

# INVITATION TO TENDER

**Somalia**

**17<sup>th</sup> December 2025**

**ITT/SCI/BEL/2025/005**

**Construction of Concrete Elevated Tanks and Solarization Systems for Existing Shallow Wells in Farah Gedi and Hiran Shallow wells in Howlwadag, Beledweyne District, Hiran Region.**

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**SUBMISSION DEADLINE: 8<sup>th</sup> January 2026**

**QUESTIONS / CLARIFICATIONS: [CSS.logistics@savethechildren.org](mailto:CSS.logistics@savethechildren.org)**

**FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)**

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## **PART 1 : INVITATION TO TENDER**

- Introduction to SCI
- Project Overview and Requirements
  - Criteria Award
- Instructions & Key Information

## **PART 2 : CORE REQUIREMENTS AND SPECIFICATION**

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

## **PART 3 : BIDDER RESPONSE DOCUMENT**

Template to be used to submit response to this Invitation to Tender.

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

### 2. PROJECT OVERVIEW

Item	Description
<b>Description of Goods / Services</b>	<b>CONSTRUCTION OF TWO SHALLOWS WELLS CONCRETE ELEVATED TANK AND SOLARIZATIONS IN (HOWL-WADAG AND HIRAN SHALLOWS), BELEDWEYN DISTRICT, HIRAN REGION</b>
<b>Outcome of Tender</b>	<i>Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.</i>
<b>Duration of Award</b>	<i>Duration will be specified in the Agreement</i>

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### 3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

### 3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### 3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### 3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## 4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## 5. BIDDER INSTRUCTIONS

### 6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	17 <sup>th</sup> December 2025
Deadline for questions from Bidders	31 <sup>st</sup> December 2025
Deadline for Bid Submission	8 <sup>th</sup> January 2026
Award Contact	15 <sup>th</sup> January 2026
Go Live	15 <sup>th</sup> January 2026

The above dates are for indicative purposes only and are subject to change.

### 6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

### Electronic Submission via ProSave

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a  
Sourcing Event v2\_fr

### Electronic Submission via Email

- Email should be addressed to [Somalia.sstenderbox2@savethechildren.org](mailto:Somalia.sstenderbox2@savethechildren.org)
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be “ITT/SCI/BEL/2025/005 /Bidder Response – ‘Bidder Name’, ‘Date’”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

## 6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **08<sup>th</sup> January 2025**.

Bids must remain valid and open for consideration for a period of no less than 60 days.

## 6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Procurement Committee	<a href="mailto:css.logistics@savethechildren.org">css.logistics@savethechildren.org</a>

Please be advised local working hours are 7:30 am -3:30pm. Please allow up to 2 working days for a response  
days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

## PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

### 1. SPECIFIC REQUIREMENTS

#### CONSTRUCTION OF TWO SHALLOWS WELLS CONCRETE ELEVATED TANK AND SOLARIZATIONS IN (HOWL-WADAG AND HIRAN SHALLOWS), BELEDWEYN DISTRICT, HIRAN REGION

### 2. SPECIFICATIONS

As per the BoQs and designs annexed to this Invitation to tender.

### 3. ADDITIONAL INFORMATION

#### 3.1 Technical Specifications

#### 3.2 WAYS OF WORKING

##### A. Site safety protocol & Security

- I. Save the Children expects all suppliers to ensure protection of site, staff and visitors (including community and children) during the time of construction.
- II. Suppliers should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises
- III. Suppliers should provide appropriate Protective Personnel Equipment for all labourers
- IV. Controlled access should be implemented at the site of construction
- V. Save the Children expects the successful supplier to provide all appropriate signage for the project including but not limited to warning of danger, no unauthorised access
- VI. etc.

##### B. Staff

1. Depending on the nature of construction Save the Children consider the following core roles for the delivery of a successful project.
  1. Engineer
  2. Site Foreman
  3. Any other skilled personnel as required for the project e.g. Carpenter, stabilised soil block expert, safety agent.All proposed staff for core roles should be fully qualified as per the Country requirements e.g. bachelor's degree in civil engineering, Foremanship certificate etc.
2. Suppliers should provide a full and signed Curriculum Vitae (CV) for the above core roles. The personnel performing core roles must be able to read and interpret all technical documents written in the national speaking language
3. For minor construction projects: Save the Children accept that the Supplier may propose resources that combine the site agent / foremen roles as well as any additional skilled personnel as long as long as training, skills and experience required to complete the work can be demonstrated.

##### C. Workplan

- I. Supplier is expected to provide a detailed workplan which includes mobilization and temporary works, e.g., site hoarding, scaffold and signage, inspection dates, milestones for payment and quality processes.
- II. Suppliers are encouraged to indicate timelines for quality procedures e.g. curing of concrete
- III. Workplans should also include milestones for inspection e.g. steel re-enforcing and form work before casting concrete
- IV. The work plan should be included in the Bidder Response Document.
- V. An example workplan layout is below, suppliers should use a similar format.

NO	WORK ITEM	DURATION (Days)																		
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
7.																				
8.																				

**D. Method Statement**

- I. It is expected that contractor should provide a Method Statement as part of the their response and should as minimum include the following content:
  - Brief description of the works, task or process
  - Start and completion dates
  - Site contact details including an in an emergency contact
  - Summary of known hazards and control measures to mitigate
  - Personal protective equipment (PPE) that is mandated for labourers to wear for the duration of the project
  - Applicable environmental or quality procedures
  - Statement of actions that must be taken to ensure the tasks can be performed safely
  - Total lead time
  - Mobilization and procurement / sourcing or materials. In particular provide information about supplier selection, transportation requirements and recognition of site-specific constraints to be overcome e.g. rocky ground).
- II. Method statement for site safety protocol should include as minimum:
  1. Protection of site, staff and visitors
  2. Health and safety on site
  3. Signage
  4. Traffic calming
  5. Incident reporting.

## PART 3 – BIDDER RESPONSE DOCUMENT

### I. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.**

### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS – Bidders are required to complete all sections of the below table.**

Item	Question	Bidder Response	
<b>1</b>	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
<b>2</b>	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	Yes / No	Comments
<b>3</b>	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
<b>4</b>	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Licence certificate from Ministry of Commerce Hirshabelle State of Somalia</li> <li>- Tax registration number &amp; certificate from ministry of Finance Hirshabelle State of Somalia</li> <li>- Registration certificate from ministry of public works of Hirshabelle State of Somalia.</li> <li>- Only registrations/Tax compliance certificate that are valid from 8 January 2025 onward will be considered</li> </ul>	Yes / No	Comments
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<b><i>Legitimate Business Address</i></b>	
		<b><i>Tax Registration Number &amp; Certificate</i></b>	
		<b><i>Registration Certificate-Public works</i></b>	

## SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

Item	Question	Bidder Response		
<b>1</b>	<p><b>REFERENCES</b> Supplier shares three examples / references, during the last three years, of their experience in providing construction services similar to those requested within this tender. <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
<b>2</b>	<p><b>Experience 30 Marks</b> ✓ Bidders must submit 5 (five) distinct works contracts (Large Construction works of USD 40,000 and above) with clear description &amp; fully signed and stamped by parties from INGO and UN Agencies which shouldn't be older than 4 years. Any contract older than 4 years will not be considered.</p>	<b>Bidder Response</b>		<b>Attachment(s)</b>
<b>3</b>	<p><b>FINANCIAL STRENGTH - Financial health 10%</b> - Bidder to share an Official Original Bank statement with traceable contracts/transactions from October 2021 to September 2025 with similar traceable contracts as shared. - The contracts mentioned in the experience section above will be checked for traceability, and the deposits for the contract milestones will be verified against the bank statement.</p>	<b>Bidder Response</b>		<b>Attachment(s)</b>
<b>4</b>	<p><b>WORK PLAN - 10%</b> - Bidder to provide a realistic and sufficiently detailed Workplan for the project which outlines the overall project duration.</p>	<b>Bidder Response</b>		<b>Comments</b>
<b>5</b>	<p><b>SUSTAINABILITY CRITERIA - 10%</b> - The bidder must have a comprehensive Sustainability Policy that demonstrates a clear commitment to economic, social, and environmental responsibility and environmental control plan.</p>	<b>Bidder Response</b>		<b>Comments</b>

## SECTION 3 – COMMERCIAL QUESTIONS

PRICING SUBMISSION	
<p>The lowest acceptable evaluated financial proposal passed from Essential and Capability criteria will be awarded the maximum commercial criteria score of 40%.</p> <p>The commercial criteria score for all other bidders will be calculated using the formula below:</p> $\left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$	
OTHER COMMERCIAL CONSIDERATIONS	
Duration for which pricing can be fixed	All Bids must remain valid and open for consideration for a period of not less than 60 days from the Closing Date

**Important Notice:**

- **Pricing:** Prices quoted must be comprehensive and include all associated service costs, such as transportation, taxes, and any other related expenses, Save the Children will only cover the contracted cost, and any additional costs incurred by the supplier outside the contracted sum will not be reimbursed.
- **Submission of BoQ:** Bidders are required to submit both a signed PDF version of the Bill of Quantities (BoQ) and excel versions.

<b>Project:</b> Construction of Concrete Elevated Tanks and Solarization Systems for Existing Shallow Wells in Farah Gedi and Hiran Shallow wells in Howlwadag, Beledweyne District, Hiran Region.					
<b>Location:</b> Beledweyne- Hiran region			<b>Date:</b> December 2,2025		
<b>A</b> Elevated concrete tank (50m3 and 6x4x12m height)					
Item	Description	Unit	Quantity	Rate USD	Amount USD
1	Clearing the site by cutting, removing and disposal of all trees, shrubs and any other objectionable material. This includes, clearing the site from any left-over construction materials after the completion of the work.	m <sup>2</sup>	63		



2	Earth work in excavation for isolated pad footings in all kinds of soils including the dressing of the bottom and sides of the excavation and subsequent backfilling around the footings in layers of 200mm watered and well rammed. Excavation dimensions: 2.2m*2.2*2.1m for footings, and 0.6*0.6*(8m) long linear strips.	m <sup>3</sup>	64.584		
3	Supply and cast 10cm thick PCC blinding slab 1:3:6 under all footings.	m <sup>3</sup>	3.504		
4	Supply and cast 6 RCC isolated footings with ratio of 1:1.5:3 proportions reinforced with 14mm bars @ 15cm c/c spacing. Footing dimensions: 2*2*0.6m. Rate shall include, shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	14.4		
5	Supply and cast 6 RCC column starters with with ratio of 1:1.5:3 proportions, reinforced with 4Y14mm and 4Y16 as main reinforcement and R8mm as stirrups @ 15cm c/c spacing. The columns should be cured well, using wet gunny bags. Rate shall include, shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	12.48		
6	Construction of random rubble stone masonry foundation wall of 40cm thick bedded and jointed with cement sand mortar of 1:4 proportions. The wall should be kept moist at least 4 days. the minimum height of the wall should be 30cm above the ground level and 50cm below the ground level.	m <sup>3</sup>	8.48		
7	Backfill the plinth area with selected material. The backfill material shall be spread uniformly in layers, levelled, watered and then compacted to 95% of its optimum density in layers not exceeding 200 mm.	m <sup>3</sup>	10.08		



8	Supply and cast RCC plinth beam with ratio of 1:1.5:3 proportions (M20), reinforced with 6Y16mm with R8mm stirrups @20cm c/c spacing. Beam section dimension to be 0.4m*0.2m. Rate shall include, shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	1.888		
9	Supply and cast plain concrete floor slab of 10cm thick and 1:2:4 proportions well cured for least 10 days. Rate shall include shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	1.872		
10	Supply and cast RCC beams, middle tie beams reinforced with 6Y16 main rebars and slab beam reinforced with 5Y16 and 4Y14, all with R8mm stirrups @15cm c/c. Concrete shall be of 1:1.5:3 mix proportions (M20). Beam section dimensions shall be as per drawings and rate shall include, shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	12.448		
11	Supply and cast 20cm thick RCC slab for the tank base floor proportions of 1:1.5:3 mix ratio. Reinforced with double mesh of Y12mm @150mm c/c. Rate shall include, shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	9.048		
12	Supply and cast 20cm thick RCC walls with ratio of 1:1.5:3 cement, sand and aggregate. Reinforced with double mesh of Y12mm @15cm c/c spacing. Rate shall include, shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	9.152		
13	Supply and cast 12cm thick RCC slab for the tank roof floor proportions of 1:2.4 mix ratio. Reinforced with single layer mesh of Y12mm @150mm c/c. Rate shall include, shuttering, vibrating, curing and workmanship.	m <sup>3</sup>	3.198		



14	Provide and fix 3 inch diameter Inlet and outlet GI pipe class C with valves 2inch , Over flow pipe 2 inch as well as pressure pipe complete with all the fitting necessary for the full fictional plumbing work.	No.	5		
15	Supply and install steel access ladder to the tank with safety cage made of steel flat bars and including all supports to the concrete base and skeleton of the tank, painting with two coats of oil paint on one prime coat. The ladder should be firmly fixed to the tank, as instructed by the Engineer.	Ls	1		
16	Supply and install galvanized steel manhole lid (0.6x0.6m) for the tank upper access and painting with one prime coat, and two oil coats.	Ls	1		
17	Supply and apply two coats 30mm plastering (1:2) on the internal and external surfaces of the tank, columns ,Slab bottom surface, cover slab upper surface and beams.	m <sup>2</sup>	310.706		
18	Supply and apply two coats of water proofing cementious coating in to the inside walls of the tank as aproved by the SCI engineer.	m <sup>2</sup>	68		
19	Two coats of White washing and distempering on the external faces of tank, beams and columns.	m <sup>2</sup>	284.056		
20	Supply and paint visibility signboard on tank walls showing the SCI and donor logos as per the provided information and to approved size.	Ls	1		
21	Supply and cast 10cm diameter circular RCC railings using 4-inch PVC pipe and 12mm diameter rebar as per the attached designs and engineers instruction. SCI engineer can decide to replace the concrete guard rails with the steel type but such shall be agreed with the contractor without extra cost to the project.	Ls	1		

22	Construction of gate valve chamber including lockable steel cover with strong hinges and any necessary painting. Internal dimensions: 40x40x40cm approximately or as approved by SCI engineer.	No.	1		
<b>Total cost of 1 Concrete Elevated Water Tank</b>			<b>1</b>		
<b>Total cost of two Elevated Water Tank</b>			<b>2</b>		

## SECTION 4 – BIDDER SUBMISSION CHECKLIST


**We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:**

No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

**We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:**

Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of registration certificate-Public Works	
	Completed Bidder Response Document	
<b>Capability Criteria Evidence</b>	Relevant contracts	
	Workplan	
	Bank Statement	
	Sustainability Policy	
	Completed Bidder Response Document	
<b>Commercial Criteria Evidence</b>	BoQs both signed and excel versions	

**We, the Bidder, hereby confirm we compliance with the following policies and requirements:**

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Bid
Supplier Sustainability Policy and the included mandatory policies	<a href="#" style="color: blue; text-decoration: underline;">Click here to access</a>

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....



Name: .....

Title: .....

Company: .....

Date: .....