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# **TENDER DOSSIER**

**FOR**

# **PURCHASE OF TEACHING & LEARNING MATERIALS FOR CONCERN SUPPORTED SCHOOLS IN AFGOYE, SWS - SOMALIA**

TENDER REF NO: CONCERN/SOM/97564/JULY/2024/SUPPLIES

**JULY 2024**

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## Section 1. Letter of Invitation To Tender



**Tender Reference:** CONCERN/SOM/97564/JULY/2024/SUPPLIES

### SUBJECT: INVITATION TO TENDER FOR PROCUREMENT OF TEACHING & LEARNING MATERIALS FOR CONCERN SUPPORTED SCHOOLS IN AFGOYE DISTRICT– LOWER SHABELLE, SWS – SOMALIA.

- 1) Concern Worldwide invites interested eligible bidders for the **Procurement of teaching & learning materials for Concern Supported Schools under EU- NEGAAD project.**
- 2) Electronic bids should be submitted to the email address: [tenders.somalia@concern.net](mailto:tenders.somalia@concern.net) the email subject should state the tender reference number: **CONCERN/SOM/97564/JULY/2024/SUPPLIES** If the email subject is not stated as instructed above, 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 FGS or SWS	<input type="checkbox"/>
2) Valid Tax Compliance Certificate by FGS or SWS	<input type="checkbox"/>
3) Company Profile	<input type="checkbox"/>
4) Copy of previous contracts/LPO for relevant teaching & learning materials undertaken by the bidder for the past 3 years	<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) Duly completed Financial Offer,	<input type="checkbox"/>
7) Signed and Stamped Tender Declaration Form completed	<input type="checkbox"/>

- 4) 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 **13<sup>th</sup> August 2024 by 5.00 pm**. Any bid submitted after the deadline, will not be accepted.

## Section 2: Instruction to Bidders

### 2.1. Introduction to Concern Worldwide

Concern Worldwide (CWW) is a non-governmental, international, humanitarian agency that was founded in 1968. The organisation is devoted to the relief, assistance and advancement of people in greatest need in less developed areas of the world. Concern World wide's vision is a world where people no longer live in extreme poverty, fear or oppression; a world where every person has access to a decent standard of living and the opportunities and choices basic to enjoying a long, healthy and creative life; a world where every person is treated with dignity and respect; a world where there is peace and solidarity among people. The organization's headquarters are in Dublin, Ireland. Concern Worldwide has been operational in Somalia with a continual presence since 1992. The organization is currently implementing several multi-sectoral emergencies, 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.

The project aims to target communities to gain access to sustainable basic services including equitable and quality primary education as a cornerstone for the attainment of Durable Solutions for the Displacement Affected Communities (DACs) in the project's target locations. As part of the effort to ensure education services are scaled up to cater to increased numbers of IDPs, the project intends to supply teaching and learning materials to pupils in target schools with in Afgoye.

### 2.3 Tendering Process

The tender advert will appear on the following website <https://somalijobs.net> from **31<sup>st</sup> July 2024**. The tender documents can be downloaded from the links provided in the advert on this website (<https://somalijobs.net;>)

For queries, please contact Logistics at +252 853379

Email: [mogadishu.logistics@concern.net](mailto:mogadishu.logistics@concern.net)

### 2.4 Submission of Bids

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

[tenders.somalia@concern.net](mailto:tenders.somalia@concern.net)

The email subject should state the tender reference number:

**TENDER REF NO: CONCERN/SOM/97564/JULY/2024/SUPPLIES**

The deadline for receipt of bids is on **13<sup>th</sup> August 2024, by 5.00 pm**. Any bid submitted after the deadline, will not be accepted

### 2.5 Timetable for Provision

Line	Item	Date
1	Tender Advert	31 <sup>st</sup> July 2024
2	Closing date for clarifications	7 <sup>th</sup> – 10 <sup>th</sup> August 2024
3	Closing date & time for receipt of tenders	13 <sup>th</sup> August 2024, by 5.00 pm
4	Tender Opening Location	Concern Worldwide, Mogadishu office
5	Tender Opening Date and time	17/08/2024, 2.00pm

The email subject should state the tender reference number: **CONCERN/SOM/97564/JUNE/2024/SUPPLIES**

### 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 not be considered for further evaluation.

- Business registration certificate by FGS or SWS
- Valid Tax Compliance Certificate by FGS or SWS
- Company Profile
- Copy of previous contracts/LPO for relevant school and teaching learning materials or similar activities undertaken by the bidder for the past 3 years.
- Original bank statement signed and stamped by the relevant bank authority 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 the Concern's Tender Evaluation Committee who will assess the bids based on administrative compliance, and technical and financial evaluation grids set in line with the information provided in the bid application. Concern reserves the right to request **proof of the bidders' past work experience** and subsequently visit the premises if this is deemed necessary to complete the evaluation process.

### 3.1 Administrative Compliance Check

All bidders must meet with administrative compliance checks 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 certificate by FGS or SWS
- 4) Valid Tax compliance certificate by FGS or SWS

- 5) Original bank statement signed and stamped by the relevant bank authority 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 (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 Company Name, Physical Address, and Office Telephone Number and Email Address, Contact details – Name, Phone Number and Title, and Company Business License/Registration Number.
  - 5 points for the number of Years in operation
2. Financial capability - **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 schedules
  - 5 points for Preferred payment method (cheque/electronic)
  - 5 points for the company's credit period upon submitting an invoice to Concern?
4. Delivery time and price validity – **18 points**
  - 8 points for delivery time for the supplies
  - 10 points for price quoted validity
5. Relevant Experience for the supply of teaching and Learning materials – **15 points**
  - 5 points for each of the previous 3 contracts/LPO for relevant teaching and Learning materials 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.

$$\text{Financial score} = \left\{ \frac{\text{Cheapest bid}}{\text{Tenderers own bid}} \right\} \times 30\%$$

### 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

Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

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 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 **7<sup>th</sup> – 10<sup>th</sup> August 2024**. [mogadishu.logistics@concern.net](mailto:mogadishu.logistics@concern.net)

At any time prior to the deadline for submission of bids, Concern may for any reason, whether at its own 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](mailto:Somalia.admin@concern.net) or call the toll-free number of **311**.

### 3.12 Type of Contract

Fixed supply contract refers to the contracts for supplies that involve the furnishing of school Supplies according to the agreement.

### 3.12 Donor

This activity is **an EU--funded project**

## Section 4: Bidder's Information

### 4.1 Business Profile

Please complete this form:

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

### 4.2 Bank Details:

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

### 4.3 Payment Terms:

Please provide your proposed payment schedule in % given details of payment due deliverables.	
Preferred payment method: (cheque /electronic payment)	
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?	
How long is your price quoted validity?	

### 4.5 Relevant Experience

Please, provide the relevant previous 3 contracts for school teaching and learning materials from INGOs/UN/and Donors.	
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**4.5.1 Relevant Experience**

Please complete the table below using the format to summarize 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 Organizations that you supply					
International NGO/UN Organization	Contact details of NGO/Co.	Total Value	Contract	Date	Description of items or services supplied
Provide information on previous experience with Concern, if any					
	Logistics contact in Concern	Total Value	Contract	Date	Description of items or service supplied
Experience with Concern					
Experience with Concern					
Experience with Concern					



## SECTION 5: FINANCIAL OFFER



**Instruction:** Tenderers are advised to complete the Quotation provided and record the total sum in the bid amount column

Breakdown of TLM Costs		Unit	Qty.	Cost	Total
1	Copy Books	Arabic lines (100 Sheets)	Pcs	56,000	-
2	Handwriting Book	60 sheets	Pcs	8,000	-
3	Pencil	HB =2 Dheyli H300	Pcs	4,000	-
4	Sharpener	Silver 1 holl	Pcs	4,000	-
5	Pen	4-Ink	Pcs	4,000	-
6	School Bags(Cotton-Addidas)	Both Girls and Boys	Pcs	4,000	-
7	Chalk (Carton)	Magic Dustless	Carton	50	-
8	Register Book (Blue)	200 Sheets FIS	Pcs	250	-
9	Blackboard	2x1.5m	Pcs	25	-
10	Whiteboard (Smart)	120x240cm	Pcs	25	-
11	Marker	Whiteboard Marker	Box	50	-
<b>Grand Total</b>					-

## SECTION 6: Tenderer's Declaration



In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that: -----

1. We have examined and accept in full the content of the dossier for invitation to tender including Concern's Code of conduct and Associated Policies updated March 2019. We hereby accept its provisions in their entirety, without reservation or restriction.
2. We offer to deliver the supplies with the below cost and in accordance with the terms of the tender dossier and time limits laid down, without reservation or restriction: We have examined and accept in full the content of the dossier for invitation to tender including Concern's Code of conduct and Associated Policies updated March 2019. We hereby accept its provisions in their entirety, without reservation or restriction.
3. We offer to deliver the supplies with the below cost and in accordance with the terms of the tender dossier and time limits laid down, without reservation or restriction:

S/N	Item Descriptions	Unit Size	Quantity	Total COST (USD)
1	Supply of Teaching and Learning Materials for Concern Supported Schools in Afgoye-SW Somalia	Assorted	Various	

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 environmental impacts of their business. Areas which should be considered are:

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

Yours Faithfully,

Full names: < [... ..]>

Title: < .....>

Duly authorized to sign this tender on behalf of:

<.....>

Place and date: <..... >]

Stamp of the firm/company: