



TENDER DOSSIER

SUPPLY OF ASSISTIVE DEVICES FOR LEARNERS WITH SPECIAL NEEDS

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1. Letter Of Invitation To Tender



Tender Reference:	CWW/SR86500/FEB/2021/SUPPLY
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Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR SUPPLY OF ASSISTIVE DEVICES FOR LEARNERS WITH SPECIAL NEEDS

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- 1a. Instructions to Tenderer**
- 1b. Technical Evaluation Form**
- 1c. Tenderer's Relevant Experience**
- 1d. Tenderer's Financial Bid**
- 1e. Tenderer's Declaration**
- 2. Concern safeguarding policies**
- 3. Concern's Purchasing Terms and Conditions**

We look forward to receiving your tender on or before **20th February 2021** to the address specified in the instruction to tender document.

Your tender bid must include the following **essential** documentation, so please use the list below as a 'Checklist' before submitting your tender to Concern.

Description	Checklist
1. Completed Technical Evaluation Form	
2. Completed 'Tenderer's Relevant Experience Form' & Evidence	
3. Financial Offer	
4. Signed Tenderer's Declaration	
5. Company's Certificate of Registration from: - Ministry of commerce and industry - FGS - Relevant local authority	
6. Tax clearance certificate – 1st quarter 2021	
7. Original Company's Bank Statements for past 6 Months	
8. Company Profile	
9. Relevant contracts/LPOs for previous work experience	

Offers must be submitted in sealed envelopes, marked "not to be opened before **21st February 2021** and should bear the tender reference specified above on the body of the envelope for identification purposes.

1a. Instructions To Tenderer



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1. **Introduction:**

Concern Worldwide is an International Non-Governmental Organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Our mission is to help people living in extreme poverty achieve major improvements in their lives which last and spread without ongoing support from Concern. To achieve this mission, we engage in long-term development work, build resilience, respond to emergencies, and seek to address the root causes of poverty through our development, education and advocacy work.

2. **Supplies to be provided**

Concern worldwide Somalia is inviting interested and qualified bidders to submit their offers for supply of assistive devices for learners with special needs at Concern supported schools in Mogadishu.

3. **Closing date and time for submission of tenders**

20th February 2021 on or before 5pm Mogadishu time

4. **Submission of tenders**

Printed hard copies of all bids shall be submitted in sealed envelopes to the following address:

Concern Worldwide
Mogadishu office
Medina, KM 5 Area,
Mogadishu – Somalia

Envelopes should bear the following details on body.

TENDER REFERENCE: CWW/SR86500/FEB/2021/SUPPLY

ATTN: Not to be opened before 21st February 2021, 10.00 am

PLEASE NOTE: Bids submitted after deadline will be considered as late bids and will not be included in the evaluation

5. **Timetable for provision**

Line	Item	Date
1	Tender Advert	7 th February 2021
2	Closing date for clarifications	16 th February 2021
3	Closing date & time for receipt of tenders	20 th February 2021 on or before 5.00pm Mogadishu time
4	Tender Opening Location	Concern Worldwide , Mogadishu office
5	Tender Opening Date and time	21 st February 2021 @10am

6. **Language of offers**

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

7. **Period of validity of offers**

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

8. **Currency**

All bids should be submitted in US dollars. Any other currency will not be accepted.

9. Type of Contract

Fixed supply contract

10. Content of Tender Dossier

1. Completed Technical Evaluation Form
2. Completed 'Tenderer's Relevant Experience Form'
3. Financial Offer
4. Signed Tenderer's Declaration
5. Company's Certificate of Registration
6. Tax compliance certificate
7. Company's Bank Statements for past 6 Months
8. Company Profile
9. Copy of contracts/LPOs for previous work experience

11. Evaluation of tenders

Tenders will be evaluated by a Tender Evaluation Committee based on the following criteria:

- Administrative Compliance (i.e. tender submitted in time, sealed, all required documents completed). A proposal shall pass the administrative evaluation stage before being considered for Technical Evaluation. Proposals that are deemed administratively non-complaint may be reject.
- Technical Competence (based on previous relevant experience, sample quality and other competence). To be technically acceptable, the proposal shall meet or exceed the stipulated requirement and specifications in the Tender Bids. Proposals that is deemed to meet the criteria will proceed to Financial Evaluation.
- Financial evaluation

NB: Concern do not consider the financial offer to be the most important factor. Technical compliance and relevant previous experience is equally important.

12. Clarification

If a prospective bidder wishes clarification on a certain aspect of the tender, they can contact procurement Department on the following email address mogadishu.logistics@concern.net, which will then be shared with the Tender Evaluation Committee.

13. 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 material, the costs exceeding budgetary limits or the project being cancelled.

14. Appeals Process

If you wish to appeal or to raise any concerns, contact the following phone number and refer the tender bid. The number is toll free: **311**

15. 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.

16. Donor

This activity is funded by GPE Covid-19.

1b. Technical Evaluation Form



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To be completed by tenderer:

1. Business Profile:

Name of Company:	
Physical Address:	
Office Telephone Number:	
Official Email Address	
Contact Person: Name, Title, Telephone Number	
Years in operation:	
Provide information on any relationships that you have with Concern staff? – Friends/family/ business partners etc.	

2. Bank Details:

Bank Name:	
Bank Address:	
Account Name:	
Account Number:	
How long has this Account been open?	

3. Payment Terms:

Orders accepted on signing contract? Yes/No	
Please provide your payment terms (in percentage)	
Preferred payment method: (cheque/electronic payment)	
How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	

4. Employee Information

Number of full time Employees:	
What is the average pay for your staff for one day's work:	
What is the average number of hours that your employees work per week:	

5. Product Information

Provide specification of the Hearing Aid device i.e. make, model and other specs	
Provide specification of the Sign language book - Digital device i.e make, model and other specs	
Provide specification of the Wheelchair with Arms-Footrests i.e make, model and other specs	
Provide specification of the Walking cane i.e make, model and other specs	
Provide specification of the Arm auxiliary Crutches (Adjustable height) i.e make, model and other specs	
Provide specification and content of the Braille kit	
Where will you source this items from?	

6. Delivery Time and Price Validity

What is your delivery lead-time for the supplies?	
How long is your quoted price valid?	

1d. FINANCIAL OFFER



01. Supplies Cost

No	Item Description	Specification	Quantity/Volumes	Unit Price (USD)	Total Cost (USD)
1.	Hearing Aids	Rex-tone - BTE-Digital Hearing Aids, (46-70 Db) or Superpower (75 Db Peak gain)	41		
2.	Hearing Aids	Rex-tone - BTE- Digital Hearing Aids or Superpower (75 Db Peak gain)	26		
3.	Sign language book - Digital device	American SIGN Language Tablet - Book Android	9		
4.	Wheelchair-Desk Arms-Footrests	Wheelchair / Desk Arms - Medline Flip back desk length arms and elevating leg rest	2		
5.	Walking cane/Frames	Adjustable folding cane/Frame	7		
6.	Arm auxiliary Crutches (Adjustable height)	Crutches -Health care elbow aluminium Axillary crutches	2		
7.	AK Prosthesis	Elbow Crutches (28 - 36 inches) - Health care elbow aluminium Axillary crutches	3		
8.	Eye glasses	1.0x – 14.0x Optical glass - Half Eye Spectacle Mounted magnifier 1x, or 2x Magnification	35		
9.	white cane	Foldable white cane	60		
10.	Glasses	Magnifiers Glass	35		
11.	Optical glass	1.5x-3.5x Optical glass - Half Eye Spectacle Mounted magnifier 2x Magnification	16		
12.	Braille kit	Full set of Braille kit	16		
13.	Calculator	Talking calculator	16		
14.	Victor	Audio device (Victor)	16		
15.	Slates & styluses	Slates/styluses	16		

16.	Braille Papers	Braille Papers - A4 size, plain	16		
17.	Eye glasses	1.0x – 14.0x Optical glass - Half Eye Spectacle Mounted magnifier 1x	9		
18.	Glasses	Magnifiers Glass	9		
19.	Distribution cost to target schools in Mogadishu	Lumsum	1		
				Grand Total	

1e. Tenderer's Declaration



Tender Reference: CWW/SR86500/FEB/2021/SUPPLY

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1** We have examined and accept in full the content of the dossier for invitation to tender including Concern's Code of conduct and Associated Policies 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** This tender is valid for a period of 90 days from the final date for submission of tenders.
- 4** If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)
- 5** 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 recognise 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.
- 6** 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.
- 7** We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 8** 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.
- 9** 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 environmental impacts of their business. Areas which should be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours Faithfully,

Name and first name: <>

Title: <.....>

Duly authorised to sign this tender on behalf of:

<.....>

Place and date: <.....>]

Stamp of the firm/company: