



WARDI Relief and Development Initiatives

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Terms of Reference

For providing tractor hours for land preparation in Afgoi district, lower Shabelle region, Somalia.

Tender reference #: WARDI - RFSS - 2024 - 004

The contact person for this tender is:

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1. About WARDI

WARDI Relief & Development Initiatives (WARDI) is a national non-profit making and non-governmental organization founded on 20 June 1993 and subsequently registered under the Ministry of Internal Affairs of the transitional federal government of Somalia through Article 22, Para 1, 2, 3; Article 26 and Article 67 Para3 of the transitional federal charter of Somalia in 2004, as well as the Article 7, Article 26 and Article 32 of the first constitution of Somalia in 1960. WARDI is also registered in Kenya with the NGO Coordination Board of Kenya through the NGO Coordination Act of 1992. The organization targets the most vulnerable members of society mainly women and children.

In its interventions, WARDI focuses on the important sectors of WASH, Health, Nutrition, Livelihood, Education, and Skill Development, as well as other human rights issues such as Protection, HIV/AIDs, and Gender with a special focus on women and youth empowerment through civic education, skill development, intensive employment and income generation activities (IGA). In an attempt to meet the felt needs of its target beneficiaries, WARDI works directly with beneficiary communities at large to identify their needs and play a central role in finding contextually relevant and sustainable solutions.

2. About the project

Under the SOMREP EU riverine project, WARDI, in collaboration with Care International, is implementing a Food Security Project titled “Riverine & Pastoral Food System Strengthening (RFSS)”.

3. Description of the goods/services/trade or construction work

Type of service tendered: Provision of services

a. Description of the service

As part of the Deyr season 2024 activity implementation, the RFSS project will support 640 farmers in the Afgoi district, Lower Shabelle region, Somalia, by providing tractor hours for land preparation. These farmers are located across six villages: Balbaley, Baalgure, Awgoye, Jambalul, Dhajalaq, and Riis. Each household will receive two hours of tractor service to facilitate effective land preparation for the upcoming planting season.

WARDI invites qualified service providers to submit bids for a total of 1,280 hours of land cultivation. The Bill of Quantities (BOQs) is provided in section 3b. Technical specifications for tractors include functional and mechanically sound equipment, among other requirements outlined for bidders

Functional and mechanically sound

- Should have immediate replacement of broken parts
- Fuel and oil must be available during working hours (included)
- Brakes and light front and rear must be working properly
- Must have a good cooling system
- Must have two drivers who can work on shifts.
- Must have three ploughing discs
- Tires must not be flat nor worn out.

Alternative offers are not accepted

b. Bill of quantity

SN	Village	# Farmers	Tractor Hours per Village	USD Per Unit	Total USD
1	RIIS	100	200		
2	BALBALEY	120	240		
3	JAMBALUUL	100	200		
4	BALGURE	120	240		
5	AWGOYE	90	180		
6	DHAJALAQ	110	220		
Total		640 HHs	1,280 tractor hours		

4. Application Process

a. Relevant dates

No	Description	Date / Days
1	Publication / sending date of the call for tender	30/10/2024
2	Deadline for the submission of the first offer	05/11/2024

WARDI fixes these dates, **offers submitted after the deadline will not be considered.**

b. Form of the bid

The bid must contain the following documents

- A financial offer
- Child Protection Policy (Annex I), filled, signed, and stamped
- Code of Conduct and Ethics Policy (Annex II), filled, signed, and stamped
- Anti-fraud and corruption declaration (annex III), filled, signed, and stamped
- Proof of valid registration from the Federal or local government

Bids must comply with formal requirements; the following bids will be excluded from the tender process:

- Bids received after the submission deadline
- Bids in which changed entries made by the tenderer are not beyond reasonable doubt
- Bids in which changes and/or additions were made to the tender documents
- Offers without prices
- Not authorized alternative offers

In the case that certain documents may be missing from the offer:

- The bid will be excluded from the evaluation process.
- The tenderer will ask the bidder to complete its offer in 3 days after notification by WARDI. If the offer is still incomplete after this deadline, the offer will be excluded from the evaluation process.

All types of documents related to the economic evaluation of the offer on the basis of the award criteria cannot be submitted or completed after the deadline for the submission. Offers missing such documents will be excluded from the tender process.

c. Instructions for the bidder

- All correspondence and documents related to the quotation procedure, contracts, and reporting must be made in English.
- All bids must be submitted per sealed envelope at the following address: Our main office in Mogadishu is situated along Laami Yare Road immediately after the Aden Ade Hospital Mogadishu office, Buloxubey, Wadjir district, Banadir region of Somalia. Tel: +252615501688/+252615677610, Email: info@wardi.org
- Please send all further questions and inquiries to the following address procurement@wardi.org
- To maintain equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.
- The price of the offer must be indicated in the quotation. They should be divided into net prices and prices with all taxes and fees.
- Prices must include transportation costs. Bidders must bear other service-related costs to the service provision e.g., taxation, contributions, and extra.
- Contract performance by subcontractors is only permissible with the prior written consent of the client.
- The bidder can withdraw and change its offer at any time until the deadline for the submission. All offers submitted at the moment of the submission deadline are final.
- Delivery locations: Balbaley, Baalgure, Awgoye, Jambalul, Dhajalaq, and Riis villages.

5. Requirements for the bidder / Eligibility of the bidders

This tender is addressed to land plowing service providers in Afgoi district, Lower Shabelle region, Somalia. Bidders must meet these eligibility criteria to be considered for the award:

No	Description
1	Company profile
2	Quotation price
3	Registration from local and regional authorities or regional state

Bidders, which do not meet these criteria, will be excluded from the procedure.

Additionally, bidders can be excluded at any time if it comes to the attention of WARDI that a person whose conduct is attributable to the company has been convicted of a crime by a court of law or if a fine has been imposed by a court of law on the company for a criminal act.

6. Evaluation process

a. Other exclusion criteria

The offer will be excluded from the procedure, if:

1. It does not include all the documents as listed in 4. b., and is therefore incomplete
2. The bidder does not meet all the criteria listed in 5., and is therefore not eligible for this tender.

No	Description	Status
1	Company profile	Minimum
2	Registration	Minimum
3	Evidence of Past Experience in similar work	Minimum
4	Bank account details	Optional

b. Award criteria

- The award will go to the offer with the lowest price.
- The award will be made according to the following criteria and go to the offer with the highest number of points:

No	Description	Weight
2	Price; lowest financial offer/quoted financial offer	100%

The successful bidder will be informed in writing through a Notification of award that its tender has been accepted. Through this notification, the contract is concluded and becomes legally effective.

7. Terms and conditions

a. The contract

By submitting your offer, you agree to its terms. Divergent contractual conditions such as delivery periods, payment modalities, etc. are inadmissible and cause the exclusion of the bidder. The conclusion of the contract occurs at the award of the bid. The signing of the contract, done after the award of the tender, is only a matter of formality.

b. (For the delivery of service) Defects

In the event of delivery of defective or inadequate products or services, the tenderer shall be obliged to replace them within a maximum of two weeks from the date of detection of the defect and the tenderer shall be obliged to bear all costs of analysis and destruction of the defective products. The customer/organization, in turn, undertakes to report any defects to the contractor without delay after becoming aware of them.

c. Payment conditions

Payment will be made in USD after fulfillment of the contractual obligations within 14 days after presentation of the invoice, and after completion of all the agreed upon services.

Further information on the payment conditions can be found in the contract.

d. Cancellation or modification the procedure

Changes to deadlines or the ToRs, as well as a transfer back to a previous state of the procedure are possible at any time.

A cancellation, transfer back or modification to the procedure is possible at any time and may occur for example if:

- The bidding procedure has been unsuccessful, for example if no qualitatively or financially worthwhile quotations have been received or there has been no response at all,
- The economic or technical parameters of the project have been fundamentally altered,
- exceptional circumstances or force majeure render normal performance of the project impossible or all technically compliant quotations exceed the financial resources available,
- There have been irregularities in the procedure, in particular if these irregularities have prevented a fair competition

In the event of the quotation procedure's cancellation, WARDI will notify the contractors. If the quotation procedure is cancelled before any bid has been opened, the sealed envelopes will be returned, unopened, to the contractor.

In no circumstances is WARDI liable for damages, whatever their nature (in particular damages for loss of profits) due to the modification of the procedure or the cancellation of a bid, even if WARDI has been advised of the possibility of damages. The publication of a procurement notice does not commit WARDI to implement the program or project announced.

[Annexes](#)

Annex I Child Protection Policy

Annex II Code of Conduct and Ethics Policy