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TENDER DOSSIER

FOR

**RENOVATION OF THE MINISTRY OF EDUCATION,
CULTURE AND HIGHER EDUCATION (MoECHE) OFFICES,
JUBBALAND STATE OF SOMALIA AND TEACHERS
TRAINING INSTITUTE (TTI) IN KISMAYO UNDER THE
GPE-ESPIG PROGRAMME**

TENDER REF NO: CWW/SOM/SR94863/DECEMBER/2021/WORKS

December 2021

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Section 1: Invitation for Bids

RENOVATION OF THE MINISTRY OF EDUCATION, CULTURE AND HIGHER EDUCATION (MoECHE) OFFICES, JUBBALAND STATE OF SOMALIA AND TEACHERS TRAINING INSTITUTE (TTI) IN KISMAYO UNDER THE GPE-ESPIG PROGRAMME

- 1) Concern Worldwide invites interested eligible bidders for the **Renovation of Ministry of Education, Culture and Higher Education (MoECHE) of Jubaland State of Somalia and Teachers Training Institute (TTI) in Kismayo Under the GPE-EPIG Programme**. The work involves Renovation and Upgrade Works of the two premises (See Scope of Bid)
- 2) Electronic bids should be submitted to the email address: tenders.somalia@concern.net the email subject should state the tender reference number: **CWW/SOM/SR94863/DECEMBER/2021/WORKS**. If the email subject does not state as instructed here, 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	Checklist
1) Certificate of registration by the Ministry of Public Works of FGS and JLS	<input type="checkbox"/>
2) Business registration/license certificate by JLS	<input type="checkbox"/>
3) Valid Tax Compliance Certificate by JLS	<input type="checkbox"/>
4) Company Profile	<input type="checkbox"/>
5) Copy of previous contracts for relevant construction activities undertaken by the bidder for the past 3 years	<input type="checkbox"/>
6) Original bank statement signed and stamped by the relevant bank authority which includes transactions for the past 6 months with a minimum account balance equivalent to 20% of proposed bid price. The original copy of the bank statement in a sealed envelope shall be delivered to Concern office, at KM 5 by or before 24 th December 2021.	<input type="checkbox"/>
7) Detailed and realistic Work plan/Gantt chart	<input type="checkbox"/>
8) CV's of the technical staff	<input type="checkbox"/>

- 4) Bids shall be made valid for a period of **One Hundred and Twenty (120) days** after the deadline for bid submission. The deadline for receipt of bids is on 24th December **2021 by 5.00pm**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on 25th December **2021**.
- 5) Bidders can only apply for one lot. A bidder who submits or participates in more than one bid will be disqualified.

Section 2: Instruction to Bidders

2.1 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.

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 Background of the Tender

The GPE funded ESPIG program is designed to improve equitable access to and quality of education outcome for all Somali primary school children through strengthened system capacity to design evidence-driven ESSP reforms, and collaborate effectively with partners in their implementation. The ESPIG will maximise the potential of development investment in education in Somalia through the combination of four key principles:

- a) Use of evidence based approaches to address key gaps in access, learning and retention and inform tailored efforts to reach marginalised groups
- b) Creation of condition to implement solutions that address the intersection of multiple barriers to access, retention and learning
- c) Generation of synergies with privately managed schools/networks, development actors, and the private sector to ensure complementarity of efforts and leverage existing capacity
- d) Strengthening the education system at the federal and member state level for improved service delivery

Concern Worldwide intends to undertake renovation of the MoECHE Office of JLS and Teachers Training Institute (TTI) in Kismayo under the GPE-EPIG Programme funding. Concern is looking for a qualified contractor(s) to implement these activities in a timely manner.

2.4 Tendering Process

A tender advert will appear on following website <https://somalijobs.net> and IAPG or Concern website from 11th December **2021**. The tender documents can be downloaded from the links provided on these websites (<https://somalijobs.net>; [IAPG and Concern website](#))

For queries, please contact Logistics +252 853379

Email: mogadishu.logistics@concern.net

2.5 Site visit

The bidders are advised to visit the site of the work and its surroundings to ascertain the extent of the condition of the site and obtain all the information that may be necessary for preparing the bid and entering into a contract for undertaking the renovation and upgrading works. The cost of visiting the Site shall be at the bidders own expense.

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: **CWW/SOM/SR94863/DECEMBER/2021/WORKS**. The BoQs shall be submitted both in excel and PDF format. The PDF shall be signed and stamped.

The deadline for receipt of bids is on 24th December **2021 by 5.00pm**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on 25th December **2021**.

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

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 disqualified:

- Certificate of registration by the Ministry of Public Works of Federal Government of Somalia (FGS) and JLS
- Business registration certificate by JLS
- Valid Tax Compliance Certificate by JLS
- Company Profile
- Copy of previous contracts for relevant construction activities undertaken by the bidder for the past 3 years
- Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months with a minimum account balance equivalent to 20% of proposed bid price. The original copy of the bank statement in a sealed envelope shall be delivered to Concern office, at KM 5 by or before 24th December **2021**.

- Detailed and realistic Work plan
- CV's of the technical staff

Section 3: Bid Evaluation

All valid bids received will be evaluated by a Joint 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 their 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 registration certificate by the Ministry of Public Works of FGS and JLS
- 4) Valid business registration/silence certificate by JLS
- 5) Tax compliance certificate by JLS
- 6) Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months with a balance equivalent to 20% of proposed bid price. The original copy of the bank statement in a sealed envelope shall be delivered to Concern office, at KM 5 by or before 24th December 2021.
- 7) Duly completed BoQ in excel and PDF format (the PDF signed and stamped)
- 8) 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%)

The technical evaluation criteria is weighted at **70%**. Only bidders with score of 60% and above will be considered for financial evaluation. The following will be assessed in the technical evaluation process.

- a) Previous experience in similar construction works – **25 points**
 - 5 point for each relevant construction contract with INGO, UN and Government – to be provided up to 5 major contracts undertaken in the past 3 years
- b) Technical staff for the project - **10 points**
 - 5 points for the lead engineer with 10 years' experience and above
 - 5 points for other project team member up to 4 members
- c) Relevant equipment for the job (owned/hired). Please provide the details in the Equipment Form– **10 points**
- d) Realistic work plan/Gantt chart – **15 points**

e) Financial capacity (ability to pre-finance 20% of the project costs) – **10 points**

3.3 Financial Evaluation (weighted at 30%)

The financial evaluation criteria is weighted at 30%. Only bidders whose technical score is 60% and above will be considered for financial evaluation.

NB: Bidders with $\pm 20\%$ of the average market price shall be considered in the final selection process. The market prices shall be determined by the average total bid values obtained from the bidders who passed from the administrative compliance check.

3.4 Performance Guarantee

The successful bidders shall supply a performance guarantee in the form of bank guarantee deposit of 10% of the total amount of the bid price. This deposit shall be used in lieu of retention payments. Where the Contractor does not fix within a reasonable time (the time of which shall be 14 days), any defects that may arise within six months from the date the work has been completed by the contractor, a snag list shall be shared by detailing remedial work to be undertaken within the agreed time line. In the event where the contractor is non-committal and not able to address the defect, Concern will have no option but use the deposit to remedy the defects identified and return if any balance remaining to the Contractor. The bank guarantee shall be a prerequisite of signing a contract with Concern Worldwide.

3.5 Bids Validity Period

All bids must valid for a period of **120** days after the deadline for submission of bids indicated in the tender dossier.

3.6 Language of the bid

All bids shall be submitted in English

3.7 Currency

Bids shall be submitted in US dollar currency.

3.8 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.

3.9 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.

3.10 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 **before 20th 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, the Tender Evaluation Committee may ask any bidder for clarification of its bid, including breakdown 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.

In consideration of the country's security situation and access limitations prevailing at government premises, if deemed necessary, short listed bidders will be asked to obtain security clearances from the relevant government departments to ensure the selected bidder has security clearance and full access to the government premises to avoid delay in implementation of the works.

3.11 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.

3.12 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**.

3.13 Donor

Renovation of Ministry of Education, Culture and Higher Education (MoECHE) of Jubbaland State of Somalia and Teachers Training Institute (TTI) in Kismayo under the GPE-EPIG Program through the MoECHE of the Federal Republic of Somalia.

Section 4 – Bidder’s Information

4.1 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:	
Does your company have any relationship with Concern staff? – Friends/family/ business partners, etc.	

4.2 Bank Details:

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

4.3 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)	

4.5 Details of Technical Staff

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

Role/Title	Qualifications	Years of experience

4.6. 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.

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

Section 5 – Financial Offer (Refer attached BoQs, Design and Layouts)

Instruction: 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 undertaking the renovation/upgrading works. The cost of visiting the Site shall be at the bidders own expense.

NB: Bidders can only apply for one lot. A bidder who submits or participates in more than one bid will be disqualified.

Lot#	Activity	Bid Amount (USD)
Lot 1	Renovation of Ministry of Education, Culture and Higher Education (MoECHE) of Jubaland State of Somalia - LOT 1 (refer attached BoQ and designs; Annexes (1/2))	
Lot 2	Renovation of Teachers Training Institute (TTI) in Kismayo - LOT 2 (refer attached BoQ and designs; Annexes (1/3))	

Section 6: Tenderers Declaration

In response to your invitation for bid to undertake the work under Lot#.....

.....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 The price of the tender is (figure) USD..... (in words)
.....)
- 4 This tender is valid for a period of 120 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 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.
- 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 authorised to sign this tender on behalf of: <.....>



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

Stamp of the firm/company:

Section 7 Annexes

1. Bill of Quantities (BoQ)
2. Designs/Drawings - LOT 1_ Renovation of Ministry of Education, Culture and Higher Education (MoECHE) of Jubaland State of Somalia
3. Designs/Drawings - LOT2_ Renovation of Teachers Training Institute (TTI) in Kismayo
4. Contracts
 4. a) 1999 FIDIC Short Form General Conditions
 4. b) FIDIC Short Contract Appendix
 4. c) Particular Conditions
5. Concern's Code of Conduct and Associated Policies
6. Concern's Purchasing Terms & Conditions