

TENDER DOSSIER

CONSTRUCTION OF HOUSEHOLD AND PLWD (People Living with Disability) LATRINES FOR DISPLACED AFFECTED COMMUNITIES (DAC) IN BAIDOA- SOMALIA

TENDER REF NO: CONCERN/SOM/SR#98827/September/2025/Works

September 2025

Table of Contents

<u>Item</u>	<u>Description</u>
Section 1	Letter of Invitation to Tender
Section 2	Instruction to Tenderers
2.1	Introduction to Concern
2.2	Tender Process
2.3	Site visit
2.4	Submission of Bids
2.5	Supporting Documentation to be submitted with Bid Application
Section 3	Evaluation of Bids
3.1	Administrative Compliance Check
3.2	Technical Evaluation Criteria
3.3	Financial Evaluation
3.4	Bid Validity Period
3.5	Language
3.6	Currency
3.7	Confidentiality and Data Protection
3.8	Tender Committee Decisions
3.9	Clarifications/Amendments to the Bid Document
3.10	Cancellation of the Tender Process
3.11	Appeals process
3.12	Type of Contract
3.13	Donor
Section 4	Business profile and technical information
4.1	Payment Terms
4.2	Work plan/Time Frame and price validity
4.3	Relevant Equipment related to construction of Pit Latrines.
4.4	Key Project Personnel and Technical Staff
4.5	Relevant Experience for Latrines Construction works
Section 5	Financial Offer
Section 6	Tenderers Declaration
Section 7	Annexes
7.1	Code of Conduct and associated policies
7.2	Concern Purchasing Policy
7.3	Concern Terms and Conditions
7.4	Pit Latrine Drawings
7.5	BoQ Latrines
7.6	Sample FIDIC Short Form GCs

Section 1. Letter of Invitation to Tender



Tender Reference: TENDER REF NO: CONCERN/SOM/SR#98827/September/2025/Works

SUBJECT: INVITATION TO TENDER FOR CONSTRUCTION OF HOUSEHOLD AND PLWD LATRINES FOR DISPLACED AFFECTED COMMUNITIES (DAC) IN BAIDOA – SOMALIA

1. Concern Worldwide invites interested eligible bidders for the construction of 170 HH latrines and 27 PLWD for the IDPs to improve access to sanitation facilities in Baidoa, 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/SR#98827/September/2025/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 and Industry SWS/FGS	<input type="checkbox"/>
2) Registration Certificate by Ministry of Public Works SWS/FGS	<input type="checkbox"/>
3) Valid Tax Compliance Certificate SWS/FGS	<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 **19th October 2025 by 11:59 PM (midnight)**. Any bid submitted after the deadline will not be accepted.

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 Tendering Process

A tender advert appeared in the Somali job's website on **5th October 2025**, advising on the tender Process.

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

Email: mogadishu.logistics@concern.net

2.3 Site visit

Bidders are requested to visit the site/area to familiarize themselves with the site conditions. The visit will be organised on Thursday 9th October 2025 from 9am to 2pm. Concern staff will be present during the visit. Bidders will travel on their own cost. No refund will be done by Concern.

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: CONCERN/SOM/SR#98827/September/2025/Works.

The deadline for receipt of bids is on **19th October 2025 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 Timetable for Provision

Line	Item	Date
1	Tender invitation	5 th October 2025
2	Site Visit	9 th October 2025
3	Closing date for clarifications	12th October 2025
4	Closing date and time for receipt of tenders	19 th October 2025 11.59 Pm (midnight) EAT
4	Tender Opening Location	Concern Worldwide, Mogadishu office
5	Tender Opening Date and time	21 st October 2025, 10.00AM

All valid bids received will be evaluated by the 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) Registration Certificate by Ministry of Public works FGS/SWS.
- 4) Valid business registration/license certificate by FGS/SWS
- 5) Tax compliance certificate by FGS/SWS
- 6) Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.
- 7) Duly completed Financial Offer,
- 8) 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 weighed at **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.

3.2.1 Work Plan/Time frame and price validity – 20 points

- **10 points** for Detailed Work Plan and Time Frame for the Work
- **10 points** for price quoted validity

3.2.2 Key Project Personnel, CVs and staff experience/equipment. 30points

- **15-points** key project personnel i.e. (CEO, Civil Engineer and Foreman)
- **15** Relevant equipment related to latrine construction work).

3.2.3 Relevant Experience for Latrines construction works – 20 points

- **5 points** for each of the previous **4 contracts/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 **12th Oct – 13th Oct 2025** 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 **311/3311**.

3.12 Type of Contract

Fixed Work contract refers to contracts for the construction of 170 HH latrines and 27 PLWD for the IDPs to improve access to sanitation facilities in Baidoa, SWS- Somalia.

3.13 Donor

The construction of **170 HH latrines** and **27 PLWD** Bay Region under the **FCDO** Funding programme.

Section 4: Business profile and technical information

4.1 Work plan/Time Frame and price validity

Work plan and Time Frame for the Work	
Price quoted validity	

4.2 Relevant Equipment related to construction of Pit Latrines.

List up to Five (5) essential equipment that are and intended for use in Construction of Pit Latrines.

Equipment type	Hired/Owned	Remarks

4.3 Key Project Personnel and Technical Staff

Provide details of up to three (3) key staff members who will be directly involved in managing and executing the construction of pit latrines. Include at least two technical personnel with relevant experience.

Role/Title	Qualifications	Years of experience

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 sharing latrines in Baidoa IDP camps.	Refer BoQ, layout and Design	No	170.00		
2	Construction of PLWD Latrines in Baidoa IDP camps	Refer BoQ, layout and Design	No	27.00		
3	6% withholding tax; SWS		No	1		
					GRAND TOTAL	

Section 6: Tenderer's Declaration

In response to your invitation for bid to undertake the Construction of shared and PLWD latrines in Baidoa 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)*
.....
- 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:

1. BoQ (Bill of Quantity)
2. Designs/Drawings
3. Concern's Purchasing Terms & Conditions
4. Concern's Code of Conduct and Associated Policies