

BIDDING DOCUMENT

(Procurement, supply and delivery of School Uniform, bags pen/pencil and Books for Back to School kits in Banadir Regions)

SUPPLY AND DELIVERY OF School uniform, school bags, pens/pencil and books In Mogadishu,

Prepared by:



Human Appeal -Somalia

KM5, Zobe Subway, Wadajir, Mogadishu, Somalia

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Section I. Instructions to Bidders



A. General

1. Scope of Bid

- a) **HA-Somalia** invites bids for the supply and delivery of School Uniform (both girls & boys), School bags, pen, pencil, and Books (**Single ruled book & Mathematic exercise book**) for the project of Back to School Kits for HA Sponsored Orphan children in **Mogadishu**. The material/goods are specified in greater details in the Sub Section of the Bid Documents.
- b) The successful Bidder is expected to complete the supply by the Intended Completion date which is given in the section II, effective from the signing of Contract.

2. Eligible Bidders

- a) This Invitation for Bids is open to eligible suppliers who are registered and Operational in Mogadishu with vast experience in providing the above mentioned items as per quality items.
- b) Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by **HA-Somalia**.
- c) Bidders shall not be involved in criminal acts/activities or associated with individuals and/or entities associated with criminal activities.

3. Corrupt, Fraudulent, Collusive and Coercive Practices

- a) **HA-Somalia** requires that all; **HA-Somalia** staff, bidders, suppliers or distributors, observe the highest standard of ethics during procurement and execution of all contracts. **HA-Somalia** shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices.

4. The selection criteria for the items to be supplied

- i. Bidder's should ensure that the items to be supplied is in line with the items quality, right time and in right location.
- ii. School bags should be good quality so that the children have it for at least 2 or 3 years. We have to be white color, we allow them to be black, gray or blue color.
- iii. The books should be 100 pages
- iv. In the point of school uniform should be measured according to the child's appearance

- v. The child must be measured by the selected supplier (NB: for children or any child's size and name must write as list)
- vi. The clothes should be tight-fitting or flaky (the cloth must be fit to the child).
- vii. The clothes should not be mixed and each one after sewn should be in a package and the child's full name should be underwritten.

B. The Bidding Documents

1. Content of Bidding Documents

The material / goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- a) Bid Application with detailed specification and Instructions to Bidders (ITB)
- b) Company profile with detailed physically verifiable contact address
- c) Evidence of Past experiences in a similar work with International NGO & Local NGO (References; i.e. Certificates)
- d) Registration certificates from the Banadir regional state
- e) Commercial certificate from the ministry of Trade
- f) Detailed work plan showing delivery and lead time.
- g) Technical Specifications
- h) Tax compliance certificate/Letter
- i) Bank statement for the last one year
- j) Tender envelop should be closed and also shouldn't write any reference number/ name and stamped.
- k) Any tender document not deposited in the tender box shall be disqualified
- l) Bidder should sign tender registration form which will indicate the date bids were deposited to the tender box

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify through the Office line: (859574) or telephone number: 0613711015, this office line will be available only on working days (Sunday to Thursday) and working hours (8:00 Am to 4:00 PM). On 12 October 2021 office line will not be available.

3. Amendment of Bidding Documents

- a) At any time prior to the deadline for submission of bids, **HA-Somalia**, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
- b) All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.
- c) In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, **HA-Somalia**, at its discretion, may extend the deadline for the submission of bids (if required).

C. Preparation of Bids

1. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and **HA-Somalia** will not be responsible or liable for those costs.

2. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and **HA-Somalia** shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided, the Bidder is ready to avail a translated copy at the Bidders cost if asked to.

3. Bid Propose

The Bidder shall propose the Bid with complete detail and the appropriate Price Schedule, indicating the shares to be supplied in line with the available item/share descriptions.

4. Bid Prices

- a) The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods it proposes to supply under the contract.
- b) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

5. Bid Currency

Prices shall be quoted in US Dollars (\$).

6. Period of Validity of Bids

- a) Bids shall remain valid for the period of **7 days** after the date of bid opening prescribed by **HA-Somalia**. A bid valid for a **shorter period shall** be rejected by **HA-Somalia** as non-responsive.

D. Submission of Bids

1. Channel of Bids Submission

The bids should be submitted as a hard copy and you will drop to the following address: Human Appeal office at KM5, Zobe Subway, Wadajir, Mogadishu, Somalia by sealed envelope with no information such as stamp and name written on top of the envelop and mentioned in **section B**.

2. Deadline for Submission of Bids

Bids must be received by **HA-Somalia** at the Human appeal specified above, no later than **5:00 PM** on **October 11th, 2021**.

HA-Somalia may, at its discretion, extend this deadline for the submission of bids by amending

3. Late Bids

Any bid received by **HA-Somalia** after the deadline for submission of bids prescribed will be rejected and will not be forwarded for the bid opening processes. The Bidder will assume the responsibility of un-possession of the bid documents.

E. Opening and Evaluation of Bids

1. Opening of Bids (Down loads)

The bidders' names, Bids will be opened on **13th October 2021** by an internal Committee comprising of HA Somalia staff only. No bid shall be rejected a bid opening, except for late bids. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

2. Clarification of Bids and Contacting Bidders

During evaluation of the bids, **HA-Somalia** may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing or phone call by a designated staff and no change in the prices or substance of the bid shall be sought, offered, or permitted.

3. Preliminary Examination

HA-Somalia will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required guarantee have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

4. Evaluation and Comparison of Bids

HA-Somalia will evaluate and compare the bids, which have been determined to be substantially responsive.

HA-Somalia's evaluation of a bid will exclude and not take into account:

- a) in the case of goods/material, sales and other similar taxes will be responsibility of vendor, which will be payable on the goods if a contract is awarded to the Bidder;
- b) in the case of goods/materials of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder; and

HA-Somalia's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with one or more of the following factors:

- a) Delivery schedule offered in the bid;
- b) Deviations in payment schedule from that specified in the Conditions of Contract;
- c) Other specific criteria indicated and/or in the Technical Specifications, examination of samples (if needed)
- d) Ability to supply items in all the targeted locations.

5. Clarification of Bids and Contacting HA-Somalia

- a) No Bidder shall contact **HA-Somalia** on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of **HA-Somalia**.
- b) Any effort by a Bidder to influence **HA-Somalia** in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

6. Post-Qualification

- a) In the absence of pre-qualification, **HA-Somalia** will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.
- b) The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as **HA-Somalia** deems necessary and appropriate.
- c) Prior to the award, **HA-Somalia** shall verify and validate any documents/information submitted and if necessary shall conduct physical inspection of the Bidder's office, plant/warehouse and equipment.
- d) An affirmative determination will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which

event **HA-Somalia** will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

7. Purchaser's Right to Accept any Bid and to Reject any or All Bids

HA-Somalia reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or bidders of the grounds for **HA-Somalia's** action.

F. Award of Contract

1. Award Criteria

HA-Somalia will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2. Purchaser's Right to Vary Quantities at Time of Award

HA-Somalia reserves the right at the time of contract award to increase or decrease, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

3. Notification of Award

- a) Prior to the expiration of the period of bid validity, **HA-Somalia** will notify the successful Bidder in writing, that its bid has been accepted.
- b) The notification of award will constitute the formation of the Contract.

4. Signing of Contract

At the same time as **HA-Somalia** notifies the successful Bidder that its bid has been accepted, **HA-Somalia** and successful Bidder will sign agreements.

G. Other Associated Conditions

- 1) All material/items must be 100% according to the specifications, quantity and quality as required
- 2) Bids should be included Carriage and Transportation/Delivery charges
- 3) If the families complain about the size of the dress or the uniform, you should be able to resolve it.
- 4) Payment will be made within 15 working days after completion of delivery on the provision of bills, delivery note and GRN.
- 5) Payment will be through bank transfer (International Bank of Somalia).
- 6) Kindly enclose evidence of your experience with other organization, NGOs or INGOs
- 7) Avail a bank statement for the last 6-months to confirm liquidity solvency of the bidder.
- 8) Prices must be provided according to the same format and specifications below.

Section II. Schedule of Requirements

PROJECT TITLE: Enhancing access to education for the HA sponsored orphan children in Mogadishu, Somalia

Mogadishu

S#	Item	Unit	Quantity	Unit Price	Total Amount
1	Schoolbag	PCs	478		
2	pen/pencil	PCs	478		
3	Books (Single ruled book)(100 sheets)	PCs	478		
4	Mathematic exercise books (100 sheets)	PCs	478		
5	Uniform for boys (shirt and trouser) specially primary school	PCs	200		
6	Uniform for girls (veil and skirt) specially primary school	PCs	278		
		Total Amount			



Bidders Questionnaire/Contact Form

1. Organizational Information:

Organization Name	
Legal Status of Organization	1- Public Limited <input type="checkbox"/> 2-Private Limited company <input type="checkbox"/> 3-Partnership <input type="checkbox"/> 4-Sole Trader <input type="checkbox"/> 5-Other (Please specify)_____
NTN Number	
Postal Address	

2. Contact Information:

	Main Contact (Executive head)	Focal Person
Name		
Designation		
Telephone (with city code)		
Mobile Phone		
E-Mail		

3. List of Directors: (Give full names and contact address)

Names	Position	Contact Address

Format of Form (as Annex)



Bid Document Completed by:

Name:

Designation:

Signature and Stamp:

Date:

OFFICIAL USE ONLY

Bid Document Downloaded by: *(for HA-Somalia Staff)*

Name:

Designation:

Signature:

Date:

Remarks: