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TENDER DOSSIER

CONSTRUCTION OF LATRINES AND HANDWASHING FACILITIES FOR DISPLACED AFFECTED COMMUNITIES (DAC) IN AFGOYE AND SURROUNDING VILLAGES – LOWER SHABELLE, SWS - SOMALIA

TENDER REF NO: CONCERN/SOM/SR97269/JUNE/2024/WORKS

JUNE 2024

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Section 1. Letter Of Invitation To Tender



Tender Reference: TENDER REF NO: CONCERN/SOM/SR97269/JUNE/2024/WORKS

SUBJECT: INVITATION TO TENDER FOR CONSTRUCTION OF LATRINES AND HANDWASHING FACILITIES FOR DISPLACED AFFECTED COMMUNITIES (DAC) IN AFGOYE AND SURROUNDING VILLAGES – LOWER SHABELLE, SWS – SOMALIA

1. Concern Worldwide invites interested eligible bidders for the construction of 250 VIP HH latrines, 30 VIP PLWD and 175 Handwashing facilities for the IDPs to improve access to sanitation facilities in Afgoye district – L/Shebelle Region, SWS- 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/SR97269/JUNE/2024/WORKS**. 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 FGS/SWS	<input type="checkbox"/>
2) Registration Certificate by Ministry of Public Works FGS/SWS	<input type="checkbox"/>
3) Valid Tax Compliance Certificate FGS/SWS	<input type="checkbox"/>
4) Company Profile	<input type="checkbox"/>
5) Previous contracts for relevant works undertaken 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 **4th July 2024 by 11:59 PM (midnight)**. Any bid submitted after the deadline, will not be accepted.

Section 2: Instructions to Tenderer



2.1 Introduction to Concern

Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern Worldwide has been operational in Somalia with a continual presence since 1992. The organization is currently implementing several multi-sectoral emergency, resilience and durable solutions programmes encompassing food and livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Lower Shebelle, and Gedo regions. Concern implements programmes both directly and indirectly through local partners and contractors.

2.2 Background of the Tender

Concern Worldwide under the EU BREACH project: Supporting Climate Adaptation and Durable Solutions for Displacement Affected Communities (DACs) in the Shabelle River Basin, Networking with & Enhancing Efforts by Government & Administration in Afgoye District (NEGAAD) in South West State is

working in a partnership with NRC and SHACDO and in close collaboration with the government authorities to support its implementation.

One of the key outcomes of the project is: DACs are supported to attain a durable solution to their displacement through improved land tenure security, expanded access to basic services and social protection, improved environmental protection approaches and inclusive, disaster-resilient and sustainable livelihoods interventions.

Access to hygiene and sanitation is a challenge normally faced by Displacement Affected Communities (DACs). The action has planned 250 ventilated improved pit (VIP) shared household latrines to WASH Cluster standards in project target locations, Afgoye district, including 30 VIP latrines for people with special needs and 175 handwashing stations which will be installed at latrines and key locations. Approximately 42,000 persons are expected to benefit from this activity, with the highest numbers benefiting from hygiene promotion in Afgoye town, Lafoole and Mareerey village.

2.3 Tendering Process

A tender advert appeared in the Somali job’s website on **20th June 2024**, advising on the tender Process.

For queries, please contact Logistics at **+252 853379**
Email: mogadishu.logistics@concern.net

2.4 Site visit

Bidders are requested to visit the site/area to familiarize themselves with the site conditions.

2.5 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: CONCERN/SOM/SR97269/JUNE/2024/WORKS.

The deadline for receipt of bids is on **4th July 2024 by 11:59 PM (midnight)**.

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

2.5.1 Timetable for Provision

Line	Item	Date
1	Tender Advert	20th June 2024
2	Closing date for clarifications	27-30th June 2024
3	Closing date and time for receipt of tenders	4th July 2024 11.59 Pm (midnight) EAT
4	Tender Opening Location	Concern Worldwide, Mogadishu office
5	Tender Opening Date and time	7th July 2024 – 10:00am

2.6 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/SWS.
- Registration Certificate by Ministry of Public works FGS/SWS.
- Valid Tax Compliance Certificate FGS/SWS.
- 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.
- Tender Declaration Form completed, signed, and stamped

Section 3: Evaluation of Tenders

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/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 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 is weighted at **70%**. Tenderers who obtain a score of **50%** and above will qualify for the next round of the evaluation process (i.e. Financial Evaluation). The following will be assessed in the technical evaluation process.

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.
- **5** points number of years in operation

2. Financial capability (Bank details) - 7 points

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

3. Payment Terms – 15 points

- 5 points for detailed proposed payment schedule in % and work progress.
- 5 points for Preferred payment method (cheque/electronic)
- 5 points for the company's credit period upon submitting an invoice to Concern?

4. Work Plan/Time frame and price validity – 18 points

- 10 points for Realistic Work Plan and Time Frame for the Work
- 8 points for price quoted validity

5. Relevant Experience for Latrines construction works – 15 points

- 5 points for each of the previous 3 contract/LPO for relevant Works 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 **18th June – 20th June 2024** 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. Somalia.admin@concern.net or call the toll-free number **311/3311**.

3.12 Type of Contract

Fixed Work contract refers to contracts for the Construction of 250 HH latrines, 30 PLWD, and 175 handwashing facilities, Afgoye District Lower Shebelle Region SWS – Somalia.

3.13 Donor

EU 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)	
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4.4 Work plan/Time Frame and price validity

Realist Work Plan and Time Frame for the Work	
Price quoted validity	

4.5 Relevant Experience for Latrines Construction works

Previous 3 contracts/LPO for relevant Work or similar accomplishments undertaken by the bidder for the past 3 years.	
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4.6 Reference of providing similar works in the past:

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

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

Section 5: Financial Offer (Ref to attached BoQs and Designs for Latrines' Constructions).

Instruction: Tenderers are advised to complete the BoQs provided and record the total sum in the bid amount column here below.

ITEM	DESCRIPTION	SPECIFICATION	UNIT	QTY	RATE	AMOUNT (USD)
1	Construction of Latrines in Afgoye IDP camps.	Refer to BoQ, Layout & Design	No	250		
2	Construction of PLWD Latrines in Afgoye district and Surrounding Villages IDP camps	Refer to BoQ, Layout & Design	No	30		
3	Construction of Handwashing facilities in Afgoye & surrounding Villages IDP camps	Refer to BoQ, Layout & Design	No	175		
	GRAND TOTAL					

Section 6: Tenderer's Declaration

In response to your invitation for bid to undertake the Construction of latrines in Afgoye and surrounding village IDP Camps 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)*

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- 4 This tender is valid for a period of 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 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

1. BoQ (Bill of Quantity) for HH, PLWD Latrines and HWF
2. Designs/Drawings for Hand Washing Facilities
3. Designs/Drawings for HH
 - 3.1 Drawings PWD Latrines 1
 - 3.2 Drawings PWD Latrines 2
4. Concern's Purchasing Terms & Conditions
5. Concern's Code of Conduct and Associated Policies
6. Concern with Purchasing Policy and Compliance