



**SADO**  
**Social-Life and Agricultural Development Organization**

**NATIONAL CALL FOR TENDER SADO Somalia**  
**Instructions to bidders**

Date: 23<sup>rd</sup> May 2021

**Tender N°:** T/CFWT/27ELN/20FSWT/932/2021

SADO is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

**PRODUCT SPECIFICATIONS:**

- |                                    |                         |
|------------------------------------|-------------------------|
| 1. Description:                    | Supply of CFW Tools     |
| 2. Product class / category:       | Supplies                |
| 3. Made in (product origin):       | Various                 |
| 4. Product stage:                  | Finished                |
| 5. INCOTERM (delivery conditions): | DDP Kismayo IDPS Sites. |
| 6. Quantity/unit:                  | As per BOQ              |
| 7. Packaging requested:            | As per BOQ              |

**RESPONSIBILITIES OF THE CONTRACTOR:**

- |                           |  |
|---------------------------|--|
| 1. Terms of delivery:     | DDP Kismayo IDPS Sites                                 |
| 2. Date of delivery:      | May/June 2021  |
| 3. Validity of the offer: | <span style="color: blue;">At Least six months.</span> |

**SPECIFIC CONDITIONS:**

- Prices for items must be quoted both **with taxes and delivery fees included.** Prices of the above items must include custom duties/taxes and transportation costs to the location mentioned above.
- Bidders must answer to all the items in the lot to be considered eligible
- Unit price list for each product in dollars of items tendered and total price based on the quantities stated.
- Quantities are indicative and are subject to change +/- 40% without asking for revised offers.
- Any changes or adjustments to the provided BOQs, specifications, or items must be clearly noted by the bidder in the "Bidder's Specifications" column of the Offer Form.

**THE ANSWERS TO THIS TENDER MUST INCLUDE THE FOLLOWING ELEMENTS:**

- A written quotation including all the product specifications, the price per unit in USD, quantity proposed and unit, and total price in USD.
- Bidders must also attach the following legal documents
  - I. Company Registration certificate. (Mandatory).
  - II. Supplier's copy of passport/ID. (Mandatory).
- Bidders must submit the below financial information:
  - I. Bank details that correspond to the Company (To fill in the table below).



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- II. Copy of the bank statement details (**Mandatory**).
- III. The capability of the company to finance its self.
  
- Bidders will submit following documents which will be considered in bid analysis:
  - I. Copy of similar contracts done for similar activities over the past years.
  - II. Certification of previous experience.
  - III. Company Profile.
  
- Fully filled (**Signed and Stamped**) below tender documents including:
  - I. Instruction to bidder signed and stamped.
  - II. Two Completely filled copies from offer form
  - III. Bidder's checklist.
  - IV. Ethical Declaration.
  - V. Supplier catalogues with colored pictures for items requested.
  - VI. Bidder Questionnaire filled signed and stamped.

**GENERAL CONDITIONS:**

1. The **closing date** of this Request for Quotation is fixed **on 5<sup>th</sup> June, 2021 at 5:00pm**  
Tenderers who will present their bids at SADO bases other than *SADO Kismayo office* must take into consideration the transport time from the local base to *SADO office*
2. Bidders will fill, sign, stamp and return the Offer form according to SADO format.
3. **All the offers' prices should be in USD, including all taxes and duties**
4. Bidders will sign and return all pages of the Product Specifications for which they apply.
5. Supplier have two possibilities for the bid submission:  
a) The bids can be submitted to SADO Kismayo office in a sealed envelope with the mention "T/CFWT/27ELN/20FSWT/932/2021 not to be opened before **5<sup>th</sup> June, 2021**"  
b) The bids MUST also be submitted via email (pdf; scanned and signed) to [Procurement@sadosomalia.org](mailto:Procurement@sadosomalia.org) copy to [Somalia.tender@acted.org](mailto:Somalia.tender@acted.org);with the subject line " T/CFWT/27ELN/20FSWT/932/2021" to be opened before **5<sup>th</sup> June, 2021**
6. Unsealed envelope and late offers will not be considered.
7. Word documents will not be considered.
8. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, SADO will perform a due diligence on all contractors.
9. The Tender Opening will take place in SADO Office in Kismayo. **Bidders will be notified a day after the bid submission deadline.**

**FOR BIDDER'S USE**

I undersigned, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_



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OFFER FORM SADO SOMALIA

Tender No. T/CFWT/27ELN/20FSWT/932/2021

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

- 1. Company Name: ( )
2. Company Authorized Representative Name: ( )
3. Company Registration No: ( )
No/Country/ Ministry
4. Company Specialization: ( )
5. Mailing Address: ( )
Country/Governorate. /City/St name/Shop-Office No
a. Contact Numbers: (Land Line: / Mobile No: )
b. E-mail Address: ( )

I undersigned \_\_\_\_\_, agree to provide SADO, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



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PLEASE FILL IN PRICES IN THE FOLLOWING TABLE, EACH BATCH CORRESPONDING TO [(PRICES TO BE ALL TAXES AND DUTIES INCLUSIVE)]  
**LOT 1: CASH FOR WORK TOOLS**

BOQ -Tools for CFW BENEFICIARY BAH_27ELN					
No	Description		Qty	Unit Price	Total price
1	Wheel Barrows ( heavy duty wheel barrow)	pcs	38		
2	Shovels	pcs	154		
3	Roughneck tamper for road levelling	pcs	24		
4	Hammer (3kg)	pcs	17		
5	Plastic bucket	pcs	130		
6	Gloves	Pair	2100		
7	Face mask	pec	2100		
8	Marum for road compaction ( lorry of 4 tones) in Kismayo IDPs	load	325		
9	Marum for road compaction ( lorry of 4 tones) site in Qaamqaam rural village	load	70		
10	Long best gardening gloves(Goobwayn)	Pair	90		
11	Kawaawa roller with rope	pcs	43		
12	File Sharpener	pcs	69		
13	First Aid Kit	pcs	25		
14	Water for road watering ( track of 2,000L)	load	48		
15	Hoe with 1.5m hand wood	pcs	8		
16	Pick axes ( steel mattock head with wooden handle)	pcs	146		
17	Small axe/Panga	pcs	126		
18	local axe with hand wood	pcs	125		
19	Local Beldi Storage Basket - Medium-(7kg) danbiil Caw ah ama aangeri.	pcs	62		
20	Transport cost for the tools	ls	1		
Sub Total					
Fencing materials					
1	Wooden Post (Xarar)2.5 long straight and tsrong at space of 3 meter and putting 35cm in the ground	pcs	110		
2	Chicken wire Length: 25m Height: 2m	Roll	11		
3	Cenment	bag	30		
4	Gravel	lorry of 4 tone	3		
5	Sand	lorry of 4tone	4		
6	White Timber 4cmx4cm and 4m long	pcs	160		
7	White Timber 8cmx4cm and 4m long	pcs	30		
8	Assorted nails	kg	30		
9	Iron sheet 34 Gauge	pcs	20		



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10	Higes	pair	30		
11	Locks	pcs	30		
12	bending wire	KG	15		
<b>Sub Total</b>					
<b>Grand Total tool kit and fencing Materials</b>					



**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

..... Days for 100% of the items

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_
2. Terms of delivery: \_\_\_\_\_
3. Terms of payment: \_\_\_\_\_
4. Defect liability Period: \_\_\_\_\_ (recommended 12months)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**BIDDER'S ETHICAL DECLARATION**

**Tender N°:** T/CFWT/27ELN/20FSWT/932/2021



## SADO Social-Life and Agricultural Development Organization

Bidder's name: \_\_\_\_\_

Bidder's address: \_\_\_\_\_

### **CODE OF CONDUCT:**

#### **1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organization (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organization (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*



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Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practiced*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

### **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

- **Safety precautions for transport and cargo handling**

All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize potential injuries to SADO beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.



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### **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of SADO's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardize regional peace and security.

### **D. SADO procurement rules and regulations**

Suppliers should comply with SADO procurement rules and regulations outlines in SADO Logistics Manual Version 1.2. or above. In particular, SADO's procurement policy set out in Section 2.1 and 2.4. (Contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

### **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between SADO and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

SADO will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing the most likely locations of non-compliance.

SADO expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contrSADO or sub-contrSADO and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to SADO.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
5. Seek arbitration in the case of unresolved disputes.

### **Qualifications to The Policy Statement**





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The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, SADO will purchase necessary goods and services from the most appropriate available source.

SADO can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_



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**VENDOR'S REGISTRATION FORM**

**PART I: INFORMATION**

**A. Company Details and General Information**

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	

*Governance of the company (e.g. chairman, vice-chairman, treasurer and secretary of the board of directors or board of trustees)*

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

*Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President*

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	



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Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	



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Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

<i>Company's staff &amp; insurance</i>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Description of the Company</i>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Authorised Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supplies <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:			
Technical documents available in:			



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<b>B. Financial Information</b>			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years:			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:

<b>C. Experience</b>							
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	<i>Organisation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>	<i>Goods/Works/Services</i>	<i>Value (USD)</i>	<i>Year</i>	<i>Destination</i>
1							
2							
3							
4							
5							
What is your company's main area of expertise?							
What is your company's business coverage area?				<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify locations):			
To which countries has your company exported and/or managed projects in the last 3 years?							
Provide any other information that demonstrates your company's qualifications and experience (eg.							
List any national or international Trade/Professional Organisations of which your company is a member							



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<b>D. Technical Capability</b>		
Type of Quality Assurance Certificate		<input type="checkbox"/> Attached
Type of Certification/Qualification Documents		<input type="checkbox"/> Attached
International Offices/Representation		
List below up to 10 of the core Goods and/or Services your company sells:		
1)	6)	
2)	7)	
3)	8)	
4)	9)	
5)	10)	
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, product		
1)	6)	
2)	7)	
3)	8)	
4)	9)	
5)	10)	



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<b>E. Miscellaneous</b>			
Does your company have an Environmental Policy? (Yes/No)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have an Ethical Trading Policy? (Yes/No)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have an Anti-terrorist Policy? (Yes/No)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:		<input type="checkbox"/> Attached	
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide			
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been guilty of grave professional misconduct proven by other means?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide			
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Do you agree with terms of payment of 30 da	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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**PART II: CERTIFICATION**

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For ACTED use only	
1)	Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
2)	VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
3)	Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
4)	Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
5)	Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
6)	References	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
7)	Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
8)	Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
9)	Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked
10)	Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A <input type="checkbox"/> Checked





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**BIDDER'S CHECK LIST ACTED SOMALIA**

Date: 23<sup>rd</sup> May 2021

Tender N°: T/CFWT/27ELN/20FSWT/932/2021

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :**

Description	To be filled in by Bidder		For SADO use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. At least one original copy of the bid have been provided <b>(compulsory)</b> And Extra Copy <b>(Facultative)</b>					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. PART 2 (form PRO-06) –Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in USD <b>(compulsory)</b>					
5. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(Facultative)</b>					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(Facultative)</b>					
7. ANNEXES – Clearance/ Permit letters indicating the government taxation payment is provided					
8. Bidders will submit following documents which will be considered in bid analysis: <b>(Facultative)</b> I. Copy of similar contracts done for similar activities over the past years. II. Certification of previous experience. III. Company Profile. IV. List of the qualifications and experiences of key staff.					
9. Bidders must also attach the following legal documents I. Company Registration certificate <b>(Mandatory)</b> . II. Supplier's copy of passport/ID. <b>(Mandatory)</b> .					
10. ANNEXES – Color pictures (or samples) of item(s) are included					
11. Bidders must submit the below financial information: I. Bank details that correspond to the Company. In supplier Questionnaire to be filled. II. Copy of the bank statement details. <b>(Mandatory)</b> . III. The capability of the company to finance its self.					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_