



WARDI Relief and Development Initiatives

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Terms of References

for procurement of for purchase, distribution of Agricultural input: seeds, and insecticide-treated bags, in Afgoi district, Lower Shabelle region of Somalia.

Tender reference #: WARDI - RFSS - 2024 - 003

The contact person for this tender is:

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1. About WARDI

WARDI is a national non-governmental organization in Somalia with operational presence across six regions in South Central. Founded in 1993 and dully registered with the Federal Government of Somalia, WARDI's mission is to provide dignified support to people affected by crises to enable them lead a dignified and prosperous life. WARDI has offices in Mogadishu, Jowhar, Afgoi, Wanlaweyn, Beletweyne and Buloburte in South Central as well a liaison office in Nairobi. WARDI specializes in responding to humanitarian emergencies, bridging the gap between crisis and resilience as well as long-term developmental projects with a track record in implementing high-quality health and nutrition, food security and livelihood, education, protection, and WASH interventions. Our programming has the distinct attributes of applying a bottom-up approach that puts the communities, local authorities, and governments (National and Federal states) we work with at the center of our programs.

2. About the project

The Somalia Resilience Program (SomReP) is a multi-year resilience program implemented by seven 7 INGOs and 1 local NGO to tackle the challenge of recurrent droughts—and the chronic vulnerability that results—among pastoralists, agro-pastoralists and peri-urban households across Somalia. This is designed to address communities' unique needs toward building resilient livelihoods. SomRep is currently implementing the EU riverine project in Afgoye through WARDI and Care International. The project titled "Riverine and pastoral food system strengthening" is an EU-funded program that seeks to support Somalia's riverine communities in Afgoye

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

Type of service tendered: Delivery of goods

a. Description of the goods/service

For the Deyr season 2024 project activity implementation, WARDI procures seeds from local suppliers. This includes 4 kilograms of sesame, 4 kilograms of cowpea, 15 kilograms of maize, 7.5 kilograms of Sorghum, Bags insecticide treated bags -Each household to receive 5 bags, and The BOQs are provided in 3b. The technical specifications for seeds, and Bags, include the following:

Overall specifications (applies to all kind of seeds):

- Non-hybrid seeds / non-genetically modified seeds.
- No residues of pesticides or heavy metals.
- Approved, authorized and safe for human consumption.
- Free from microorganisms and substances derived from microorganisms, fungi or other toxic or harmful substances in quantities that may pose a risk to human health.
- Free from residues of pesticides or heavy metals.
- Free from live insects, other vermin or mold.
- Free from abnormal taste, musty, sour or other undesirable odour, obnoxious smell and discoloration.
- Must be unbroken or undamaged seeds, physically pure in kind.
- Have physically sound weight, shape and unique colour.
- Physiologically must be mature enough with 10% - 12% moisture content.
- Viable at 90% or 85% minimum.

<ul style="list-style-type: none"> • Packaging per unit shall be indicated. • Marking and labelling of the seed package shall include the following: minimum shelf life, date of manufacture, net weight of the seeds in the package, country of origin.
<p>Cowpea</p> <ul style="list-style-type: none"> • Dried mature grains of <i>Vigna unguiculata</i> Linn; • Well-filled, clean, wholesome, uniform in size, and shape; • Brown in colour or white (rare) • Not showing spots or signs of insect attack • Viable, minimum at 85 -95% purity for germination
<p>Sesame</p> <ul style="list-style-type: none"> • Dried, cleaned and mechanically hulled • White seeds of the sesame oil seed plant • Creamy off-white/light tan colour • 85-90% purity minimum
<p>Maize</p> <ul style="list-style-type: none"> • Have a good natural white colour • Has no mixed coloration – white, brown, black or yellow, etc • Well, filled; whole seed, very vigorous • Minimum purity for germination at 85% to 90% • Suitable for the local conditions of Somalia
<p>Sorghum</p> <ul style="list-style-type: none"> • Have a good natural brown colour • Has no mixed coloration • Well, filled; whole seed, very vigorous • Minimum purity for germination at 85% to 90%
<p>Bags</p> <ul style="list-style-type: none"> • insecticide treated bags -Each household to receive 5 bags

Alternative offers are not accepted.

b. Bill of quantity / Description of the service

#	Description	Unit	Quantity	Unit price	Total price
1	Sesame	Kilogram	2,560		
2	Cowpeas	Kilogram	2,560		
3	Maize	Kilogram	9,600		
4	Sorghum	Kilogram	4,800		
5	Bags (Insecticide-treated bags Each household is to receive 5 bags)	Bags	3,200		
6	Packaging and delivery costs from Mogadishu to Afgoi.	Lumpsum	Once		
Total amount					

4. Application Process

This procedure is a negotiation procedure without a call for competition.

a. Relevant dates

No	Description	Date / Days
1	Publication / sending date of the call for tender	12/09/2024
2	Deadline for the submission of the first offer	19/09/2024

These dates are fixed by WARDI, **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
- Company profile
- Proof of registration from the district or regional authority
- Previous experience previous awards or Contracts (At least two)
- Financial Capacity (Bank statement)((Optional)

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 WARDI. 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 time: the bidder must indicate it on the financial offer.
- Delivery locations: Afgoi, Lower Shabelle region, Somalia.

5. Requirements for the bidder / Eligibility of the bidders

This tender is addressed to seeds, and Bags, in Afgoi, Lower Shabelle region, Somalia. Bidders must meet these eligibility criteria to be considered for the award:

No	Description
1	Company Profile
2	Registration from district or regional authority
3	Previous experience previous awards or Contracts (At least two)
4	Filled, signed, and stamped Annex I of Child Protection Policy
5	Filled, signed, and stamped Annex II of Code of Conduct and Ethics Policy
6	Financial Capacity (Bank statement)

Bidders, who 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. a, and 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.

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
1	Delivery/completion days; lowest number of days/offered number of days	20%
2	Price; lowest financial offer/quoted financial offer	80%

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. Cancellation or modification of 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 canceled 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 Financial offer

Annex II Child Protection Policy

Annex III Code of Conduct and Ethics Policy