

TENDER DOSSIER

**SUPPLY AND DELIVERY OF SCHOOL FURNITURE FOR AL-YASIR AND AFGOYE SCHOOLS IN
AFGOYE DISTRICT, LOWER SHABELLE, SWS – SOMALIA.**

TENDER REF NO: CONCERN/SOM/SR98240/JULY/2025/FURNITURE

JULY 2025

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Section 1. Letter Of Invitation To Tender



Tender Reference: TENDER REF NO: CONCERN/SOM/SR98240/JULY/2025/FURNITURE

SUBJECT: INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF SCHOOL FURNITURE (TABLE AND CHAIRS) FOR AL-YASIR AND AFGOYE SCHOOLS IN AFGOYE DISTRICT, LOWER SHABELLE, SWS – SOMALIA.

1. Concern Worldwide invites interested eligible bidders for the procurement of School Furniture for Concern Support Schools in Afgoye Lower Shabelle – SWS.
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/SR98240/JULY/2025/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	<input type="checkbox"/>
2) Valid Tax Compliance Certificate	<input type="checkbox"/>
3) Complete Technical Evaluation Form	<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 **31st July 2025 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

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 **18th July 2025**, advising on the tender Process.

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

Email: mogadishu.logistics@concern.net

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/ SR98240/JULY/2025/FURNITURE

The deadline for receipt of bids is on **31st July 2025 by 11:59 PM (midnight)**.

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

2.5.1 Timetable for Provision

Line	Item	Date
1	Tender invitation	18 th July 2025
2	Closing date for clarifications	26 th July 2025
3	Closing date and time for receipt of tenders	31 st July 2025 by 11:59 PM (midnight), EAT
4	Tender Opening Location	Concern Worldwide, Mogadishu office

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.
- 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 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/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 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. Company business profile – 15 points

- 10 points for Company information such as name, Physical address, Office telephone number and Email address, Contact details – name, title and phone number and Company business License/Registration 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 % given details of payment due deliverables.
- 5 points for Preferred payment method (cheque/electronic)
- 5 points for the company's credit period upon submitting an invoice to Concern?

4. Time frame and price validity – 18 points

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

5. Relevant Experience for School furniture – 15 points

- 5 points for each of the previous 3 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 **23rd July – 26th July 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. Somalia.admin@concern.net or call the toll-free number **311/3311**.

3.12 Type of Contract

Fixed Supply contract refers for procurement of School Furniture for Concern Support Schools in Afgoye Lower Shabelle, SWS - Somalia.

3.13 Donor

EU NEGAAD 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 3 contract/LPO for relevant Work or similar accomplishments undertaken by the bidder for the past 3 years.	
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Section 5: Financial Offer

Instruction: Tenderers are advised to apply the school furniture provided below. Please refer annex 4 for the locations where the goods will be delivered to.

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

ITEM	ITEM DESCRIPTION	SPECIFICATION	UNIT Size	QTY	AMOUNT (USD)
1	Procurement of school Furniture for Afgoye Schools in Lower Shabelle - SWS - Somalia. It is 823 sets of school furniture. Each set consists of one (1) table and two (2) chairs , amounting to a total of 823 tables and 1,646 chairs .	Made from: Wooden – see attached design (annex 4) Capacity: Seating capacity of 2 student. 1. One Table and Two chairs. 2. Totalling 823 Tables and 1,646 chairs . Measurements: As per the design attached. Colour: Brown Delivery: Unit cost to be inclusive of transportation to target schools in Afgoye.	Set	823	
					GRAND TOTAL

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 Al– Yasir and Afgoye schools in Afgoye 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