



## INVITATION TO BID

**PROVISION OF 30 WATER PUMPS MACHINES WITH OTHER ACCESSORIES  
TO POOR LOCAL FARMERS WITH THEIR INSTALLATION IN BELEDWEYNE  
DISTRICT- HIRSHABELLE STATE OF SOMALIA.**

**Ref #: SYPD-PA-ITB-003/BLW-01-022.**

**SUBMISSION DEADLINE: Jan 27<sup>th</sup> 2022, 11:59 PM (EAT).**

Afsiyooni Street, Opposite 21 October School, Waaberi  
Mogadishu-Somali.

**Note: Due to COVID 19 pandemic; suppliers are requested to keep social distancing, use face mask and sanitizer, or wash hands.**

## I. LETTER OF INVITATION

**SUBJECT:** Invitation to Bid (ITB) for Provision Of 30 Water Pumps Machines with other accessories to poor local farmers with their Installation in Beledweyne District.

Dear Sir/Madam,

Sustainable Development and Peace Building Initiatives (SYPD), invites local suppliers who have sound capacity to conduct the above subject to participate and submit their documents in reference to invitation bid (ITB)

This ITB includes fallowing documents and the candidate should fill;

- I. Invitation Letter
- II. Instruction to Company
- III. Returnable Bidding Forms
  - a. Supplier Registration Form
  - b. Financial Information Form
  - c. Relevant Experience Form
- IV. Annexes
  - i. Annex 1: Declaration Form
  - ii. Annex 2: SYPD Supplier Code of Conduct
  - iii. Annex 3: Financial Bid

Request for Invitation to Bid (ITB) should be submitted via email: [procurement@sypd.org](mailto:procurement@sypd.org) copy to [sypdmog@yahoo.com](mailto:sypdmog@yahoo.com)

Request for any clarification needed can be reach us on phone: on email; [procurement@sypd.org](mailto:procurement@sypd.org) or [sypdmog@yahoo.com](mailto:sypdmog@yahoo.com) .

SYPD looks forward to receiving your application and thank you in advance for your interest in SYPD procurement opportunities.

Yours sincerely,

Habiba Bishar  
Procurement & Logistics Officer

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## II. INSTRUCTIONS TO COMPANY

### 1. Introduction

Sustainable Development and Peace-building Initiatives (SYPD) is a non-profit, non-governmental, non-partisan organization that was formally registered in Somalia on August, 2004. In addition to humanitarian aid and emergency relief, SYPD strives to promote peace in Somalia, neighboring countries and Africa through sustainable development programs that enable communities to have permanent access to basic human needs, and by addressing the root causes that drive conflict in the region. Since its inception SYPD has implemented over 100 projects in different regions of Somalia, reaching hundreds of thousands of beneficiaries from the most vulnerable communities.

SYPD with the support of Penny Appeal is implementing a 5-month Income generating activities for conflict affected communities in North West Beledweyne of Hiran Region, Hirshabelle State, Somalia. The project is designed to support climatic shocks that affected vulnerable communities in Somalia with the comprehensive agricultural support package that includes; land preparation, provision of quality seeds, installation of water pump machine irrigation system and provision of 200 goats to the 50 poor agro-pastoralist to improve their income generations and each family will receive 4 goats.

For more information, please visit [www.sypd.org](http://www.sypd.org)

### 2. Project Overview:

Please see below summary requirements for which SYPD invites you to the bid on.

| Item                        | Description                                                                                                                       |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>             | Beledweyne, Hirshabelle State of Somalia                                                                                          |
| <b>Description of Goods</b> | Provision Of 30 Water Pumps Machines with other accessories to poor local farmers with their installation In Beledweyne District. |

### 3. Award Criteria

SYPD used award criteria for supply contract shall be awarded to the **lowest compliant** tender with consideration of **technical set** criteria bidder responses will be evaluated against two set criteria: **Technical and Cost-Effective Criteria**.

These criteria have been especially created to help our procurement to determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to target beneficiaries.

#### **4. Bid Documents**

- Company Profile with clear address
- Commercial license
- Registrations both Federal and States (HIRSHABELE)
- Valid Tax Compliance
- Company Bank Statements for the last 6 Month.
- Completed Supplier Registration Form
- Completed 'Tenderers Relevant Experience Form' & Evidence
- Signed Annexes for Invitation Declaration, SYPD Purchasing Terms and Conditions, Safeguarding Policies and SYPD Supplier Code of Conduct

#### **5. Vetting**

Prior to bidder providing any service or goods, they must first be vetted and cleared to work with SYPD. This comprises checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. The vetting of bidders will be completed after the award decision has been made. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SYPD have the right to cancel their award decision.

#### **6. Bid Language**

All bid documents should be written in English.

#### **7. Bid Currency**

Your financial offer should be expressed in USD

#### **8. Bid Submission Details**

All completed tender documents should be sent by email to: [procurement@sypd.org](mailto:procurement@sypd.org) copy to: [sypdmog@yahoo.com](mailto:sypdmog@yahoo.com) due to the COVID-19 situation it is not allowed submission of hard documents to SYPD HQ and sub-offices. The subject email should indicate the tender reference number mention in the Invitation Letter; Ref No: Ref #: SYPD-PA-ITB-003/BLW-01-022. The email submissions must be made as follows;

- The ITB number shall be inserted in the Subject Heading of the email
- Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains
  - The Financial Bid shall only contain the financial bid form, Annex 3.
  - The Technical Bid shall contain all other documents required by the tender Annex 1-2 and r Returnable Bidding Forms

## 9. Time Scale

| Activity Description               | Date                                                 |
|------------------------------------|------------------------------------------------------|
| Invitation To Tender               | <b>13<sup>th</sup> January 2022</b>                  |
| Deadline for the bid Clarification | <b>24<sup>th</sup> January 2022</b>                  |
| Deadline for Submission`           | <b>27<sup>th</sup> January 2022. 11:59 PM (EAT).</b> |
| Bid Opening                        | <b>30<sup>th</sup> January, 2022</b>                 |
| Award Contract                     | <b>01<sup>th</sup> February, 2022</b>                |

## 10. ESSENTIAL CRITERIA

These are criteria which bidders must meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the technical Criteria, they will be rejected from the bid process. These criteria are scored as Pass or Fail and bidders who fail will not be evaluated against Cost-effective criteria.

### 1. TECHNICAL CRITERIA (70%)

|                                                                              |                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>30% Points</b> - Previous experience in relevant work experience          | Provide past signed and stamp contracts as evidence:                                                                                                                                                                                                                 |
|                                                                              | <b>30% Points</b> for 5 or more works contracts with Government, LNGOs, INGOs or UN for similar works e.g., of the agricultural infrastructures (Provision of Water pumps) Copies of signed contracts PO and etc. with official signature and stamp to be submitted. |
|                                                                              | <b>20% Points</b> for 3 to 4 works contracts with Government, LNGOs, INGOs or UN for similar works e.g., of the agricultural infrastructures (Provision of Water pumps) Copies of signed contracts PO and etc. with official signature and stamp to be submitted.    |
|                                                                              | <b>10% Points</b> for 1 to 2 work contracts with Government, LNGOs, INGOs or UN for similar works e.g., of the agricultural infrastructures (Provision of Water pumps) Copies of signed contracts PO and etc. with official signature and stamp to be submitted.     |
|                                                                              | <b>5% points</b> for 1 work contracts with Government, LNGOs, INGOs or UN for similar works e.g., of the agricultural infrastructures (Provision of Water pumps) Copies of signed contracts PO and etc. with official signature and stamp to be submitted.           |
|                                                                              | <b>0% Points</b> for zero works contract                                                                                                                                                                                                                             |
| <b>10% Points</b> - Provide an Official bank statement for the last 6 months | <b>10% Points</b> for 6 months bank stamen and last 3 years certified Audited Accounts.                                                                                                                                                                              |

|                                                                                                                                                     |                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| and 3 years certified Audited Accounts.                                                                                                             | <b>5% Points</b> for If he submitted one of 6 months bank stamen and last 3 years certified Audited Accounts or less than 6 months bank statement                                                                                                                                                      |
|                                                                                                                                                     | <b>0% Points</b> for zero bank statement and certified Audited Accounts.                                                                                                                                                                                                                               |
| <b>20% Points-</b> Detailed Company Profile with address and contact phones, Valid Business permit with valid tax registration both FGS and States. | Provide these eligible documents;                                                                                                                                                                                                                                                                      |
|                                                                                                                                                     | <b>20% Points for those who provide all the 3;</b><br>I. Company Profile with detailed address and contact phone.<br>II. Certificate of Incorporation, Valid Business Permit/Licenses both Federal and Hirshabelle State of Somalia<br>III. Valid Tax Compliance, VAT Registration & TIN certificates. |
|                                                                                                                                                     | <b>10% Points for those who provide 2 of these;</b><br>I. Company Profile with detailed address and contact phone.<br>II. Certificate of Incorporation, Valid Business Permit/Licenses both Federal and Hirshabelle State of Somalia.                                                                  |
|                                                                                                                                                     | <b>5% Points for those who provide 1 of these;</b><br>I. Certificate of Incorporation, Valid Business Permit/Licenses both Federal and Hirshabelle state of Somalia.<br>II. Valid Tax Compliance, VAT Registration & TIN certificates.                                                                 |
|                                                                                                                                                     | <b>0% Points</b> for those who does not provide these documents.                                                                                                                                                                                                                                       |
| <b>10% Points</b> for complete, Sing/Stamp SYPD supplier registration and Annexes.                                                                  | <b>10% Points</b> for those who complete all the 2 and Sing/Stamp of all SYPD supplier registration form and annexes                                                                                                                                                                                   |
|                                                                                                                                                     | <b>5% Points</b> for those who complete 1 of them sing/Stamp of all SYPD supplier registration form and annexes                                                                                                                                                                                        |
|                                                                                                                                                     | <b>0% Point</b> for those who does not Sing/Stamp of the documents.                                                                                                                                                                                                                                    |

## 2. COST-EFFECTIVE CRITERIA (30%)

The lowest evaluated financial proposal with the consideration of quality will be awarded the maximum cost-effect criteria score of 30%.

All Technical and Cost-effect Criteria will be weighted accordingly to reflect their importance. The Cost-effect will account for at least 30%. The Technical Criteria will account for up to 70% of the score.

### III. RETURNABLE BIDDING FORMS

#### A. SUPPLIER REGISTRATION FORM

To be completed by the supplier:

##### 1. Business Profile

|                                                                                             |                   |
|---------------------------------------------------------------------------------------------|-------------------|
| Name of Company (Firm):                                                                     |                   |
| Registration Number:                                                                        |                   |
| Physical Address (Indicate location Mogadishu, Beledweyne and Baidoa if present):           |                   |
| Telephone Number:                                                                           |                   |
| Email, if applicable:                                                                       |                   |
| Contact person within the organization to whom enquiries about this bid should be directed: | Name:             |
|                                                                                             | Title:            |
|                                                                                             | Telephone Number: |
| Nature of business (plc/limited company/partnership etc...)                                 |                   |
| Number of Employee                                                                          |                   |
| Established Year                                                                            |                   |

## 1. GROUNDS FOR MANDATORY REJECTION

Please state 'Yes' or 'No' to each question

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If the answer to any of the following 9 questions is yes then please explain on a separate paper

1. Has the Company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations?

☐ **Yes**      ☐ **No**

2. Has the Company ever been convicted of an offence concerning its professional conduct by a judgment, which has the force of res judicata?

☐ **Yes**      ☐ **No**

3. Has the Company ever been guilty of grave professional misconduct proven by any means?

☐ **Yes**      ☐ **No**

4. Has the Company ever not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of Denmark, or those of the country where the contract is to be performed?

☐ **Yes**      ☐ **No**

5. Has the Company ever been the subject of a judgment, which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities' financial interests?

☐ **Yes**      ☐ **No**

6. Has the Company ever been declared to be in serious breach of contract for failure to comply with our contractual obligations, following another procurement procedure or grant award procedure financed by the European Community budget?

☐ **Yes**      ☐ **No**

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7. Has the Company ever been in any disputes with any Government Agency, the UN, or International Aid Organizations?

|                          |            |                          |           |
|--------------------------|------------|--------------------------|-----------|
| <input type="checkbox"/> | <b>Yes</b> | <input type="checkbox"/> | <b>No</b> |
|--------------------------|------------|--------------------------|-----------|

8. List any National or International Trade or Professional Organizations which your Company is a member of:

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9. When registering as a vendor with SYPD, the above details will be used to conduct due diligence checks on financial information and to confirm that the vendor is not listed in any sanction lists.

|                          |            |                          |           |
|--------------------------|------------|--------------------------|-----------|
| <input type="checkbox"/> | <b>Yes</b> | <input type="checkbox"/> | <b>No</b> |
|--------------------------|------------|--------------------------|-----------|

10. The data will be kept for 3 years. Do you agree that SYPD, or an external party on behalf of SYPD, carries out such checks?

|                          |            |                          |           |
|--------------------------|------------|--------------------------|-----------|
| <input type="checkbox"/> | <b>Yes</b> | <input type="checkbox"/> | <b>No</b> |
|--------------------------|------------|--------------------------|-----------|

## B. 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 3 years by the tenderer. The number of references to be provided must not exceed 10 for the entire tender

[illegible]

## C. FINANCIAL INFORMATION

### 1. Audit and Bank Details

|                                                                                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please indicate which <b>One</b> of the following you would be willing to provide <b>Indicate by ticking the relevant table</b> and Complete Bank information) |  |
| Have you audited firm's accounts for the most recent two years?<br>If yes please attach.                                                                       |  |
| Bank Name:                                                                                                                                                     |  |
| Bank Physical Address:                                                                                                                                         |  |
| Account Name:                                                                                                                                                  |  |
| Account Number:                                                                                                                                                |  |
| Account Holder Name:                                                                                                                                           |  |
| Holder Sign                                                                                                                                                    |  |

### 2. Payment and Terms

Payment terms are 5 working days from the date of invoice/delivery on receipt/acceptance of goods/services. Those who have submitted applications are deemed to have accepted these payments.