



TENDER DOSSIER FOR TREE PLANTATION INITIATIVES OF AFGOYE TOWN, MAREEREY, AND LAFOOLE SETTLEMENTS.

TENDER REFERENCE: SR001721/DECEMBER/2024/TREE PLANTATION INITIATIVES

Section 1: Letter of invitation To tender

Date: 6th December 2024,
Tender ref: SR00 1721 /December/2024

Dear _____,

SUBJECT: INVITATION TO TENDER FOR PURCHASE AND SUPPLY OF TREE PLANTATION AND DISTRIBUTION FOR SHACDO TO DELIVER COMMUNITIES IN AFGOYE TOWN, MAREEREY, AND LAFOOLE SETTLEMENTS.

We are pleased to invite you to submit a Tender for the purchase and supply of tree plantation as part of the tree plantation initiatives in Afgoye Town, Mareerey, and Lafoole settlements. This initiative aims to enhance environmental sustainability and promote community resilience through tree planting.

Please find Enclosed the following documents that comprise the tender dossier:

- Instructions to Tenderers (including administrative compliance, such as liscence,tax compliance,bank statements and duly completed form requirements)
- Technical Specifications for Tree Seedlings
- SHACDO Terms and Conditions
- Tender Relevant Experience Requirements
- Tenders Declaration Form
- Programme Participation Protection Policy

We look forward to receiving your tender submission by 23th December 2024 at SHACDO Modishu office located at Zoobe Mini Tarmac, Bulo - Hubey, Wadajir District - Banadir – Somalia Please ensure your tender includes all required documentation checklist before submitting your tender to SHACDO.

SN	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.	Company Profile	<input type="checkbox"/>
4.	Previous contracts for relevant services 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.	Pricing Proposal, completed, signed and stamped	<input type="checkbox"/>
7.	Declaration, Code of Conduct signed	<input type="checkbox"/>

Please submit your tender Bid in sealed envelope with stamp a reference SHACDO/SR001721/December/2024, should bear the tender reference specified above on the outside of the envelope for identification purposes. or Email: procurement@shacdo.org with Subject

line Tender: **SHACDO/SR001721/December/2024/Tree Plantation initiatives**, If the email subject is not stated as instructed here, SHACDO will assume no responsibility for any misplacement.

Section 2: Instructions to Tenderer

2.1 Introduction to SHACDO.

The aftermath of Somalia's long running conflicts have destroyed country's Asset including infrastructures, agricultural, education development health and the general welfare of the indigenous community. This engulfed many lives while displacements still continue due to the periodically sliding conflicts and the rapidly political changes which the country let to become host mass destruction of public and private sectors, chaotic, weak administration and no rule of law and the existence of less effective central government since 1991. These prolonged civil conflicts in Somalia have fostered a lot of challenges and problems in the country which led to poor access to basic social services particularly food, education, health protection, Human rights etc. So, in respond to this SHACDO came to light by indigenous community elders and engaged in humanitarian issues, developments, protection, human rights, with action assessments and responds which are based on participatory approach by all the levels of the community on their priorities for the future through SHACDO.

SHACDO is aimed to tackle the humanitarian crisis including droughts and disaster prevention and also develops community basic social Services needs and creates opportunities and income generation projects for the most vulnerable members of the community including IDPs and poor rural community Youth, Women, children farmers to reduce the level of poverty and contribute to National Development Goals.

SHACDO was formed to challenge the causes and effects of HIV/AIDS, poor health care, nutritional disorders, illiteracy, poor farming mechanisms, poverty and inequality and to offer new opportunities to those lacking choice, power and resource.

SHACDO is fully operating in Lower Shabelle Region that lies to the west, northwest, and southwest of Mogadishu. It is bordered to the south by the Juba region, to the east by the Indian Ocean and Mogadishu, the Middle Shabelle region to the north and the Bay region to the west. The topography is composed of plains, coastal areas and semi-desert stretches such as the Brava district. The region comprises eight districts: Merka (the regional capital), Afgoi, Wanleweyn, Koryoley, Sablale, Brava, KurtunWarrey and Audegle. It has an estimated population of 800,000 to 900,000. The population is classified under four categories; nomadic agricultural, agricultural, nomadic, and urban sedentary.

2.2. Tender Background

SHACDO's tree plantation project in Afgoye, Marerey and Lifoole is designed to address environmental issues such as soil erosion, biodiversity loss, and land degradation, while also providing economic benefits to the local communities through resources like animal fodder, firewood, and fruits. The project also aims to create a resilient, sustainable environment through the planting of multi-purpose trees that provide economic benefits (fodder, timber, fuel, fruit), environmental

benefits (soil erosion, conserve biodiversity, reduce environmental degradation), and support the local community's long-term well-being. By empowering local farmers, households, and institutions to plant and care for trees, the project is to contribute to the restoration of ecosystems, improve livelihoods, and promote sustainable land management practices in Afgoye. The tree plantation project by SHACDO will be implemented in Afgoye town, Lafoole area and Marerey villages and focuses on achieving to engage the local population in sustainable agricultural practices to improve their livelihoods and prevent Wind and Soil Erosion by planting multi-purpose trees is intended to reduce the impact of wind and soil erosion, particularly in vulnerable areas. This helps protect soil quality, reduces desertification, and prevents the loss of productive land. The tree plantation will also help combat environmental degradation by restoring areas affected by deforestation, overgrazing, or unsustainable agricultural practices. This contributes to long-term environmental sustainability.

Tender For Tree Plantation initiatives and Distribution For Shacdo To Deliver Communities In Afgoye Town, Mareerey, And Lafoole Settlements.

2.3 Tendering Process

A tender advert will appear in the Website of Somali jobs and Web-Relief on December 9, 2024. This announcement will provide detailed information regarding the tender process, including eligibility criteria, submission guidelines, and deadlines. Interested parties are encouraged to review the advert for important updates and instructions. For further queries, please contact Operation's office at +252-613231747 or Email: abdirahman.adan@shacdo.org

2.4 Site visit

Bidders are encouraged to visit the site to understand the conditions prior to submission.

Bids must be submitted by 11:59 PM (midnight) on **23th December 2024**. Late submissions will not be considered.

If the email subject line does not follow the specified format, SHACDO will not be responsible for any misplacement of bids.

2.5 Timetable for provision

<u>SN.</u>	<u>Item</u>	<u>Date</u>
1	Tender invitation	9 st December 2024
2	Closing date for clarifications	22 nd December 2024 4:20pm
3	Closing date & time for receipt of tenders	23 rd December 2024 11:59pm
4	Tender Opening Location	SHACDO office Mogadisu.
5	Tender Opening Date and time	25 th December 2024 2:00pm

2.6 Language of offers

Tenders must be submitted in English

2.7 Period of validity of offers

All bids shall remain valid for a minimum period of 90 days, from the date of tender submission.

2.8 Currency

All tender submissions must be made in United States Dollars (USD).

Section 3: Evaluation of Tenders

All valid bids received will be evaluated by the Tender Evaluation Committee. The Evaluation will be conducted based on administrative compliance, as well as the technical and financial evaluation

criteria outlined in the bid application. SHACDO reserves the right to request documentation to verify bidders' work experience.

3.1 Administrative Compliance Check for SHACDO

All bidders for SHACDO must undergo an administrative compliance check to proceed to the next stage of the evaluation process (technical evaluation). The compliance check includes the following requirements:

1. Bid Application Submission Must be received by the specified deadline set by SHACDO.
2. Comprehensive Company Profile: A detailed profile of the company outlining its history, services, and capabilities.
3. Valid Business Registration/License Certificate A current certificate proving the legal registration of the business.
4. Tax Compliance Certificate: a valid certificate demonstrating compliance with tax obligations
5. Original Bank Statement: must be signed and stamped by the relevant bank authority, including transactions for the past 6 months.
6. Duly Completed Financial Offer : must be accurately completed and submitted.
7. Tender Declaration Form ; this form must be fully completed, signed, and stamped.

NOTE: These checks are assessed and scored as Pass or Fail. Bidders who do not meet all requirements will not be eligible to proceed to the technical evaluation stage.

3.2 Technical Evaluation Criteria (weighted at 70%)

Bidders will be evaluated on their technical competence based on several key criteria, including previous relevant experience, sample quality, financial capacity, delivery time, and overall competence. To be considered technically acceptable, proposals must meet or exceed the stipulated requirements and specifications outlined in the Tender Bids.

Technical Evaluation Criteria

Weighting: The technical evaluation accounts for 70% of the total score.

Minimum Score: Bidders must achieve a score of 50% or above to qualify for the next round of the evaluation process (financial evaluation).

3.2.1 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 and Company Business License/Registration Number.
- **5** points number of years in operation

3.2.2 Financial capability (Bank details) - 7 points

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

3.2.3 Payment Terms – 15 points

- 5 points for detailed proposed payment schedules
- 5 points for Preferred payment method (cheque/electronic)
- 5 points for company's credit period upon submitting an invoice to SHACDO?

3.2.4 Delivery terms and price validity – 18 points

- 8 points for delivery time for the Service

10 points for price quoted validity

3.2.5 Relevant Experience for Supply service – 15 points

- 15 points for each of the previous 3 contract/LPO for relevant service or similar accomplishments undertaken by the bidder for the past 2 years.

3.3. Financial Evaluation (weighted at 30%)

- Financial evaluation (Financial Evaluation will be weighted at 30%).

NB: SHACDO Somalia does not consider the financial offer to be the most important factor. Technical compliance and relevant previous experience are equally important.

3.4. Appeals Process

If a tenderer or potential tenderer has any concerns or issues that they believe warrant an appeal, they are encouraged to formally submit their appeal to the Project Coordinator or the Operations Director, the Format of Submission Guidelines is that appeals should be submitted in detail writing Clearly outline the nature of the issue and any relevant supporting information.

Timeliness: Ensure that the appeal is lodged promptly to allow for timely resolution.

3.5. Data protection

SHACDO guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. SHACDO guarantees confidentiality of the procurement process.

3.6. Type of Contract

Tree plantation contract refers to contracts for the Purchase, supply and distribution of **12,128** different trees/plants with tap roots that can withstand the harsh weather environment particularly the strong wind and semi-arid climate prone to the target locations in Afgoye town ,Mareerey and Lafoole settlements in Lower-shabele region of Somalia.

3.7. Donor

This **tree plantation initiative** is funded by CONCERN under EU-NEGAAD **PROJECT** and implemented by SHACDO-Somalia.

TERMS AND CONDITIONS

Unless the context indicates otherwise, the term “Buyer” refers to SHACDO. The term “Contractor” refers to the entity named on the order and contracting with the Buyer. The term “Contract” can be taken to mean either (a) the service order or (b) the supply/service agreement, whichever is in place.

GENERAL TERMS AND CONDITIONS

1) Price: The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise

2) Source of Instructions: The Contractor shall not seek nor accept instructions from any source external to SHACDO in relation to the performance of the contract.

3) Assignment: The Contractor shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.

4) Corruption: The Contractor shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Contractor agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.

5) Confidentiality : All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Contractor under the contract shall be the property of SHACDO and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.

5.1) The Contractor may not communicate at any time to any other person, government or authority external to SHACDO , any information that has been compiled through association with SHACDO which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.

6) Use of Emblem or Name: Unless otherwise agreed in writing; the Contractor shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Contractor in any way whatsoever use the name or emblem of SHACDO in connection with its business or otherwise.

7) Observance of Law: The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.

8) Force Majeure: The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Contractor must inform the Buyer of the full particulars in writing. If the Contractor is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

8.2) If the Contractor is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right

to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

9) Cancellation: The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of SHACDO and/or lack of funding. In such a case the Contractor shall be reimbursed by SHACDO for all reasonable costs incurred by the Contractor, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

9.1) Should the Contractor encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

10) Warranty: The Contractor shall provide the Buyer with all manufacturers' warranties. The Contractor warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Contractor shall promptly rectify the defect. If the defect is permanent then at the choice of the Buyer the Contractor will either replace the item at their cost or reimburse the Buyer.

11) Inspection and Test: The Contractor must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Contractor in writing. In such a case the Contractor shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Contractor.

12) Changes: The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Contractor and Buyer may negotiate an equitable adjustment to the contract, provided that the Contractor claims for adjustments in writing to the Buyer within 10 days from being notified of any change.

13) Export License: If an export license or licenses are required for the goods, the Contractor has the responsibility to obtain that license or licenses.

14) Payment Terms: Unless otherwise agreed, payment terms will be net 10 days from receipt of a correctly prepared invoice.

15) Ethics: The Code of Conduct to which SHACDO expects all of its Contractors to respect is as follows;

- 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.
- Local labour laws are complied with.

15.1) Environmental Standards - Contractor s 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

16) Rights of SHACDO: Should the Contractor fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Contractor, exercise one or more of the following rights:

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Contractor liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Terminate the contract.

17) Rights of access for test purposes: SHACDO is contractually obliged to facilitate certain donor’s direct access to Contractor s for test purposes. This obligation is extended to all SHACDO Contractors. (DFID Ref: FPA, Annex IV article 2.10)

18) No Agency: This order does not create a partnership between the Buyer and Contractor or make one party the agent for the other for any purpose.

Signed by.

For SHACDO	For Contractor’s Representative
Name _____	Name _____
Signature _____	Signature _____
Date _____	Date _____

Tender reference: **SHACDO/SR-1721/Dec/2024**

Please complete the table below using the format to summarise the **major relevant supplies/works** carried out in the course of the past **2** years by the tenderer. The number of references to be provided must not exceed **3** for the entire tender.

NGO/Company	Contact details in NGO	Country	Total Contract value	Dates	Contract description	Related Services

Section 6: Price of Proposal

Instructions for Tenderers

Tenderers are advised to complete the quantity price section accurately and ensure that the total sum is recorded in the bid amount column. Please follow these guidelines:

Complete Quantity Price: Fill in the quantity price for each item as specified in the tender documents.

Calculate Total Sum: After entering the quantity prices, calculate the total sum for all items included in your bid. Record in Bid Amount Column: Clearly write the total sum in the designated bid amount column.

Double-Check Accuracy: Review your entries to ensure that all calculations are correct and that the total reflects the accurate bid amount.

By adhering to these instructions, you will facilitate a smoother evaluation process. Thank you for your cooperation.

HERE IS FOR MAREEREY TREE PLANTATION PURCHASE:

Activity name: Mareerey village.	Type of plants	Tree seedlings Height (cm)	# of Trees	Unit Price	Total Price
Tree plantation	Eucalyptus tree seedling	20-50cm	510		
	Tamarind tree seedling	20-50cm	180		
	Whistling pine tree seedling	20-50cm	580		
	Indian Almond: tree seedling	20-50cm	320		
	Lemon tree seedling	20-50cm	680		
	Mango tree seedling	20-50cm	690		
	Coconut tree seedlings	20-50cm	320		
	Nem tree seedlings	20-50cm	300		
	Morgana trees seedlings	20-50cm	210		
Total # of trees for Mareerey			3790	Total:	

HERE IS FOR AFGOOYE TREE PLANTATION PURCHASE

Activity name /Afgoye District	Type of plants	Tree seedlings Height(cm)	# of trees	Unit Price	Total Price
Tree plantation	Eucalyptus tree seedling	20-50cm	950		
	Tamarind tree seedling	20-50cm	250		
	Whistling pine tree seedling	20-50cm	1060		
	Indian Almond: tree seedling	20-50cm	920		
	Lemon tree seedling	20-50cm	360		
	Mango tree seedling	20-50cm	920		
	Coconut tree seedlings	20-50cm	500		
	Nem tree seedlings	20-50cm	250		
	Morgana trees seedlings	20-50cm	475		
	Total # of trees for Afgoye		5685	Total:	

HERE IS FOR LAFOOLE TREE PLANTATION PURCHASE

Activity name: Lafoole	Type of plants	Tree seedlings Height (cm)	# of Trees	Unit Price	Total Price
Tree plantation	Eucalyptus tree seedling	20-50cm	390		
	Tamarind tree seedling	20-50cm	205		
	Whistling pine tree seedling	20-50cm	400		
	Indian Almond: tree seedling	20-50cm	380		
	Lemon tree seedling	20-50cm	400		
	Mango tree seedling	20-50cm	406		
	Coconut tree seedlings	20-50cm	216		
	Nem tree seedlings	20-50cm	136		
	Morgana trees seedlings	20-50cm	120		
	Total # of trees for Lafoole		2653	Total:	

6.1: Price of Proposal

Please note that this new table will be created to aggregate the prices from the three district seedling purchase tables. This table will display the price proposal aggregate for all areas. Bidders are requested to ensure that their pricing information is accurately filled in each respective district's table for proper aggregation.

No	Location	Number of trees	\$ Total price:
1.	Afgooye tree plantation	5685	
2	Mareerey tree plantation	3790	
3	Lafoole	2653	
SUB TOTAL:		12128	PRICE TOTAL:

Section 7: Tenderer Declaration

As part of the tender, each tenderer must submit a signed declaration using the following format as a guide

In response to your letter of invitation to tender for **TREE PLANTATION INITIATIVES OF AFGOYE TOWN, MAREEREY, AND LAFOOLE SETTLEMENTS** 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 Programme Participant Protection Policy) No.<SHACDO/RF-SR1721/December/2024> of <__/_/___>. 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:

Lot No 1: **Tender Dossier Tree Plantation Initiatives Of Afgoye Town, Mareerey, And Lafoole Settlements**

3 The price of our tender is: _____ USD.

In words [_____]

4 This tender is valid for a period of [_____] from the final date for submission of tenders.

5. This tender is valid for a period of 10 days from the final date for submission of tenders.

6. If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)

7. We will inform SHACDO immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise 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.
8. We note that SHACDO is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.

9. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.

10. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, SHACDO reserves the right to terminate the contract with immediate effect.
11. We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
12. We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
13. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify#
14. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
15. We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests
16. We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation
17. We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation
18. We adhere to respect the Concern Worldwide Code of Conduct as per the points listed below;
 - 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.



19. 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

Name and function:

Date:

Signature:

Yours faithfully

Name and first name: <[.....]>

Title: <.....>

Duly authorised to sign this tender on behalf of:

<.....>

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

Stamp of the firm/company: