



TENDER DOSSIER

Lot 1: SUPPY AND DELIVERY OF SCHOOL UNIFORM FOR GALKAYO SCHOOLS IN MUDUG REGION, GALMUDUG STATE – SOMALIA.

AND

Lot 2: SUPPY AND DELIVERY OF TABLETS FOR GALKAYO SCHOOLS IN MUDUG REGION, GALMUDUG STATE – SOMALIA.

TENDER REF NO: CONCERN/SOM/SR100312/ SR100313/October/2026/Supplies

October 2026

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Section 1. Letter of Invitation to Tender

Tender Reference:

TENDER REF NO: **CONCERN/SOM/SR100312/SR100313/October/2026/Supplies**

SUBJECT: INVITATION TO TENDER FOR **Lot 1: SUPPLY AND DELIVERY OF SCHOOL UNIFORM FOR GALKAYO SCHOOLS IN GALMUDUG STATE – SOMALIA** And **Lot 2: SUPPLY AND DELIVERY OF Tablets FOR GALKAYO SCHOOLS IN GALMUDUG STATE – SOMALIA**.

1. Concern Worldwide invites interested eligible bidders for the procurement of Supply and Delivery of School Furniture for Galkayo Schools in Galmudug State – 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/SR100312/ SR100313/October/2026/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 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 in FGS/GSS	☐
2) Valid Tax Compliance Certificate for FGS and GSS	☐
3) Duly completed Tender Dossier Form, signed, and stamped	☐
4) Company Profile	☐
5) Previous contracts for relevant Experience form by the bidder for the past 3 years	☐
6) Original bank statement signed and stamped by the relevant bank authority which includes transactions for the past 6 months.	☐

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 **10th November 2026 by 11:59 PM (midnight)**. Any bid submitted after the deadline will not be accepted.
5. Bidders can apply for one LOT or all LOTS. But Concern will not award more than one LOT per bidder.

We look forward to receiving your tender on or before **10th November 2026 by 11:59 PM (midnight)** to the address specified in the instruction to tender document.

Yours sincerely,

Tender Management Committee
Concern Worldwide, Somalia Program

Section 2. Instruction to Tender

2.1 Introduction to Concern

Established in 1968, Concern Worldwide is an international, humanitarian, non-governmental organisation dedicated to the elimination of extreme poverty and the reduction of human suffering, primarily in fragile countries. Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world where all people live in peace and prosperity and are treated equally, with dignity and respect.

The organization's headquarters are in Dublin, Ireland. Concern Worldwide has been operational in Somalia since 1986. The organization is currently implementing several multi-sectoral emergencies, resilience and durable solutions programmes encompassing livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Bakool, Lower Shebelle, Mudug and Gedo regions. Concern Worldwide implements programmes both directly and indirectly through local partners and relevant line ministries and seek to address the root causes of poverty.

2.2 Tendering Process

A tender advert will appear on following website <https://somalijobs.net> and **IAPG or Concern website** from **27th October 2026**. The tender documents can be downloaded from the links provided in the advert on these websites (<https://somalijobs.net>; [IAPG and Concern website](#))

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

Email: mogadishu.logistics@concern.net

2.3 Submission of Bids

The tender dossier will only be accepted in the format requested. Any incomplete response or not in the format of the template provided shall be treated as null and void.

Electronic bids should be submitted to the email address provided here: tenders.somalia@concern.net; the email subject should state the tender reference number as stated below:

Tender Reference:	CONCERN/SOM/SR100312/ SR100313/October/2026/Supplies.
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If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.

2.3.1 Timetable for Provision

Line	Item	Date
1	Tender invitation	27 th October 2026
2	Closing date for clarifications	5 th November 2026
3	Closing date and time for receipt of tenders	10 th November 2026 by 11:59 PM (midnight), EAT
4	Tender Opening Location	Concern Worldwide, Mogadishu office

2.4. Language of offers

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

2.5. Period of validity of offers

All bids must be valid for a minimum of **90 days** from the tender submission date.

2.6. Currency

All bids should be submitted in **American Dollars (USD)**. No other currencies are acceptable.

2.7. Type of Contract

Fixed Supply contract refers for procurement of **Lot 1: SCHOOL UNIFORM** and **Lot 2: TABLETS FOR GALKAYO SCHOOLS IN GALMUDUG STATE**

2.8. Clarification/Amendment to the bid Document

If a prospective bidder wishes 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.

logistics.mogadishu@concern.net

2.9. 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 Services or the costs exceeding budgetary limits.

2.10. Appeals Process

If you wish to appeal or raise any concern, please contact the following email and quote the tender reference number. richard.nunn@concern.net or call the toll-free number **311** for **Mogadishu** and **3311** for **Baidoa**.

2.11. 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 companies selected as finalists) shall be considered.

2.12. 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.

Please note that Concern Worldwide strictly prohibits any commission and/or favour to its staff and implementing partners. If it is revealed that this submission has been interfered with by any member of Concern staff and/or partner staff, it will be void.

We seek to guarantee the transparency and accountability of this tender process. All cases of commission and/or favours requested in relation to submission should be immediately reported to the Country Direct

2.13. Donor

ECW Funding programme. Our donors and/or their agents has right to access documentation held by Concern for audit purposes.

2.14. Complaints Mechanism and feedback to Concern Worldwide

- i. As part of our global Accountability Commitments, Concern Somalia has a Complaints and Feedback Response Mechanism (**FCRM**). All stakeholders, including vendors, suppliers, consultants, beneficiaries, intermediaries, etc. are invited to complain, give feedback, and/or raise concerns about any component of our work, non-compliance with our policies (Code of Conduct and Associated policies) as well as staff behavior. We take appropriate action and provide a response to the complainant or feedback provider.
- ii. Similarly, all stakeholders also have the right to raise concerns about our vendors, suppliers, consultants, breach of confidentiality, etc. (which are signed off by them) if any of the Concern policies are not followed or complied with.
- iii. To report any complaints and provide feedback or suggestions, contact Concern CRM through phone call, text message (SMS), in-person visits to Concern Offices. Complainants may request to keep their names confidential. All complaints are handled with utmost care and confidentiality depending on the type of matter and request of the feedback giver or complainant. The contact details are: **Toll-free: 311 or 3311**
- iv. Anonymous complaints are accepted; however, sufficient information is necessary for taking further action.

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) Submission of a comprehensive company profile
- 2) Valid business registration/license certificate by FGS and GSS
- 3) Valid Tax compliance certificate by FGS and GSS
- 4) Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months in the name of the company.
- 5) Technical Evaluation Form (section 4)
- 6) Tenderers relevant experience signed and stamped (section 4.6)
- 7) Tenderers declaration signed and stamped (section 6)
- 8) Financial offer signed and stamped (section 5)

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.

3.3 Minimum Requirement/Payment Method and Credit Period – 21 points

- **7** Supplier should meet minimum requirements for the two Lots (Tablets & Uniforms).
- **7** points for Preferred payment method (cheque/electronic any other systems)
- **7** points for the company's credit period upon submitting an invoice to Concern?

3.4 Delivery time to deliver the supplies to the respective locations 15 Points

3.5 Site Visit and Physical Verification of Bidder's Operations – 10 points

3.6 Relevant and similar Experience under applied Lot. – 24 points

3.7 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.

Section 4: Technical Evaluation Form

Bidder's Information: To be completed by Tenderer

4.1 Payment Terms

Minimum requirements for the two Lots (Tablets & Uniforms).	
Preferred payment method (cheque/electronic payments)	
How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	

4.2 Delivery Time and Price Validity

What is your delivery time to deliver the supplies to the respective locations.	
Site Visit - physical existing of the bidder	

4.3 Relevant Experience

Previous 3 contract/LPO for relevant task or similar activity accomplishments undertaken by the bidder for the past 3 years under the applied Lot for.	
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4.6 Tenderers Relevant Experience

4.6 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 your Company. Please provide evidence where possible. E.g. Copy of Contract/Local Purchase Order (LPO).

Provide details of other International Aid and UN Organisations that you supply				
International NGO/UN Organisation	Contact details of NGO/Co.	Total Contract Value	Date	Description of items or service supplied

Section 5: Financial Offer

Instruction: Tenderers are advised to apply the school Uniforms and TABLETS provided below. Please refer the below table that explain summary of where the goods will be delivered.

SN	ITEM DESCRIPTION	SPECIFICATION	UNIT	QTY	UNIT PRICE	AMOUNT (USD)
Lot 1	Supply and Delivery of school UNIFORM in Galkayo, Galmudug State - Somalia.	a) Primary school uniform-Hijab and Abaya for girls aged 12-19 years (supplier to conduct individual measurement) b) Sneakers shoes (Mixed size) for girls aged 12-19 years (supplier to conduct individual measurement)  c) Primary school uniform-Shirt and trouser for boys aged 12-19 years (supplier to conduct individual measurement) d) Sneakers shoes (Mixed size) for boys aged 12-19 years (supplier to conduct individual measurement) 	Pair Pair Pair Pair	1,200 1,200 800 800		
Lot 2	Supply and Delivery of Samsung Galaxy iPad TABLETS in Galkayo Schools, Galmudug State - Somalia.	Samsung Galaxy Tab A11+ 128 GB RAM6 (SM-X230 Wi-Fi / SM-X236B 5G), together with Fast Charger. Battery Capacity& Usage: 7,040 mAh. Screen and charging: 11-inch screen (1920 × 1200 resolution) Offline functionality: is a key requirement. Durability and protection: rugged protective cases and screen protectors	PCS	707		
GRAND TOTAL						

NB: 5% Withholding Tax Requirement: -

In accordance with government regulations, all suppliers and contractors engaged in business with Concern are required a 5% withholding tax should be inclusive in their quotations. This amount will be retained by Concern and submitted directly to the government. Failure to do so will result in the tax being deducted from your invoice payment.

Section 6: Tenderer's Declaration

In response to your invitation for bid to undertake the supply and delivery of **LOT 1: School UNIFORM** (Dress and Shoes) and **LOT 2: Tablets for Galkayo schools** in Galkayo 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. Quotation for the above supplies.

Annex 4. Distribution Summary