

COMPLETE TENDER DOSSIER

FOR

PROCUREMENT OF TWO YEAR'S FRAMEWORK AGREEMENT FOR GOOD, SERVICE AND WORK'S

LOT NUMBER	LOT REFERENCE NUMBER
LOT#1	TRANSPORTATION
LOT#2	ACCOMMODATION & HOSPITALITY SERVICES
LOT#3	TRAVEL AGENCY
LOT#4	OFFICE STATIONERIES
LOT#5	PRINTING/PROMOTIONAL MATERIALS
LOT#6	HYGIENE KITS
LOT#7	CLEANING & SANITATION SUPPLIES/OFFICE RUNNING COST
LOT#8	REPAIR & MAINTENANCE SERVICES
LOT#9	WORKS & CONSTRUCTION CATEGORIES
LOT#10	ELECTRICAL MECHANICAL WORKS

March 2025

Table of Contents

<u>Item</u>	<u>Description</u>
Section 1.	Letter of Invitation to Tender
Section 2	Instruction to Tenderers
2.1	Organization Background
2.2	Tender Background
2.3	Tender Process
2.4	Site Visit
2.5	Submission of Bids
2.6	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	Bidder's information forms
4.1	Business Profile
4.2	Bank Details
4.3	Payment Terms
4.4	Details of Equipment and Furniture
4.5	Previous Experience with similar services (same activity completed)
Section 5	Financial Offer
Section 6	Tenderers Declaration
Section 7	Annex

SECTION 1: LETTRT OF INVITTION TO TENDER

SUBJECT: INVITATION FOR PROCUREMENT OF TWO YEAR'S FRAMEWORK AGREEMENT FOR GOOD, SERVICE AND WORK'S

- 1) Lifeline Gedo invites interested eligible bidders for the **PROCUREMENT OF TWO YEAR'S FRAMEWORK AGREEMENT FOR GOOD, SERVICE AND WORK'S**
- 2) Electronic bids should be submitted to this link <https://lifelineorganisation.org/tender-notices/>

LOT NUMBER	LOT REFERENCE NUMBER
LOT#1	TRANSPORTATION
LOT#2	ACCOMMODATION & HOSPITALITY SERVICES
LOT#3	TRAVEL AGENCY
LOT#4	OFFICE STATIONERIES
LOT#5	PRINTING/PROMOTIONAL MATERIALS
LOT#6	HYGIENE KITS
LOT#7	CLEANING & SANITATION SUPPLIES/OFFICE RUNNING COST
LOT#8	REPAIR & MAINTENANCE SERVICES
LOT#9	WORKS & CONSTRUCTION CATEGORIES
LOT#10	ELECTRICAL MECHANICAL WORKS

- 3) Your bid must include the following documentation so please use the list below as a 'Checklist' before submitting your bid to LLG failure to which the bid will be disqualified.

Document Description	Checklist
1) Business registration/license certificate by FGS Or Jubaland state of Somalia	<input type="checkbox"/>
2) Valid Tax Compliance Certificate by FGS or Jubaland state of Somalia	<input type="checkbox"/>
3) Company Profile	<input type="checkbox"/>
4) Copy of previous contracts/LPO for a similar Service 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) Tender Declaration Form completed, signed and stamped	<input type="checkbox"/>

- 4) Bids shall be made valid for a period of **two years** after the deadline for bid submission. The deadline for receipt of bids is on ~~19th March 2025 by 11:59 EAT~~ **25th March 2025 by 11:59 EAT**. Any bid submitted after the deadline will not be accepted. Bids will be opened on ~~19th March 2025 at Dolow office~~, **24th March 2025**
- 5) Bidders can only apply for one lot. A bidder who submits or participates in more than one Lot will be disqualified

SECTION 2: INTRODUCTION TO TENDER

2.1 Organizational Background:

Lifeline-Gedo International (LLG) is a Humanitarian, Non-profit and non-governmental Organization dedicated to responding to humanitarian emergencies through provision of lifesaving support mechanisms in partnership with national and international role players, promoting peace and stability, advocate against all kinds of violence, initiate long term and short-term development projects.

2.2 Supplies/Services to be provided

Vehicles will be rented only on a need basis, where quantity and rental period can vary (i.e. daily/weekly/monthly - 1 vehicle, 2 vehicles or more).

1. LOT#1 TRANSPORTATION

Vehicle Type	Inclusive
Transportation	4W drive cars (Landcruiser type)
	SUV cars (Noah type)
Cargo	Lorries

LOT#2 HOTEL ACCOMMODATION & TRAINING HALLS

LOT#2	CRITERIA
Accommodation services	<ul style="list-style-type: none">• Bed and breakfast-king room size-Mogadishu only• Half board service with king size bed-Mogadishu only• Full board service with king size bed Mogadishu only
Training Meal	<ul style="list-style-type: none">• Refreshment service package (Sambuusa, sweet fried dough (BuR) one cup of tea, 500ml water) and meeting/training hall• Buffet lunch service package with meeting/training hall

Lot#3 TRAVEL AGENCY

Lot#3	CRITERIA
Airline Services	<ul style="list-style-type: none">• Domestic and international flight tickets• Cargo services

LOT#4 STATIONERIES

Lot# 4	CRITERIA
Stationeries	<ul style="list-style-type: none">• Pens, pencils, markers, erasers, correction fluid, notebooks, notepads, sticky notes, printer paper, and envelopes.• Folders, binders, staplers, staples, paper clips, binder clips, hole punchers, and filing cabinets.• Glue sticks, tapes (clear tape, masking tape, double-sided tape), and rubber bands.
Computer & Desk Accessories	<ul style="list-style-type: none">• Mousepads, keyboard wrist rests, desk organizers, and label makers.

LOT#5 PRINTING/PROMOTIONAL MATERIALS

Lot#5	CRITERIA
Printing Materials	<ul style="list-style-type: none"> • Annual reports, project reports, strategic plans, brochures, and newsletters • Manuals, booklets, guides, handouts, and infographics • Beneficiary registration forms, monitoring and evaluation (M&E) tools, feedback forms, and attendance sheets • Letterheads, business cards, envelopes, and branded notepads • Office door signs, nameplates, and directional signs for events or field offices • Annual reports, project reports, strategic plans, brochures, and newsletters
Promotional Material	<ul style="list-style-type: none"> • Roll-up banners, PVC banners, event backdrops, and awareness campaign posters • T-shirts, caps, bags, lanyards, and wristbands with the NGO's logo • Awareness flyers for community programs, health campaigns, or emergency response efforts • Stickers and decals for branding office equipment, vehicles, or promotional giveaways • Printed versions of social media templates, infographics, and impact stories • Roll-up banners, PVC banners, event backdrops, and awareness campaign posters • T-shirts, caps, bags, lanyards, and wristbands with the NGO's logo

LOT#6 HYGIENE KITS

Hygiene kits	<ul style="list-style-type: none"> • soaps, sanitary pads, water purification tablets, • Hand sanitizer • Toothbrushes and toothpaste • Face masks • Personal care items i.e shampoo, conditioner and lotion
---------------------	---

LOT#7 CLEANING & SANITATION SUPPLIES/OFFICE RUNNING COST

Cleaning and Sanitation Supplies	<ul style="list-style-type: none"> • Disinfectant Spray/Wipes For sanitizing high touch • Hand Soap Liquid soap • Towels for drying hands • Trash Bags for waste disposal • Toilet Paper Essential
---	---

	<ul style="list-style-type: none"> • Broom and Dustpan for sweeping floors •
Office Running Costs	<ul style="list-style-type: none"> • Sugar, Tealeaves, milk, tea spices and mineral water

LOT#8 REPAIR & MAINTENANCE SERVICES

Repair & maintenance services	<ul style="list-style-type: none"> • Office equipment repair (printers, computers, AC, generators) • Plumbing and electrical maintenance services
-------------------------------	---

LOT#9 WORKS & CONSTRUCTION CATEGORIES

General Construction & Civil Works	<ul style="list-style-type: none"> • Renovation & Rehabilitation (building repairs, upgrades, and structural improvements) • Bridge & Culvert Construction (small and large-scale bridge projects, drainage systems) • Water & Sanitation Infrastructure (water treatment plants, sewer systems, latrines) • Irrigation System Installation (canals, drip irrigation, farm water supply) • Irrigation System Installation (canals, drip irrigation, farm water supply) •
Water & Sanitation Works:	<ul style="list-style-type: none"> • Construction of latrines, septic tanks, and drainage systems • Water purification and treatment systems • Borehole drilling and water distribution systems • Rainwater Harvesting Systems (roof catchment, storage tanks, and filtration) • Construction of Handwashing Stations & Public Water Points (community and institutional facilities) • Desilting & Rehabilitation of Dams and Water Pans (removal of silt, expansion, and reinforcement)

LOT#10 ELECTRICAL & MECHANICAL WORKS:

Electrical & Mechanical Works:	<ul style="list-style-type: none"> • Borehole Pump Installation & Maintenance (submersible pumps, solar-powered pumps) • Borehole Drilling & Casing (PVC, steel casing, gravel packing) • Water Well Rehabilitation & Maintenance (cleaning, desilting, and re-lining) • Pump Testing & Efficiency Optimization (yield testing, flow rate analysis) • Water Treatment & Filtration Systems (chlorination, reverse osmosis, sand filtration)
--------------------------------	--

	<ul style="list-style-type: none"> • Solar-Powered Water Pumping Systems (design, supply, and installation) • Construction of Water Storage Tanks (elevated steel tanks, plastic tanks, underground reservoirs) • Pipeline Installation & Water Distribution Networks (piping for irrigation, community water supply) • Borehole Geophysical & Hydrogeological Surveys (site assessments, water table analysis) • Hand Pump Installation & Repair
--	--

2.4 Tendering Process

This is restricted to the supplies/Services mentioned above for companies, including both national and international organizations operating in Somalia, particularly in Mogadishu and Jubaland, a preference Lifeline Gedo (LLG) approved suppliers.

For queries, please contact Operation Manager +252 770402267

Email: Barlin.a@lifelineorganisation.org

2.5 Site visit

The Tender Evaluation Committee will make site visits to the bidder’s physical office during the tender evaluation process - if deemed necessary to ascertain the bidders’ capacity to provide the service requested.

2.6 Submission of Bids

Bids can be submitted to the link by filling in the required information:

2.7 Timetable for Provision

Line	Item	Date
1	Tender will launch	4 th March 2025
2	Tender clarification	5th -15th 5-20 th March 2025.
2	Closing date & time for receipt of tenders	18th March 2025, by 11:59, EAT. 24th March 2025 by 11:59 EAT
3	Tender Opening Location	Lifeline Gedo, Mogadishu office
4	Tender Opening Date	19/03/2025 – 25/03/2025

2.8 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 by FGS or JLS
- Valid Tax Compliance Certificate by FGS or JLS
- Company Profile
- Copy of previous contracts/LPO for Similar Service 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.
- Company website

Section 3: Evaluation of Tenders

All valid bids received will be evaluated by the Tender Evaluation Committee (TEC) who will assess the bids based on administrative compliance, technical and financial evaluation grids set in line with the information provided in the bid

application. The TEC reserves the right to request proof of bidders past relevant work experience and subsequently visit their premises, if this is deemed necessary to complete the evaluation process.

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/silence certificate by FGS or JLS
- 4) Tax compliance certificate by FGS or JLS
- 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
- 8) Company website

NOTE: These checks are scored as **Pass or Fail** and the bidder who does not meet them all 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, quality of the samples provided, financial capacity, delivery time and other competences). To be technically acceptable, the proposal shall meet or exceed the stipulated requirement and specifications in the Tender Dossier. 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). Considerations in the technical evaluation process includes.

1. Company business profile – 10 points

- 8 points for Company information such as name, Physical address, Office telephone number and Email address, Contact details – Name and phone number and valid Company business License/Registration.

2. Financial viability - 10 points

Bank details provided

- Bank name, Address, Bank Account Name and Account Number - **4 points**
- Length of operation of the account – **6 points**

3. Payment Terms – 10 points

- 5 points for detailed proposed payment schedules
- 5 points for company's credit period upon submitting an invoice to Lifeline Gedo?

4. Delivery Terms and Price Validity – 10 points

1. Delivery terms and price validity

- 5 points for delivery time
- 5 points for price quoted validity

2. Relevant Experience for similar service provision – 25 points

- 5 points for each of the previous 3 contracts/LPO for relevant Services undertaken by the bidder for the past 3 years.
- 5 points for each of the previous 2 contracts/LPO for relevant Services undertaken by the bidder for the past 3 years with Lifeline Gedo.

3.3 Financial Evaluation (weighted at 30%)

The financial evaluation will be weighed **30%**. The financial score will be calculated using the formula below.

$$\text{Financial score} = \left[\frac{\text{Cheapest bid}}{\text{Tenderer's own bid}} \right] \times 30\%$$

3.4 Bids Validity Period

All bids must be valid for a minimum period of **two years** after the deadline for submission of bids indicated in the tender dossier. The prices given should be valid for a minimum of two years. This Framework Agreement may be reviewed at a halfway point basis by the **Supplier/Service Provider** against prevailing market conditions to assess continuing relevance, cost, and value for money.

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.

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 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 companies selected as 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 5th -15th March 2025. procurement@lifelineorganisation.org

At any time prior to the deadline for submission of bids, LLG 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, LLG 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 LLG Procurement policy, a drastic change in specification of the goods, costs exceeding budgetary limits or the project being cancelled among others.

3.11 Appeals process

If you wish to appeal or raise any LLG, please contact the following email and quote the tender reference number. Barlin.a@lifleineorganisation.org or call the toll-free number of **7772**.

3.12 Type of Contract

Fixed Service contract refers to the contract for a two-year Framework Agreement, with a possible extension of **Two years** according to the agreement and the performance.

A Framework Agreement is an agreement for the repeat purchase of supplies or provision of services. The agreement does not necessarily mean a commitment to purchase and is not normally exclusive to one supplier i.e. a Framework Agreement can be signed with 2 or several different suppliers for the same goods/service.

3.12 Donor

Lifeline Gedo receives funding from a various donor who may contribute to this provision for programme activities. These include: the CWW, GFFO, ACF, MEDAIR, SHF AND WFP.

SECTION 4 – BIDDER’S INFORMATION

4.1 Business Profile

Please complete this form:

Name of Company:	
Physical Address:	
Telephone Number and Email address	
Contact Name, Telephone Number, and Title	

4.2 Financial viability - 8 points

Bank details provided	
Bank name, Address, Bank Account Name and Account Number -	
Length of operation of the account	

4.3 Bank Details:

Bank Name:	
Bank Account Name:	
Bank Account Number:	
Current Balance in the account:	
How long has this account been open?	

4.4 Payment Terms

When will you request the payment? Upon work completion? Or instalments? If it is instalment, at which stage will you request?	
How long is your credit period upon submitting an invoice to Lifeline Gedo? (starting from the date of submission)	

4.5 Delivery Terms and Price Validity

What is your delivery time to deliver/complete	
How long is your quoted price valid?	

4.6 Relevant Experience

1e. TENDERERS DECLARATION



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

-
1. We have examined and accept in full the content of the dossier for invitation to tender including Lifeline Gedo'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, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction: We have examined and accept in full the content of the dossier for invitation to tender including Lifeline Gedo'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 cost in financial offer and in accordance with the terms of the tender dossier and time limits laid down, without reservation or restriction.
 4. This tender is valid for a period of two years from the date for tender bid submission to LLG.
 5. If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to the tenderers. (If required)
 6. We will inform Lifeline Gedo 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 Lifeline Gedo is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
We agree to adhere to all the terms and conditions of the contracting authority as provided in the tender dossier.
 8. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Lifeline Gedo reserves the right to terminate the contract with immediate effect.
 9. The Code of Conduct to which Lifeline Gedo expects all 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

 - The wages paid are adequate to cover the cost of 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,

Name and first name: < >

Title: < >

Duly authorized to sign this tender on behalf of:

<.....>

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

Stamp of the firm/company:

