Tender Reference:	CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES

COMPLETE TENDER DOSSIER

FOR

LOT 1: PROCUREMENT AND DELIVERY OF PLUMPY NUTS READY–TO–USE THERAPEUTIC FOOD (RUTF) PASTE

LOT 2: PROCUREMENT AND DELIVERY OF THERAPEUTIC MILK OF F-75 & F-100

September 2025

LETTER OF INVITATION TO TENDER

Date: 22/09/2025

Ref: **CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES**

Dear Sir/Madam,

SUBJECT: **INVITATION TO TENDER FOR NUTRITIONAL SUPPLIES**

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

A. Instructions to Tenderers
B. Concern's Terms and Conditions
C. Tenderer's Relevant Experience
D. Tenderers Declaration
E. Concern Safeguarding Policies

We look forward to receiving your tender on or before **6th October 2025 at 11:59pm** at the address specified in the tender dossier.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to Concern.

1. Technical Specification
2. Financial Offer
3. Signed Tenderers Declaration
4. Company Certificate of Registration
5. Completed 'Tenderers Relevant Experience Form'
6. Samples: Please note that samples provided which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.

Completed supplier info form, tax certificate, proof of authorised agent, SOBS, audited accounts, etc]

Offers must be submitted to the dedicated emails that should bear the tender reference specified in the tender dossier.

Yours sincerely,

Tender Committee

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Section 1: Letter Of Invitation to Tender

Tender Reference:	CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES

Subject: Invitation to Tender for the Procurement of: - 1) Ready-To-Use Therapeutic Food (RUTF), 2) F-75 Therapeutic milk and 3) F-100 Therapeutic milk.

1. Concern Worldwide invites interested eligible bidders for the procurement of subject line mentioned Nutrition supplies to support the implementation of the Nutrition Program in 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#98488/AUGUST/2025/SUPPLIES**. 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 Support documentation to be submitted together with Bid Application, so please use the list below as a '**Checklist'** before submitting your bid to Concern failure to which the bid will be disqualified.

Description	*Checklist*
1) Business registration/license certificate by Ministry of Commerce and Industry FGS	☐
2) Valid Tax Compliance Certificate FGS (or similar for international companies)	☐
3) Company Profile	☐
4) Tender Declaration Form completed, Signed, Stamped and Dated	☐
5) Tenderers Relevant Experience – Signed and Stamped	☐
6) Previous Experience - Copy of Certificate of completion and/or contracts	☐
7) Original bank statement signed and stamped by the relevant bank authority which includes transactions for the past 6 months.	☐
8) Valid compliance certificate from Somalia Bureau of Standards **(SOBS)** – Food, Nutrition and Agriculture.	☐

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 6th October 2025** by **11.59PM**. Any bid submitted after the deadline will not be accepted.

Section 2: Instruction to Tender

2.1 Introduction to Concern

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 relevent line ministries and seek to address the root causes of poverty

2.2 Tendering Process

The tender advert will appear on the following website https://somalijobs.net and Inter-Agency Procurement Group (IAPG) or Concern website from **21st September 2025**. The tender documents can be downloaded from the links provided in the advert on this website (https://somalijobs.net; IAPG and Concern website)

For queries regarding the collection of the dossier, please contact Logistics at **+252 853379**
Email: mogadishu.logistics@concern.net

2.3 Submission of Tenders

Electronic bids should be submitted to the email address: tenders.somalia@concern.net. The email subject should bear the tender refer#: **CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES.**
If sending multiple emails in your submission, each one should preferably be numbered (e.g. Email #2 of 4).
The Financial Offer document should be sent in a separate email, and the Subject Line should contain "**CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES** – Financial Documents".
All attachments must be in PDF format or clear scanned documents.
Documents sent via Google docs, WeTransfer or links will not be accepted.
All emails must be received before the deadline or else the submission is considered submitted after the deadline and will be disqualified.

2.4 Tender Timeline

Line	Item	Date
1	Tender Advert	22nd Sept-25 2025
2	Tender clarification	29 Sept-2025
2	Closing date & time for receipt of tenders	6th October 2025 By 11.59 PM, EAT.
3	Tender Opening Location	Concern Worldwide, Mogadishu office
4	Tender Opening Date & Time	7th October 2025 – 10.30am

2.5 Language of Offers

All correspondence and documents related to these Bids should be submitted in English.

2.6 Period of Validity of Offers

All bids must be valid for a minimum of Ninety **(90)** days from the tender submission date. Valid for a shorter period will not be accepted.

2.7 Currency

All bids should be submitted in US dollars. Any other currency will not be accepted.

2.8 Incoterms

The incoterm to be applied for the delivery of these items is Free Carrier **(FCA)** Mogadishu seaport.

2.9 Type of Contract and Lots

Supply contract with fixed quantities and time. This tender is issued in two different lots as per the below:
Lot 1: Plumpy nuts Ready To Use Therapeutic Food (RUTF)
Lot 2: F-75 & F-100 Therapeutic Milk

2.10 Opening of tenders

The opening of the submitted tender dossier will take place on Monday 6th October 2025 at 10:30 Hrs. in Concern Mogadishu Office. The tender opening session will be based on the total number of tenders received in the Websites. Each tender will be given a sequential number by the tender committee based on the date in which it will receive for the purposes of identification.

2.11 Clarification/ amendment to the bid documents

If a prospective bidder wishes clarification on a certain aspect of the tender, they can contact procurement Department on the following email address mogadishu.logistics@concern.net, which will then be shared with the Tender Evaluation Committee.

2.12 Cancellation of the tender procedure

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 non-receipt of a minimum number of bids, a dramatic change in specification of the material, the costs exceeding budgetary limits or the project being cancelled.

2.13 Appeals Process

If you wish to appeal or to raise any concerns, please write to richard.nunn@concern.net with email subject of the tender reference: **CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES**

2.14 Data Protection

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

2.15 Donor

This purchase is funded by **one of Concern donor.**

2.16 Complaints Mechanism

Bidder may avail of country Complaints Response Mechanism reporting line as follows:

CRM Reporting Line: +252619994415 and Hotline 311

Alternatively, bidders may refer to Concern's Anti-Fraud and Whistleblowing Policy for additional reporting options relating to fraud. This policy is attached as annex 10 and the bidder must be familiar with and accept the content of this policy.

2.17 Specification Requirements for (RUTF, F-75 and F-100) Bidders

Tenderers for Lot#1 and Lot#2 are required to provide the following information or documents failure to which may lead to disqualification of their bid application:

a. Certificate of analysis
b. Certificate of conformity
c. Certificate of origin
d. Realistic lead time
e. Sample picture of the product
f. More other requirement from the supplier.
g. Audited Account Statement for the last 3 years.

Section 3: Evaluation of the Tender & Content of tenders

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 and subsequently visit the premises if this Is deemed necessary to complete the evaluation process.

3.1 Administrative Compliance Check – bid applications received will be subjected to a number of compliance checks in order to progress to the next stage of the evaluation process (i.e. technical evaluation).

These Checks are scored as Pass or Fail and only bidders that pass the administrative compliance checks will be considered to proceed to the next stage of the evaluation process (i.e. technical evaluation). The administrative compliance check includes the following:

No	Document	Essential/Desirable	Checklist Box
1	Business Registration	Essential	
2	Taxes Clearance Certificate Number (or VAT number)	Essential	
3	Company Profile	Essential	
4	Dully completed Technical Evaluation Form	Essential	
5	Tender Declaration Form completed, Signed, Stamped and Dated	Essential	
6	Copy of Certificate of Completion and/or previous contracts	Essential	
7	Bank details in the name of the company/owner, with Bank statement signed and stamped by the relevant bank authority for the past 6 months	Essential	
8	Valid compliance certificate from Somalia Bureau of Standards (SOBS) – Food, Nutrition and Agriculture	Essential	

3.2 Technical Competence – This is based on previous relevant experience, conformity with required specifications of supplies, financial capacity and lead time. To be technically acceptable, the proposal shall meet or exceed the stipulated requirements of the bid. The technical Evaluation Criteria is weighted at **70%**. Tenderers who obtain a score of **50%** and above will qualify to proceed to the next round of the evaluation process (financial evaluation). The following will be assessed on the technical competence:

3.2.1 Payment Terms - 9 points

- Please provide your payment terms/schedules? – **3 Points**
- Preferred payment method: (cheque/electronic payment) – **3 Points**
- How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission) – **3 points**
-

3.2.2 Product Information – 28 points

Lot #1: RUTF: -

- Ready To-Use-Therapeutic Food **(RUTF)** for the treatment of severe acute malnutrition. Sachet 92g/CAR-150 Ready-to-Use Therapeutic Food (RUTF) paste, each 92 g sachet contains approximately 500 calories, vitamins, and minerals. **4 points**
  - ✓ Unit size: - 92g
  - ✓ 150 Sachets per carton
  - ✓ Approximately 500 Calories, Vitamins and minerals

Lot #2 Therapeutic formula milk

- Therapeutic formula milk **F-75** for the initial phase of dietary management for children with medical complications in a canister to prepare a liquid therapeutic diet with an energy density of approximately 75kcal/100 ml. **4 points**
  - ✓ Unit size: - 400g -
  - ✓ Packed 24 canisters per carton
  - ✓ Approximately 75/100 ml Calories

- Therapeutic Formula Milk **F-100** for the rehabilitation phase during the diary management of children with SAM packed in a canister to prepare a liquid therapeutic diet with an energy density of approximately 100 kcal/100ml. **4 points**
  - ✓ Unit size: - 400g
  - ✓ Packed 24 canisters per carton
  - ✓ Approximately 100/100 ml Calories

- Provision of sample picture **RUTF and F-75 & F-100** Therapeutic Milk (cartons, RUTF sachets and F-100/F-75 Therapeutic milk Contain types)– **3 points**
- Where will you source/origin of the supplies from? **3 Point**
- Certificate of Analysis and Certificate of conformity, confirming the absence of bacterial contamination in the Milk and RUTF (that the bidder intending to supply) – **3 Points**
- Compliance certificate from Somalia Bureau of Standards **(SOBS)** – Food, Nutrition & Agriculture **4 Point**
- Certificate of Analysis of the finished product, nutritional composition (including all minerals and vitamins) and microbiological tests (including aflatoxin levels). **3 points**

3.2.3 Delivery terms and price validity – 13 points

- Delivery/Lead time of the shipment – **6 points**
- Quote/price validity conforms with Concern purchasing terms – **7 points**

3.2.4 Relevant Experience for the supply of RUTF, F-100 and F-75 – 20 points

- Provision of minimum 4 contracts/LPOs for similar **RUTF and F-75 & F-100** Therapeutic Milk accomplished by the bidder in the last 3 years in Somalia – each at **5 points**

3.4 Financial evaluation – Tender Committee's consideration is based on the bidder with best quality supplies, least **delivery** time, availability of ex stock and most reasonable price and will carry a total score of **30% marks.** Duly completed Financial Offer, Acceptance of Payment Terms etc.

The financial score will be calculated using the formula below.

Financial score = $\left[\frac{\text{Cheapest bid}}{\text{Tenderers own bid}}\right]$ **X 30**

NB: Concern does not consider the financial offer to be the most important factor. The bidder awarded will be the bidder who achieves the highest aggregate score, combining both the financial and technical evaluations.

Section 4: Business profile & Technical information

Tender Reference:	CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES

To be completed by tenderer:

1. Payment Terms:

Please provide your payment terms/schedules?	
Preferred payment method: (cheque/electronic payment)	
How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	

2. Product Information

Provide specification of the RUTF (ingredient and contents etc)	
Where will you source/origin of the supplies from	
Provide specifications **F-100** Therapeutic milk (ingredient and contents etc)	
Provide specifications **F-75** Therapeutic milk (ingredient and contents etc)	
Provision of **sample picture** **RUTF** & **F-75 & F-100** Therapeutic Milk (cartons, **RUTF** sachets & **F-100/F-75** Therapeutic milk (Contain types)	
Certificate of Analysis and conformity confirming the absence of bacterial in the milk and RUTF (required for bidders intending to supply)	
compliance certificate from Somalia Bureau of Standards (SOBS) – Food, Nutrition and Agriculture	
Certificate of Analysis of the finished product, nutritional composition (including all minerals and vitamins) and microbiological tests (including aflatoxin levels).	

3. Delivery Terms/Shipment & Price validity.

Delivery, lead-time for the supplies upon signing the contract?	
Quote/price validity conforms with Concern purchasing terms	

4. Relevant Experience.

Previous 4 contract/LPO for the relevant nutritional supplies within INGOs and UN agencies undertaken by the bidder for the past **3 years?**	

Section 5 : Tenderers Relevant Experience

Tender Reference:	CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES

Please complete the table below using the format to summarise the major relevant supplies carried out in the course of the past 3 years by the tenderer. The number of references to be provided must not exceed 15 for the entire tender. Provide evidence where possible.

Provide details of other International Aid and UN Organisations that you supply				
International NGO/UN Organisation	**Contact details of NGO/Co. (Email)**	**Total Contract Value (USD)**	**Date**	**Description of items supplied**

Section 6: Financial Offer

Tender Reference:	CONCERN/SOM/SR#98488/AUGUST/2025/SUPPLIES

LOT	Item Description	Specification	Unit size	Quantity	Unit Price (USD)	Total Cost (USD)
Lot#1	Procurement of Nutritional Supplies (RUTF)	Ready To-Use-Therapeutic Food (RUTF) for SAM treatment Unit size: - 92g 150 Sachets per carton, including Vitamins & minerals	**Cartons**	**9,000**		
Lot#2	Procurement of Therapeutic milk (F–75). Procurement of Therapeutic milk (F-100).	Therapeutic milk formula F-75 for the initial phase and dietary management of children of SAM, and rehabilitation phase during of children with SAM. 1 Carton 9.6kgs Each carton=24 tin. 1 tin 400gr and 75 kcal. Therapeutic milk formula F-100 1 Carton 9.6kgs Each carton=24 tin. 1 tin 400gr and 100 kcal.	**Carton** **Carton**	**450** **150**		
1.1	Delivery to **FCA** Mogadishu Sea Port		LS	LS		
					Grand Total	

NB: 5% Withholding Tax Requirement

*In line with government regulations, all suppliers and contractors conducting business with Concern are required to include a **5% withholding tax** in their quotations.*
This amount will be withheld by Concern and submitted directly to the relevant government authorities.
Failure to do so will result in the tax being deducted from your invoice payment accordingly.

Section 7 Tenderer's Declaration

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

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 in March 2018. We hereby accept its provisions in their entirety, without reservation or restriction.

1 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: [9,000 Cartons of RUTF]

Lot No 2: [450 Cartons F-75]

[150 Cartons F-100]

2 The price of our tender including/excluding transport is:

Lot No 1: [……..]

Lot No 2: [……]

3 This tender is valid for a period of **90 days** from the final date for submission of tenders.

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

5 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 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.

6 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.

7 We agree to adhere to all of 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, Concern reserves the right to terminate the contract with immediate effect.

9 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,

Name and first name: < ……>

Title: <……>

Duly authorised to sign this tender on behalf of:

<…….....**>**

Place and date: <…….……>]

Stamp of the firm/company: