

## **TENDER DOSSIER**

### **REHABILITATION OF YASSIN OSMAN SCHOOL IN BANADIR REGION**

**Tender Ref:** CONCERN/SR88310/JUNE/2021/WORKS

## Table of Contents

<b><u>Item</u></b>	<b><u>Description</u></b>
Section 1	Introductions
1.1	Introduction to Concern
1.1.1	Concern Worldwide Somalia
1.2	Tender background
1.3	Tender Process
1.3.1	Submission of Bids
1.3.2	Supporting Documentation to be submitted with each Bid
1.3.3	Evaluation of Bids
1.3.4	Site visit
Section 2	Bidder information forms
Section 3	Financial Offer
Section 4	Tenderers Declaration
Section 5	Annexes

## **Section 1 – Introductions**

### **1.1 Introduction to Concern**

Concern Worldwide (CWW) is a non-governmental, international, humanitarian agency that was founded in 1968. The organisation is devoted to the relief, assistance and advancement of people in greatest need in less developed areas of the world. Concern Worldwide's vision is a world where people no longer live in extreme poverty, fear or oppression; a world where every person has access to a decent standard of living and the opportunities and choices basic to enjoying a long, healthy and creative life; a world where every person is treated with dignity and respect; a world where there is peace and solidarity among people. The organisation's headquarters are in Dublin, Ireland.

#### **1.1.1 Concern Worldwide Somalia**

Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern Worldwide has been operational in Somalia with a continual presence since 1992. The organization is currently implementing several multi-sectoral emergency, resilience and durable solutions programmes encompassing food and livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Lower Shebelle, and Gedo regions. Concern implements programmes both directly and indirectly through local partners and contractors

### **1.2 Background of the tender**

Concern Worldwide intends to undertake rehabilitation of Yassin Osman School premise in Banadir Region covered with funds from Irish Aid (SPHERES PROJECT). As such, Concern is looking for a qualified contractor to implement this activity in the best quality and in a timely manner.

### **1.3 Tendering Process**

A tender advert will appear in following website <https://somalijobs.net> from **29<sup>th</sup> June 2021**, advising on the tender process.

For queries, please contact Logistics through Email: [mogadishu.logistics@concern.net](mailto:mogadishu.logistics@concern.net)

### **1.3 Application Process**

The tender documents can be downloaded from the links provided in the advert on <https://somalijobs.net> or request a copy from [mogadishu.logistics@concern.net](mailto:mogadishu.logistics@concern.net).

#### **1.3.1 Submission of Bids**

Bids should be submitted in a sealed envelope and deposited at the tender box located at Concern office, KM5 area, Zoobe not later than **12<sup>th</sup> July 2021 by 5.00pm**

### **1.3.2 Supporting Documentation to be submitted with each Bid**

Copies of the following supporting documentation **must** be submitted with each Bid:

- Certificate of registration from the ministry of public works
- Business registration/municipality
- Tax Clearance Certificate
- Company Profile
- Copy of contracts for previous activities undertaken
- Original copy of Bank statement – for the past 6 months with a balance equivalent to 10% of the BoQ value
- Detailed Work plan
- CV's for technical staff

### **1.3.3 Evaluation of Bids**

All valid bids will be evaluated by an Evaluation Committee who will assess the bids based on administrative, technical and financial evaluation, using the information provided in your bid application. Concern reserves the right to request proof of your past work experience and to visit the premises of bidders, if this is deemed necessary to complete the evaluation.

### **1.3.4 Site Visit**

The bidders are advised to visit the site and examine the Site of Works and its surroundings and obtain all the information that may be necessary for preparing the bid and entering into a contract for construction of the works. The costs of visiting the Site shall be at the bidders own expense.

## Section 2 – Contractor Tender Information Form

### 1. Business Profile

Please complete this form:

Name of Company:	
Physical Address :	
Telephone Number:	
Email, if applicable:	
Contact Name, Telephone Number and Title	
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:	
Bank Account Name:	
Bank Account Number:	
How long has this Account been open?	

### 3. Payment Terms

Payments for the contractor will be made in instalments according to a schedule.	
Provide details of your proposed payment schedule in percentage, giving details of payment amount and % of relevant work progress	
Provide details of the % retention cost which will be held until last inspection.	
Provide details of when the retention % should be paid (number of months)	
Preferred payment method: (cheque/electronic payment)	

#### 4. Details of Equipment

Provide details of equipment available for use. Please attach additional pages, if necessary:

Equipment	Model	Year	Hired/Owned

### 5. Details of Technical Staff

Provide details of staff available to work on the construction of school classrooms. Please attach additional pages, if necessary:

<b>Role/Title</b>	<b>Qualifications</b>	<b>Years of experience</b>



**9. Reference of providing similar services in the past:**

Please complete the table below using the format to summarise the **major relevant works** carried out in the course of the past 3 years by your company. Please provide proof e.g. copy of Contract.

<b>Provide details of other International Aid and UN Organisations that you supply</b>					
<b>International NGO/UN Organisation</b>	<b>Contact details of NGO/Co.</b>	<b>Total Value</b>	<b>Contract</b>	<b>Date</b>	<b>Description of items or service supplied</b>
<b>Provide information on previous experience with Concern, if any</b>					
	<b>Logistics contact in Concern</b>	<b>Total Value</b>	<b>Contract</b>	<b>Date</b>	<b>Description of items or service supplied</b>
<b>Experience with Concern</b>					
<b>Experience with Concern</b>					
<b>Experience with Concern</b>					

### Section 3 – Financial Offer (Refer attached BoQs)

Provide summary cost of the Bill of Quantities in the table below.

S/N	Description	Bid Amount (USD)
1	Rehabilitation of Yassin Osman School Classrooms and WASH Facilities	

### Section 4: Tenderers Declaration

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 Policy – 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 60 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:

**Section 5 Annexes**

1. Bid Schedule (Bill of Quantities)
2. Concern's Purchasing Terms & Conditions
3. Concern's safeguarding policies
4. Sample contract (FIDIC & particular condition)