



REQUEST FOR QUOTATIONS (RFQs)

Date: 09.02.2025
Bid subject: Procurement for agricultural Input seeds, Seedlings, in Boluburte Hiran Region-Somalia.
Reference: WARDI/agricultural Input/ACF/WARDI/EU-WV/SOM-2023/ EU Riverine & Pastoral Food System Strengthening (RFSS)

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1. Introduction

WARDI is one of the leading national non-governmental organizations 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, 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 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 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. Description of the project

With funding from the World Bank through WV and ACF/WARDI is implementing EU Riverine Project (EU Riverine & Pastoral Food System Strengthening (RFSS) in Hir Shebelle State. The project supports for Food System Strengthening (RFSS) in Hir Shebelle State. WARDI invites interested bidders to place their bids for the Procurement for Agricultural Input seeds in Boluburte. All related specifications related to the procurement are indicated below.

3. Description of the goods/services

3.1. BILL OF QUANTITIES

Bidders are required to use this sample detailing good /services to be procured per unit or package, quantity, unit costs in USD, and total cost in USD including delivery costs or other costs:

#	Description	Package/Kg	Quantity/House holds	Unit cost	Total Cost
Procurement for seeds					
1	Maize	10	467		
2	Cow peas	5	467		
3	Fertilizer	25	467		
	Sub- Total				
Seedlings					
1	Lemon tree	7	467		
2	Gauva	7	467		
3	Mango	7	467		
	Sub -Total				
	Delivery cost to Boluburte				
Grand Total Amount in USD					

4. Relevant dates

No	Description	Date/ Days	Hour
1	Sending date of the call for tender	09/02/2025	
2	Deadline for the submission of the quotation	23/02/2025	4:00 PM EAT

5. Requirements of the bid

1. Company profile with detailed physically verifiable contact address
 2. Registration certificate from hirshabelle
 3. Quotation price. Or Annex (A) Signed and stamped
 4. Child Protection Polices Agreement or Annex (B) Signed and stamped
 5. Code of Conduct at Child Protection or Annex (C) Signed and stamped
- a. Delivery location of the goods/services:
 - WARDI Boluburte office is allocated at Nation Road in October Boluburte District, Hiran Region -Somalia.
 - b. Currency: US Dollars
 - c. Payments: After the fulfillment of the contractual obligations, within 14 days after receipt of invoice
 - d. Additional information to be submitted: company registration, company profile. WARDI reserves the right to ask for more documentation.
 - e. The Quotation price (Annex A), Child Protection Polices Agreement (Annex B), and the Code of Conduct at Child Protection (Annex C) must be signed.
 - f. Completeness of documentation
 - g. Partial bids will not be accepted.
 - h. Bidders are invited to bid for both lots.
 - i. Language: English

Bids: Bids must be submitted on company letterhead in a sealed envelope. The bid must be stamped, signed, and dated by the responsible person and indicate the person's function and full name in capital letters the location is WARDI office, along Lami Yare Road, Bulla Xubey Mogadishu.

- j. By submitting the bid, the bidder agrees to the contract documents sent with the RFQs
- k. Alternative offers are not accepted.

6. Instruction to bidders

- a) All correspondence and documents related to the quotation procedure, contracts and reporting must be written in English.
- b) The financial offer must be drawn up using the BOQ form under The BOQ form can be typed or hand-written with indelible ink, including the company logo and responsible persons.
- c) Offered prices must be quoted in USD.
- d) Delivery times must be indicated.
- e) Delivery conditions, as stated in the attached contract, must be complied with. The regulations in the case of a delay or default of delivery can be found in the attached contract.
- f) Prices must be valid and fixed for a period of 14 days from the deadline of the offer submission.
- g) All submitted offers are final; no modifications will be accepted after its submission.
- h) This RFQ does not commit WARDI to enter into any contract or agreement for products or services with any supplier responding to it.
- i) WARDI reserves the right to accept or reject any quote, to annul the solicitation process, and reject all quotes at any time prior to award of PO, without thereby incurring any liability to the affected vendor.

- j) The process will be a competitive procedure without negotiation. WARDI also reserves its right to accept an offer without prior negotiation.
- k) Evaluations of Quotations: Only complete bids that include full documentation will be evaluated and bids that don't fulfill all requirements listed will be excluded from the evaluation.
- l) An Award of a Purchase Order (PO)/Contract: a PO/Contract will be awarded to the bidder with the most economic bid (price and technical qualifications). The successful bidder will sign a PO/Contract with the General Conditions of Contract for Procurement of Goods or Services.
- m) Please send all further questions and inquiries at the following address [procurement@wardi.org]/[alongside Lami yare road, Wadajir, Mogadishu office. To maintain equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.
- n) Contract performance by subcontractors is not allowed.

7. Deadline for submission of bids

The invited bidders are required to submit their quotations at the WARDI Mogadishu office, Banadir region of Somalia. Original sealed envelopes with quotations should be dropped at the above-mentioned office address on **23 of February 2025 latest at 4:00 pm.**

8. Evaluation process

The tender bids will be registered in an appropriate document immediately after reception and the bidder will receive proof of its consignment. The deadline mentioned above is fixed and WARDI will not accept any delay justification, even if due to the post-service or any other circumstance beyond the bidder's control.

If WARDI, either on its own initiative or in response to a request from a prospective contractor or supplier, provides additional information on the bid documents, it must send such information in writing To all other prospective contractors or suppliers at the same time.

8.1. Bids evaluation

The evaluation steps:

a. Exclusion criteria

- Administrative conformity of bids

The aim at this stage is to check that bids comply with the requirements of the RFQ. Bids that are submitted with missing or incomplete documentation are dismissed before further evaluation.

- Technical evaluation

The evaluation committee will analyze the technical and quality admissibility of each bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on both the task to be carried out under the bid, and the professional ability of the contractor or supplier.

To facilitate the examination, evaluation and comparison of bids, the evaluation committee may ask each contractor individually for clarification of their bid, including breakdowns of prices. The request for clarification and the response must be in writing only, but no change in the price or substance of the bid may be sought, offered or permitted, except to correct arithmetical errors or formulae.

b. Award criteria

The tender will be awarded on the basis of the following criteria:

- Price (100%)

9. Award and payment conditions

- The successful supplier will be informed in writing that its tender has been awarded (Notification of award or Communication).

- Payments shall be approved by WARDI Program director and made in USD, after the fulfillment of the contractual obligations, **within** 14 (fourteen) days after the presentation of regular invoices backed by certificate of interim or completion of works/Goods Received Note.
- Payments will be made by WARDI Main office through bank cheque or bank transfer.

10. The contract

The contract is included in the 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.

11. Cancellation of the quotation procedure

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

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
- Modifications to the requirements of the require an adjustment or cancellation of the tender procedure.

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.

10. Annex

- 1. Quotation price. Or Annex (A) Signed and stamped**
- 2. Child Protection Polices Agreement or Annex (B) Signed and stamped**
- 3. Code of Conduct at Child Protection or Annex (C) Signed and stamped**