOOL KIT FOR 55 TVET GRADUATES FROM KARAN,
YAQSHID AND WADAJIR DISTRICTS BANADIR REGION**

TENDER REFERENCE: SR003468-3472/JULY/2024/SUPPLIES

Section 1: Letter of Invitation to Tender

Date: 20th August 2024.

Tender ref: SR003468-3472/July/2024

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR PROCUREMENT OF TOOL KIT FOR TVET GRADUATES FROM
KARAN, YAQSHID AND WADAJIR DISTRICTS BANADIR REGION**

YouthLink invites interested and eligible bidders for the procurement of tool kit for TVET graduates at Hayle Barise Technical Development Center, from Karan, Yaqshid, and Wadajir districts of the Banadir region, please find enclosed the following documents, which constitute the tender dossier:

- Section 1: Letter of Invitation to Tender
- Section 2: Instructions to Tenderer
- Section 3: Evaluation of Tenders (Administrative Compliance Check, Technical Evaluation Criteria & Financial Evaluation).
- Section 4: YouthLink Contract terms and condition
- Section 5: Tenderer's Information
- Section 6: Tenderer's Relevant Experience and comprehensive company profile
- Section 7: Financial Offer
- Section 8: Tenderers Declaration
- Annex a – Code of conduct

Electronic bids should be submitted to the email address: procurement@youthlink.so. The email subject should bear the tender refer#: **YL/SR#3468-3472/JULY/2024/SUPPLIES**. If the email subject is not stated as instructed here, YouthLink will assume no responsibility for any misplacement.

Failure to submission of these documents may lead to disqualification of the bidder from the tender process. The deadline for receipt of bids is on **26th August 2024 by 12:00 midnight local time in Mogadishu – Somalia**. Any bid submitted after the deadline will not be accepted. Please ensure that your tender bid must include the following documentation checklist before submitting your tender to YouthLink.

SN	Document Description	Checklist
1.	Business registration/license certificate by the Banadir Region Administration (BRA) or the Federal Ministry of Commerce and Industry	<input type="checkbox"/>
2.	Valid Tax Compliance Certificate	<input type="checkbox"/>
3.	<i>comprehensive company profile</i>	<input type="checkbox"/>
4.	2 Previous relevant supply contracts undertaken by the bidder	<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.	Financial Offer, completed, signed and stamped	<input type="checkbox"/>
7.	Declaration and Code of Conduct signed	<input type="checkbox"/>

Section 2: Instructions to Tenderer

2.1 Introduction:

YouthLink Somalia better known as “YouthLink” is a registered national humanitarian NGO established in 2006. YouthLink is dedicated to working with extreme poor and vulnerable communities to reach their full potential by tackling the causes of poverty. The organization’s work focuses on assisting extreme poor urban and displaced communities to building their resilience to shocks and achieve improved livelihood. YouthLink implements a multi-sectoral resilience building long-term programme aimed at lifting the most vulnerable and the poorest urban communities out of poverty and delivering lifesaving health and nutrition services to drought-affected populations in IDPs.

2.2. Tender Background:

YouthLink is implementing “a **Climate Resilient and Environmentally Sustainable Solutions**” Green graduation programme in Banadir region to provide inclusive climate resilient and environmentally sustainable livelihood opportunities to vulnerable populations, the programme is designed to address the needs of the most vulnerable and marginalized communities in urban Banadir by working to sustain and protect the natural environment, provide livelihood support to the most vulnerable households. Through partnership with Concern Worldwide, YouthLink is implementing a five-year Irish Aid funded Climate Resilient and Environmentally Sustainable Solutions Somalia (CRESS) Programme in urban areas. The programme, which takes a “Green Graduation” approach to provide inclusive climate resilient and environmentally sustainable livelihood opportunities to vulnerable populations in Banadir. The programme targets households in situations of extreme poverty particularly the most vulnerable including marginalized and minority groups, such as women and disadvantaged youth who live in cramped settlements under unsanitary conditions and without sufficient access to basic services. Using the ‘Graduation’ Approach which facilitates the movement of households out of extreme poverty and into food secure and sustainable livelihoods.

YouthLink is inviting interested and qualified bidders to submit their offers for the procurement of tool kit for 55 TVET graduates (tailoring, Beautification & Auto-Electric) at Hayle Barise Technical Development Center, from Karan, Yaqshid, and Wadajir districts of the Banadir region.

2.3 Tender Clarification:

A tender advert will appear on the Somali Jobs website on 20th August 2024, advising on the tender process for further queries, please contact the Operations office at +252 852031/1818 or email: admin@youthlink.so on or before 25th August 2024 at 4:30 PM.

2.4 Site visit:

YouthLink will make a site visit to ensure the physical existence of the bidders.

2.5 Closing date and time for submission of tenders:

The deadline for receipt of bids is on 26th August 2024 by 12:00(midnight) local time in Mogadishu – Somalia. Any bid submitted after the deadline will not be accepted. If the email subject is not stated as instructed above, YouthLink Somalia will assume no responsibility for any misplacement.

2.6 Submission of tenders:

Electronic bids should be submitted to the email address: procurement@youthlink.so. The email subject should bear the tender refer#: **YL/SR#3468-3472/JULY/2024/SUPPLIES**.

2.7 Timetable for provision:

SN.	Item	Date
1	Tender Advertisement	20 th August 2024
2	Closing date for clarifications	25 th August 2024 4:30pm
3	Closing date & time for receipt of tender	26 th August 2024/12:00 midnight local time in Mogadishu.
4	Tender Opening Location	YouthLink office
5	Tender Opening Date and time	27 th August 2024/ 10:00Am

2.8 Language of offers:

All correspondence and documents related to this Bids should be submitted in English.

2.9 Period of validity of offers (price validity):

All bids will be valid for a minimum of 3 months from the tender submission date.

2.10 Currency:

The currency in which all tender submissions shall be received is **US Dollars**.

2.11 Cancellation of the tender procedure:

The tender evaluation committee has the right to cancel the tender process at any stage without providing an explanation. Reasons might include: not receiving a minimum number of bids, a significant change in material specifications, costs exceeding budgetary limits, or the project being cancelled.

2.12 Appeals Process:

If a tenderer or potential tenderer for the tender has any issue which they feel requires appealing, please contact to info@youthlink.so with email subject of the tender reference: **YL/SR#3468-3472/JULY/2024/SUPPLIES**.

2.13 Data protection:

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

2.14 Type of Contract:

Fixed supply contract

2.15 Donor:

This purchase is funded by funded by Irish Aid through Concern Worldwide and implemented by YouthLink Somalia.

Section 3: Evaluation of Tenders

All valid bids received will be evaluated by 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. YouthLink 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 the Banadir Region Administration (BRA) or the federal Ministry of Commerce and Industry.
4. *Valid tax compliance certificate.*
5. *Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.*
6. *Duly completed, signed and stamped 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 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 requirement and specifications in the Tender Bids. The Technical Evaluation Criteria is weighted at 70%. Tenderer's who obtain a score of 50% and above will qualify to the next round of the evaluation process (financial evaluation). The following will be assessed in the technical evaluation process.

3.2.1 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 Company Business License/Registration Number.
- **5** points number of years in operation

3.2.2 Financial capability (Bank details) - 7 points

- **4** points for bank details provided
- **3** points for length of the bank account operation

3.2.3 Payment Terms – 15 points

- 5 points for detailed proposed payment schedules.
- 5 points for Preferred payment method (cheque/electronic).
- 5 points for company's credit period upon submitting an invoice to YouthLink Somalia.

3.2.4 Delivery terms and price validity – 18 points

- 8 points for delivery time for the Service
- 10 points for price quoted validity

3.2.5 Relevant Experience for Supply – 15 points

- 15 points for each of the previous 2 contract/Local Purchase Order (LPO) for relevant supply or similar accomplishments undertaken by the bidder for the past 2 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: YouthLink Somalia does not consider the financial offer to be the most important factor. Technical compliance and relevant previous experience are equally important.

Section 4: Contract terms and condition

This contract is entered into on [.....] between YouthLink Somalia, (Hereafter referred to YouthLink [.....] and [.....])(Hereafter referred

to as the contractor) for procurement of tool kit for 55 TVET graduates from vulnerable households in Karan, Yaqshid and Wadajir. to support valuable households increasing income-generating activities and powering community services/facilities by using solar systems and decreasing of electricity cost.

10. General Terms and Conditions

This contract sets out the formal terms and conditions under which YouthLink (Client) agrees with the supplier to carry out procurement of tool kit for 55 TVET graduates from vulnerable households in Karan, Yaqshid and Wadajir. The Supplier having reviewed all plans and specifications, visited the project site and is satisfied that all costs associated with the work in this contract are included in their bid.

The Contractor shall provide the procurement of tool kit for 55 TVET graduates from vulnerable households in Karan, Yaqshid and Wadajir in accordance with specifications detailed in the tender dossier and any other instructions that might be issued and agreed upon from time to time by Tender Committee and /or other documents which make up the total Contract documents for this project. Also the Supplier shall furnish all materials, equipment and services to complete all work required.

The contractor shall undertake the procurement of tool kit for 55 TVET graduates from vulnerable households in Karan, Yaqshid and Wadajir as specified in the Bill of Quantity.

The Contractor shall supervise the works with diligence and comply with the standard of performance required by YouthLink so as to meet the specific requirement of quality, quantity and time frame. Works not in compliance with set requirements of specifications will be rejected and on instruction the contractor shall repair or correct or re-execute such rejected works to the full satisfaction of YouthLink Somalia.

2. Duration

The contractor agrees to begin the work on [.....] and complete by [.....] which is when this contract shall expire. The contractor shall carryout the works in full compliance as per the agreed specifications, time limits and the directives by YouthLink. The time by which the work shall be completed may be extended only with an approved memo by YouthLink's representative. Either party can terminate in writing the contract within one week notice. YouthLink has the right to terminate the contract if the contractor fails to commence or complete the work within the agreed time frame or the works halt/stop for three consecutive days without acceptable reason.

3. Supervision of work by contractor

The Contractor shall supervise the works with diligence and comply with the standard of performance required by YouthLink so as to meet the specific requirement of quality, quantity and time frame. Works not in compliance with set requirements of specifications will be rejected and on instruction the contractor shall repair or correct or re-execute such rejected works to the full satisfaction of YouthLink Somalia.

4. Co-operation

The contractor shall fully co-operate with YouthLink project staff representatives will from time to time monitor the completeness of tool kit for TVET and their functionality and contractor should take note of their comments or concerns to ensure successful implementation and timely completion of works.

5. Sub-contracting

The contractor shall not sub-contract any part of the work without prior written approval from YouthLink.

6. Force Majeure

In the event of occurrences of any cause that is considered as force majeure, resulting from acts of nature, war, security that are beyond the control of either party and fulfillment of the contractor in whole or part is rendered impossible, any outstanding tasks will be carried out by mutual agreement at earliest possible time.

7. Payment if Contract Terminated

If the contract is terminated, the contractor shall be paid for such amounts on items that shall not have been covered by earlier payments at rates and prices provided in the contract document.

8. Liabilities of the Contractor

The contractor shall strive to ensure security and safety of all personnel, animals and machinery/equipment on site. YouthLink takes no responsibility of such security or safety and will not compensate for any injury or damage to personnel, animals and machinery/equipment.

9. Arbitration

In the event of dispute in regard to the rights and obligations of either party, it shall be solved amicably. If it cannot solve amicably, such dispute shall be settled by arbitration through two arbitrators; with YouthLink and Contractor each appointing one of them. Their decision shall be final, conclusive and binding to both parties.

10. Payment

YouthLink shall pay the contractor for the performance of tool kit for TVET graduates in accordance with terms and conditions of the contract and subject to the certification by YouthLink staffs.

11. Programme Participant Protection Policy

YouthLink is aware that the goods and services provided through Relief and Development work thought partnership with Concern can create a power differential between those who are employed by YouthLink, and contractors on one side and the Programme participants on the other. YouthLink acknowledges that there is the potential for this power imbalance to be exploited by its employees, contractors and has therefore signed a Programme Participant Protection Policy developed by YouthLink which has been given to the company.

[.....] confirms that they have read and understood the terms of YouthLink Programme Participant Protection

Policy and Code of Conduct and agrees to abide by the terms of these policies at all times in all of their activities under this agreement. [.....] shall ensure that its employees, officers and agents shall abide by the terms of this policy at all times.

[.....] shall bear responsibility and be liable in respect of any and all claims, losses, damages, liabilities and expenses of any nature however arising from or in connection with any breach of YouthLink Programme Participant protection Policy and Code of Conduct by [.....] or by its employees, officers or agents.

[.....] shall indemnify and hold harmless YouthLink, its officers, employees and agents, in respect of any and all such claims, losses, damages, liabilities and expenses arising from or in connection with any such breach. The two parties hereby agreed that the terms and conditions stipulated above have been mutually understood and agreed.

Signed by:

<p>For YouthLink _____ _____</p> <p>Name _____ _____</p> <p>Signature _____ _____</p> <p>Date _____</p>	<p>For _____ _____</p> <p>Name _____ _____</p> <p>Signature _____ _____</p> <p>Date _____</p>
<p>Witness:</p> <p>Name _____ _____</p> <p>Signature _____ _____</p> <p>Date _____</p>	<p>Witness:</p> <p>Name _____ _____</p> <p>Signature _____ _____</p> <p>Date _____</p>

Section 5: Tenderer's Information

Tender reference: YL/SR#3468-3472/JULY/2024/SUPPLIES

To be completed by tenderer:

1. Business Profile:

Name of Company:	
Physical Address:	
Office Telephone Number & official email address.	
Contact Person: Name, Title, Telephone Number	
Type of business category	
Years in operation:	

2. Bank Details:

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

3. Payment Terms:

Please provide your payment terms/schedules?	
Preferred payment method: (cheque/electronic payment)	
How long is your credit period upon submitting an invoice to Youth Link? (starting from the date of submission)	

4. Delivery & Price validity.

What is your delivery lead-time for the supplies upon signing the contract?	
How long is your quoted price valid?	

5. Relevant Experience.

Previous 2 contract/LPO for the relevant tool kit for TVET graduates supplies or similar accomplishments undertaken by the bidder for the past 2 years?	

Section 7: Financial Offer

Instruction: Tenderers are advised to fill in the unit price provided and record the total sum in the bid amount column.

START UP KITS FOR YOUTH						
Henna and Beautification						
NO	Descriptions	Specification	Unit	QTY	price	Total
13	Hair dryer Machine	Professional Hooded Hair Dryer Height Adjustable Stand-Up Bonnet Hair Dryer on Wheels	pcs	1		
13	Chair Salon	Round Rolling Stool Swivel with Wheels Adjustable Height Seat 19.7"D x 19.7"W x 22	pcs	1		
13	Wash Feet machine	Best Overall. Ivation Foot Spa Massage	pcs	1		
13	Machine for Face Washing	steam machine for face Facial Steamer	pcs	1		
13	Professional hair dryer	Professional hair dryer, 3000W, blow dryer, GW-6558 black	pcs	1		
13	Professional 10 In 1 Hair Styling	Professional 10 In 1 Hair Styling brushes	Set	1		
13	flat iron	Hair straightener pro nano	pcs	1		
13	Towels	Clean bear Cotton Hand Towel Set 6-Pack	Set	1		
13	Brown Henna 2	2 X Al-Qamar Top Quality Cone Henna Past Use	Box	2		
13	Black Henna 2	Royal Top Quality Cone Henna Past Use	Box	2		
13	Henna black	Black Henna powder	Kg	2		
13	Mud Musk (Qasil)	Qasil Powder Mask for Hair, Body and Face	Kg	1		
13	Assorted cosmetics	Assorted Cosmetics Set - 20 Pcs.	Set	1		
13	Shampoo	TRESemmé Moisture Rich Shampoo & Conditioner	Set	1		
13	Make up Colors	All in One Makeup Kit for Women Full Kit,	Set	1		
13	Salon straitening scissors	Hair Thinning Scissors Haircut Shears	pcs	1		
13	Brushes	Foot Scrubber Brush	pcs	1		
13	Mirror	(Medium Size)	pcs	1		
13	Lipstick= Rooseeto sed		Set	1		
13	Liquid for Henna 1 ltr	Turpentine Liquid Paint Remover	Liter	1		
					Total	\$ -

Auto Electric						
NO	Descriptions	Specification	Unit	QTY	price	Total
12	Tool Box Auto 256 TLG	256-Piece Tool Box Tool Set	Set	1		
12	Drill Machine/Auto Electric	BOSCH GSB 600 Corded Electric Impact Drill, 600 W	Pcs	1		
12	Clamp Volt Meter Multimeter DC/AC	AC/DC Clamp Volt Meter Multimeter Voltage Current Resistance Continuity Tester	Pcs	1		
12	Battery 12VDC 150 AMP	Dry Battery 12VDC 150 AMP	pcs	1		
12	Overall dress	Overall dress for workers	pcs	1		
12	Helmets	Helmet	pcs	1		
12	Glasses	Safety goggles	pcs	1		
12	shoes,	safety shoes	pcs	1		
12	gloves	Safety gloves	pcs	1		
					Total	\$ -

Tailoring						
NO	Descriptions	Specification	Unit	QTY	price	Total
30	Jack Sewing Machine Model F4 Industrial	JACK F4 INDUSTRIAL SINGLE NEEDLE SEWING MACHINE COMPLETE SET	Pcs	1		
30	Thread Overlock Sewing Machine	81K6 Citizen 3 Thread Knitting – Overlock Sewing Machine with Moto	pcs	1		
30	Textiles fabric Rolls set	Baati bac weyne	Roll	1		
30	Textiles fabric Rolls set	Baati bac yare	Roll	1		
30	Plastic chair	Standard Plastic Chairs	Pcs	1		
30	Flat iron	1200 WATTS	Pcs	1		
30	Needles	10pcs Quality Industrial Sewing Machine Needles 100/16 110/18	Box	1		
30	Fabric scissor Big Size	Flexon Tailoring Scissors for cloth cutting big,	Pcs	1		
30	Measuring tape	mnjin measuring tape for body fabric sewing tailor	Box	1		
30	Canvas Roll	Canvas Roll 1.83mx100m	Roll	1		
					Total	\$ -

Section 8: Tenderer Declaration

As part of their tender, each tenderer must submit a signed declaration using the following format as a guide.

In response to your letter of invitation to tender for “TENDER FOR SUPPLY OF TOOL KIT FOR 55 TVET GRADUATES FROM KARAN, YAQSHID AND WADAJIR”, the undersigned, hereby declare that:

1 We have examined and accept in full the content of the dossier for invitation to tender we hereby accept its provisions in their entirety, without reservation or restriction.

2 We will do the work, in accordance with the terms of the tender dossier and the conditions and time limits lay down, without reserve or restriction:

We will provide requested supplies of materials and will perform all operations necessary for Provision tool kit 55 TVET graduates in the manner prescribed in the technical specifications.

3 The price of our tender is: _____ USD.
In words [_____]

4 This tender is valid for a period of [_____] 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.

6 We will inform YouthLink 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 YouthLink is not bound to proceed with this invitation to tender and that it reserves the right to award 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, YouthLink reserves the right to terminate the contract with immediate effect.

10 The Code of Conduct to which YouthLink expects all of its contractors 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

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

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

Yours faithfully

Name:

Title:

Duly authorized to sign this tender on behalf of:

Place and date:

Stamp of the company: