

COMPLETE TENDER DOSSIER FOR SUPPLY OF SCHOOL FURNITURE

Contents:

- 1. Letter of Invitation
- 1a. Instructions to Tenderers
- 1b. Questionnaire for Tenderers
- 1c. Tenderer's Relevant Experience
- 1d. Tenderer's Financial Bid
- 1e. Tenderer's Declaration

Annexes

- Annex 1. Concern's Code of Conduct and Associated policies
- Annex 2. Concern Purchasing Terms and Conditions
- Annex 3. Sketches for benches and desks.
- Annex 4. Distribution Summary

TENDER REFS:

REGION/STATE	REF NUMBER
JUBALAND STATE	CONCERN/JLS/SR85574/08/2021/FUR

1. Letter Of Invitation To Tender



Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR SUPPLY OF SCHOOL FURNITURE

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's Code of Conduct and Associated Policies
- 3. Concern's Purchasing Terms and Conditions

We look forward to receiving your tender on or before **10th November 2021** to the address specified in the instruction to tender document.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to Concern. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

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: JLS <ul style="list-style-type: none"> - Ministry of commerce and industry – JLS - Business registration (municipality) by JLS 	
6. Valid Tax Compliance Clearance certificate by JLS	
7. Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.	
8. Company Profile	
9. Copy of previous contracts/LPO for relevant Furniture supplies undertaken by the bidder for the past 3 years.	

Application Process

The tender documents can be downloaded from the links provided in the advert on <https://somalijobs.net> from **1st November 2021**, or request a copy from mogadishu.logistics@concern.net

Submission of Bids

Electronic bids should be submitted to the email address provided here: tenders.somalia@concern.net

The email subject should state the specific tender reference number for the tender applied.

Yours sincerely,

Tender Committee

1a. Instructions To Tenderer



1. Introduction:

1.1 Introduction to Concern Worldwide

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

The GPE funded MCA program is designed to support the implementation of the Somali Government's ESSP (2018-2021). The MCA program directly contributes to implementing key priority areas identified in the ESSP specifically focusing on the ESSP targets set for early childhood care and education services (ECCE) and primary education subsectors. Four key components include:

1. Improving the quality of and access to early childhood care and education services.
2. Increasing the equitable access to quality primary education.
3. Enhancing the quality of education and children's learning outcomes.
4. Strengthening the education system at the FMS level for improved service delivery.

Its objective is to increased capacity of the education system to expand equitable access to quality early childhood and primary education services in Somalia.

Concern Worldwide intends to procure school furniture (benches and desks) for the newly constructed and rehabilitated school classrooms in four regions (namely: Banadir, Galmudug, Jubaland and SWS) covered by Concern Worldwide's allocation for the GPE-MCA programme. Concern is looking for a qualified suppliers to supply quality furniture in a timely manner.

2. Supplies to be provided

Concern Worldwide Somalia is inviting Interested and qualified bidders to submit their offers re supply of school furniture for Concern supported schools in the aforementioned regions.

3. Closing date and time for submission of tenders

10th November 2021 on or before 5.00 pm

4. Submission of tenders

Electronic bids should be submitted to the email address provided below:

tenders.somalia@concern.net

The **email subject** should state the tender reference number below for the respective lot applied.

- **CONCERN/JLS/SR85574/08/2021/FUR**

If the **email subject** is not stated as instructed above, Concern will assume no responsibility for any misplacement.

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	Issue Tender Advert	1 st November 2021
2	Closing date for clarifications	6 th November 2021
3	Closing date & time for receipt of tenders	10 th October 2021 on or before 5.00pm
4	Tender Opening Location	Concern Mogadishu Office
5	Tender Opening Date and time	11 th November 2021 @ 11:30 am

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 thirty (30) days from the tender submission date.

8. Currency

All bids should be submitted in US dollars. No other currencies are acceptable.

9. Type of Contract

Fixed supply contract

10. Content of Tender Dossier

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: JLS
 - Ministry of commerce and industry - JLS
 - Business registration (municipality) - JLS
6. Valid Tax Compliance Clearance certificate by JLS
7. Copy bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months. . The original copy of the bank statement in a sealed envelope shall be delivered to Concern office, at KM 5 by or before **10th November 2021**.
8. Company Profile
- 9.9. Copy of previous contracts/LPO for relevant Furniture supplies undertaken by the bidder for the past 3 years.

11. Evaluation of tenders

Tenders will be evaluated by a Tender Evaluation Committee who will assess the bids based on the following criteria which is administrative compliance, technical and financial evaluation, using the information provided in your bid application. Concern reserves the right to request proof of your past work experience, if this is deemed necessary to complete the evaluation.

11.1 Administrative Compliance Criteria: (These include i.e. tender submitted in time, all required documents completed and etc.) A proposal shall pass the administrative evaluation stage before being considered for Technical Evaluation. Proposals that are deemed administratively non-complaint will be reject.

11.2 Technical Competence (these include based on previous relevant experience, sample quality, financial capacity, Delivery time and other competence). To be technically acceptable, the proposal shall meet or exceed the stipulated requirement and specifications in the Tender Bids. The Technical Evaluation Criteria is weighted at **70%**. Tenderer's who obtain a score of **50% and above** will qualify to the next round of the evaluation process (financial evaluation)

11.3 Financial evaluation (Financial Evaluation will be weighted at **30%**). Only bidders with score of **50%** and above will be considered for financial evaluation. The financial score will be calculated using the formula below.

$$\text{Financial score} = \left\{ \frac{\text{Cheapest bid}}{\text{Tenderers own bid}} \right\} \times 30\%$$

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 Supply Chain Department on the following email address mogadishu.logistics@concern.net, which will then be shared with the Tender Evaluation Committee. The request for clarification must reach the Supply Chain Department not later than **10th November 2021**.

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 – MCA.

1b. Technical Evaluation Form



To be completed by tenderer:

1. Business Profile:

Name of Company:	
Physical Address:	
Office Telephone Number and Email Address	
Contact Person: Name, Title, Telephone Number	
Company business License/Registration No	
Years in operation:	

2. Bank Details:

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

3. Payment Terms:

Please provide your payment schedule in % given details of payment due deliverables.	
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. Delivery terms and Price Validity

What is your delivery time to deliver the supplies to the respective locations – per annex 4	
How long is your quoted price valid?	

5. Relevant Experience

Please provide relevant previous 5 contracts for furniture from INGOs/UN/donors/Gov't – see below table.	
--	--

1c. Tenderers Relevant Experience



Please complete the table below using the format to summarise the major relevant supplies/services carried out in the course of the past 5 years by your Company. Please provide evidence where possible. E.g. Copy of Contract.

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

1d. FINANCIAL OFFER



Instruction: Tenderers are advised to apply the school furniture provided below. Please refer annex 4 for the locations where the goods will be delivered to.

LOT 3: Gedo Region (Jubaland State)

Ref No. CONCERN/JLS/SR85574/08/2021/FUR

No	Item Description	Specification	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
2	Wooden Benches and Desks – with metal frame	Made from: Abeti timber (Austria brand) with Metal frame – see attached design (annex 3) Capacity: Seating capacity of 3 student. Measurements: As per the design attached. Colour: Brown finishes Visibility: Branded with Concern, MoECHE & GPE Delivery: Unit cost to be inclusive of transportation to target schools in GEDO Region – JLS.	Pair	1,050		
					Total:	

1e. Tenderer's 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 Policies updated March 2019. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver the supplies with the below cost and in accordance with the terms of the tender dossier and time limits laid down, without reservation or restriction:

Lot No	Item Description	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
				Total:	

- 3 This tender is valid for a period of 30 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 –s

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: