

## INVITATION TO BID (ITB)

**Vendor / Company Name:** \_\_\_\_\_

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

**Cell phone:** \_\_\_\_\_

**Date:** 14<sup>th</sup> November 2021

**No. of pages including this page:** 3

**Tender title:** Quotation for Hygiene kits

**Ref no:**

### **Submission:**

Completed tender documents (Mandatory Requirement along with the Quote) in sealed envelope clearly marked with the title **Supply of Hygiene kits** must be deposited in the tender box located at **WVS Hargeisa Office** before the deadline date and time (updated the date and time), and recorded in the attendance sheet.

**Closing deadline: time: 3.00 pm date: 28<sup>th</sup> November, 2021**

### **Important:**

Offers transmitted in any other manner than those indicated above will not be considered.

### **Requirements:**

World Vision Somaliland invites pre-qualified and reputable Suppliers with proven experience in Supply of Hand tools, to make an offer based upon the conditions stated in this invitation to tender for the Items in Annex I.

### **Your offer should clearly indicate:**

1. Unit price as per the attached RFQ
2. Price should be net after deduction. Applicable Taxes must be clearly stipulated and separated from the base costs.
3. Validity of the offer.
4. Delivery time.

### **Information to bidders:**

1. Currency of offer should preferably be in US Dollars, but in case local currency is offered, the comparison of offers will be based on the prevailing rate of exchange.
2. World Vision reserves the right to accept the whole or part of your offer.
3. World Vision Somaliland reserves the right to accept or reject any application (bid), and is not bound to give reasons for its decisions. Canvassing or giving false information will lead to automatic disqualification.

## EVALUATION CRITERIA

### I. Mandatory Requirements:

1. Provide a certified copy of a certificate of business registration.
2. Provide a certified copy of tax registration.
3. Provide information on ownership structure (Name of directors of the company / Owner)
4. Provide references from previous customers
5. Sign the Supplier Code of Conduct

### ANNEX 1: QUOTATION -FORM FOR Hygiene kits

Hygiene kits					
No	Contents of each kit	unit	quantity	cost in USD	Total Cost in USD
I	Three washable and reusable sanitary towels, four 120g tablets of Dettol soap, four 800g bars of laundry soap, four rolls of tissue paper, one comp, one toothbrush, one 80g tube of toothpaste.	kit	400		

You can respond by email by ([Somaliland\\_Supply\\_Chain@wvi.org](mailto:Somaliland_Supply_Chain@wvi.org) ) or by hard copy submitting to world vision office.

Thank You

Ubox Axmed  
[Ubox\\_cumar@wvi.org](mailto:Ubox_cumar@wvi.org)  
Supply Chain Department