



COMPLETE TENDER DOSSIER

FOR

SUPPLY OF SCHOOL FURNITURE

Table of Contents

<u>Item</u>	<u>Description</u>
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Section 1. Letter of Invitation to Tender

Section 2 Instruction to Tenderers

- 2.1 Introduction to Concern
- 2.2 Concern Worldwide Somalia
- 2.3 Executive Summary
- 2.4 Tender Process
- 2.5 Site Visit
- 2.6 Submission of Bids
- 2.7 Supporting Documentation to be submitted with Bid Application

Section 3 Evaluation of Bids

- 3.1 Administrative Compliance Check
- 3.2 Technical Evaluation Criteria
- 3.3 Financial Evaluation
- 3.4 Bid Validity Period
- 3.5 Language
- 3.6 Currency
- 3.7 Confidentiality and Data Protection
- 3.8 Tender Committee Decisions
- 3.9 Clarifications/Amendments to the Bid Document
- 3.10 Cancellation of the Tender Process
- 3.11 Appeals process
- 3.12 Type of Contract
- 3.13 Donor

Section 4 Bidder's information forms

4.1 Business Profile

4.2 Bank Details

4.3 Payment Terms

4.6 Previous Experience with similar services

Section 5 Financial Offer

Section 6 Tenderers Declaration

Section 7 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:

REF NUMBER: CONCERN/SOM/SR94512/DECEMBER/2021/FUR.

Section 1. Letter of Invitation To Tender



Tender Reference: REF NUMBER: CONCERN/SOM/SR94512/DECEMBER/2021/FUR

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR PROCUREMENT OF SUPPLY AND DELIVERY OF SCHOOL FURNITURE TO IRISH AID SUPPORTED SCHOOLS IN MOGADISHU – BANADIR REGION SOMALIA.

- 1) Concern Worldwide invites interested eligible bidders for the **Procurement of Supply and Delivery of School Furniture to Irish Aid Supported Schools in Mogadishu – Banadir Region under Irish Aid (IA) Funded Project.**
- 2) Electronic bids should be submitted to the email address: tenders.somalia@concern.net the email subject should state the tender reference number: **CONCERN/SOM/ SR94512/DECEMBER/2021/FUR**. If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.
- 3) Your bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting your bid to Concern failure to which the bid will be disqualified.

Document Description	Checklist
1) Business registration/license certificate by FGS	<input type="checkbox"/>
2) Valid Tax Compliance Certificate by FGS	<input type="checkbox"/>
3) Company Profile	<input type="checkbox"/>
4) Copy of previous contracts/LPO for relevant school Furniture or similar activities undertaken by the bidder for the past 3 years	<input type="checkbox"/>
5) Original bank statement signed and stamped by the relevant bank authority which includes transactions for the past 6 months.	<input type="checkbox"/>
6) Duly completed Financial Offer,	<input type="checkbox"/>
7) Tender Declaration Form completed, signed and stamped	<input type="checkbox"/>

- 4) Bids shall be made valid for a period of **Ninety (90) days** after the deadline for bid submission. The deadline for receipt of bids is on **12th December 2021 by 5.00pm**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on **13th December 2021**.

Application Process

The tender documents can be downloaded from the links provided in the advert on <https://somalijobs.net> from **6th December, 2021**, or request a copy from mogadishu.logistics@concern.net

Submission of Bids

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

tenders.somalia@concern.net

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

Yours sincerely,
Tender Committee

Section 2: Instruction to Bidders

2.1 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.

2.2 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

2.3 Executive Summary

The programme aims to address needs related to lack of access to basic political, social and economic opportunities. These factors have led to low literacy levels especially among girls and youth which has resulted to dangerous migration, early marriages and engagement in gang activities. The target regions host high numbers of extremely poor people without sufficient assets and low return on investment from assets due to drought, environmental degradation, floods, disease, conflict and forced migration. Child morbidity and mortality is high due to malnutrition and preventable diseases. Contextual analysis confirms that women are discriminated against and clannism in Banadir and Somaliland is high with the minority clans facing disproportionate exclusion. Marginalised clans living in Mogadishu slums suffer exclusion from positions of influence or power as there is high inequality with more focus on IDPs.

Programme aims to achieve a situation whereby the extreme poor in target communities achieve tangible improvements in their lives, are healthy, resilient to economic and environmental shocks and have more control over issues affecting their lives. Through this programme, the following outcomes are envisaged:

Outcome 2: Equitable access to safe quality primary education for the extreme poor for 5,583 children in 11 schools from 9 district in Banadir Region.

Concern Worldwide intends to procure school furniture (Benches and Desks) for Concern Supported Schools in Mogadishu – Banadir Region funded by IRISH AID (IA). Concern is looking for a qualified suppliers to supply quality furniture in a timely manner.

2.4 Tendering Process

The tender advert will appear on following website <https://somalijobs.net> from 6th December, 2021. The tender documents can be downloaded from the links provided in the advert on this website (<https://somalijobs.net;>)

For queries, please contact Logistics +252 853379

Email: mogadishu.logistics@concern.net

2.5 Site visit

The Tender Evaluation Committee will make site visits to the bidder's physical location during the tender evaluation process - if deemed necessary to ascertain the bidders' capacity to supply and deliver of the furniture.

2.6 Submission of Bids

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

tenders.somalia@concern.net

The email subject should state the tender reference number: **CONCERN/SOM/SR94512/DECEMBER/2021/FUR.**

The deadline for receipt of bids is **on 12th December 2021 by 5.00pm.** Any bid submitted after the deadline, will not be accepted. Bids will be opened on **13th December 2021.**

2.7 Supporting Documentation to be submitted together with Bid Applications

Copies of the following supporting documentation **must** be submitted together with each Bid Application, failure to which the bid will be not be considered for further evaluations.

- Business registration certificate by FGS
- Valid Tax Compliance Certificate by FGS
- Company Profile
- Copy of previous contracts/LPO for relevant school Furniture or similar activities undertaken by the bidder for the past 3 years.
- Original bank statement signed and stamped by the relevant bank authority for the past 6 months.
- Tender Declaration Form completed, signed and stamped

Section 3: Evaluation of Tenders

All valid bids received will be evaluated by Concern's Tender Evaluation Committee who will assess the bids based on administrative compliance, technical and financial evaluation grids set in line with the information provided in the bid application. Concern reserves the right to request ***proof of bidders past work experience*** and subsequently visit the premises, if this is deemed necessary to complete the evaluation process.

3.1 Administrative Compliance Check

All bidders must meet with administrative compliance check in order to progress to the next stage of the evaluation process (i.e. technical evaluation). The administrative compliance check includes the following:

- 1) Bid applications must be received within the deadline
- 2) Submission of a comprehensive company profile
- 3) Valid business registration certificate by FGS
- 4) Tax compliance certificate by FGS
- 5) Original bank statement signed and stamped by the relevant bank authority for the past 6 months.
- 6) Duly completed Financial Offer,
- 7) Tender Declaration Form completed, signed and stamped

NOTE: These checks are scored as ***Pass or Fail*** and the bidder who does not meet them will not proceed to the technical evaluation stage.

3.2 Technical Evaluation Criteria (weighted at 70%)

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). The following will be assessed in the technical evaluation process.

1. **Company business profile – 15 points**
 - 10 points for Company information such as name, Physical address, Office telephone number and Email address, Contact details – name and phone number and Company business License/Registration Number.
 - 5 points for number of Years in operation
2. **Financial capability - 7 points**
 - 4 points for bank details provided
 - 3 points for length of the bank account operation
3. **Payment Terms – 15 points**
 - 5 points for detailed proposed payment schedules
 - 5 points for Preferred payment method (cheque/electronic)
 - 5 points for company’s credit period upon submitting an invoice to Concern?
4. **Delivery terms and price validity – 18 points**
 - 8 points for delivery time for the supplies
 - 10 points for price quoted validity
5. **Relevant Experience for supply of Furniture – 15 points**
 - 3 points for each of the previous 5 contract/LPO for relevant school Furniture or similar accomplishments undertaken by the bidder for the past 3 years

3.3 Financial Evaluation (weighted at 30%)

Financial evaluation (Financial Evaluation will be weighted at 30%). The financial score will be calculated using the formula below.

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

3.4 Bids Validity Period

All bids must valid for a period of **90 days** after the deadline for submission of bids indicated in the tender dossier.

3.5 Language of the bid

All bids shall be submitted in English

3.6 Currency

Bids shall be submitted in US dollar currency.

3.7 Confidentiality and data protection

Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

Concern guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern guarantees confidentiality of the procurement process.

3.8 Tender Committee Decision

The recommendations of the tender committee shall not be limited to the overall score (Financial and Technical scores combined), however the outcome shall consider other factors including value for money. If there is significant monetary value difference between the bidder scoring the highest score and the second or the third bidder with a lower financial bid, then value for money shall take precedence and the one who quoted the lowest (among the three finalists) shall be considered.

3.9 Clarifications/Amendments to the bid document

If any bidder wishes to get further clarification on a certain aspect of the tender, they can contact the following email address which will then be shared with the tender evaluation committee. The clarifications can be sent between **7th December – 9th December 2021**. mogadishu.logistics@concern.net

At any time prior to the deadline for submission of bids, Concern may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by issuing an addendum. Any addendum thus issued shall be part of the bidding documents.

To assist in the examination, evaluation, and comparison of bids, Concern may at its discretion, ask any bidder for clarification of its bid, including breakdowns of unit rates. The request for clarification and response shall be in writing or by email but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Tender Evaluation Committee.

3.10 Cancellation of the tender process

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; not receiving the minimum number of bids (3) required according to Concern policy, a drastic change in specification of the works, costs exceeding budgetary limits or the project being cancelled among others.

3.11 Appeals process

If you wish to appeal or raise any concern, please contact the following email and quote the tender reference number. Somalia.admin@concern.net or call the toll free number of **311**.

3.12 Type of Contract

Fixed supply contract, refers to the contracts for supplies that involves the furnishing of school furniture according to the agreement.

3.12 Donor

This activity is funded by IRISH AID

Section 4: Bidder's Information

4.1 Business Profile

Please complete this form:

Name of Company:	
Physical Address:	
Office Telephone Number:	
Official Email Address	
Contact Person: Name, Title, Telephone Number	
Years in operation:	
Provide information on any relationships that you have with Concern staff? – Friends/family/ business partners etc.	

4.3 Bank Details:

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

4.4 Payment Terms:

Orders accepted on signing contract? Yes/No	
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)	

4.5 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?	

4.5 Relevant Experience

Please provide relevant previous 5 contracts for school furniture from INGOs/UN/donors and Government.	
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4.6 Relevant Experience

Please complete the table below using the format to summarize 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 Organizations that you supply					
International NGO/UN Organization	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					

SECTION 5: FINANCIAL OFFER



Instruction: Tenderers are advised to apply this tender dossier, provided below.

Please refer Section 7 Annex 3 & 4 for the Sketch of the furniture & locations where the goods will be delivered to.

Ref No.

Annex 3. Sketch and Design for the Furniture

No	Item Description	Specification	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
1	Wooden Benches and Desks	<p>Made from: Abeti timber (Austria brand) see attached design (annex 3)</p> <p>Capacity: Seating capacity of 3 student.</p> <p>Measurements: As per the design attached.</p> <p>Colour: Brown finishes</p> <p>Visibility: Branded with Concern and Irish Aid.</p> <p>Delivery: Unit cost to be inclusive of transportation to target schools in Mogadishu – Banadir Region.</p>	Pairs	700		
					Total:	

SECTION 6: Tenderer's Declaration



In response to your letter of invitation to tender for the above contract, we, the undersigned Company, 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: 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.
3. 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:

S.N	Item Description	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
1	School Benches and Desks - (Wooden)	Pairs (or 700 Benches and 700 Desks)	700		
				Total:	

4. This tender is valid for a period of 90 days from the final date for submission of tenders.
5. If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)
6. 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 recognize 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.
7. 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.
8. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
9. 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.
10. 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 authorized to sign this tender on behalf of:

<.....>

Place and date: <..... >]

Stamp of the firm/company: