

TENDER DOSSIER

FOR

CONSTRUCTION OF WATER PAN, ASSOCIATED INFRASTRUCTURE AND ELECTROMECHANICAL SYSTEM AND PROCUREMENT OF TVET START-UP KIT IN BAIDOA UNDER DANWADAAG PROGRAMME – SOMALIA

LOT NUMBER & NAME	LOT REFERENCE NUMBER
LOT#1: WATER PAN – CONSTRUCTION & DEVELOPMENT	CONCERN/SOM/SR94536/JANUARY/2022/WORK
LOT#2: PROCUREMENT OF TVET – EQUIPEMENT	CONCERN/SOM/SR94645/ JANUARY/2022/EQUIP

January 2022

Table of Contents

<u>Item</u>	<u>Description</u>
Section 1.	Letter of Invitation to Tender
Section 2	Instruction to Tenderers
2.1	Introduction to Concern
2.2	Concern Worldwide Somalia
2.3	Tender Background
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
4.4	Details of Equipment and Furniture
4.5	Previous Experience with similar services (same activity completed)
Section 5	Financial Offer
Section 6	Tenderers Declaration
Section 7	Annexes

SUBJECT: INVITATION TO TENDER FOR CONSTRUCTION OF WATER PAN, ASSOCIATED INFRASTRUCTURE AND ELECTROMECHANICAL SYSTEM AND PROCUREMENT OF TVET START-UP KIT IN BAIDOA UNDER DANWADAAG PROGRAMME – SOMALIA.

- 1) Concern Worldwide invites interested eligible bidders for the **construction of water pan, associated infrastructure and electromechanical system and procurement of TVET start-up kit in Baidoa under Danwadaag Programme – Somalia as detailed below.**
- 2) Electronic bids should be submitted to the email address: tenders.somalia@concern.net; the email subject should state the Lot name and reference number as stated below:

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If the email subject is not stated 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 Description	Checklist
1) Business registration/license certificate by SWS	☐
2) Valid Tax Compliance Certificate by SWS	☐
3) Company Profile	☐
4) Copy of previous contracts/LPO for relevant Water pan construction development and TVET kits undertaken by the bidder for the past 3 years	☐
5) Original bank statement signed and stamped by the relevant bank authority, which includes transactions for the past 6 months.	☐
6) Duly completed Financial Offer (BoQ)	☐
7) Tender Declaration Form completed, signed and stamped	☐

- 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 **29th January 2022 by 5.00pm**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on **30th January 2022**.
- 5) Bidders can only apply for **one Lot**. A bidder who submits or participates in more than one Lot 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 world wide'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

Concern Worldwide under the Danwadaag project: Enhancing conditions for durable solutions for IDPs and returning refugees in Somalia is working through a consortium with IOM, NRC and ReDDS in close collaboration with the government authorities of South West State to support its implementation. The key outcomes of this project are to increase self-reliance and improve access to basic services among displacement affected communities (IDPs, returnees and host community) by creating inclusive sustainable economic opportunities and provisions of sustainable and equitable basic services in close collaboration with the government, private sector, development partners and communities.

As part of the effort to contribute to the achievement of the project outcomes, Concern has established and sustained engagement of key livelihoods activities, especially the training, mentoring, and monitoring of livelihood intervention including Technical Vocational and Education Training and Skills (TVET). Concern supports Technical Vocational and Education Training and Skills (TVET) trainees in acquiring alternative skill training, apprenticeship, coaching and mentorship and finally with skill-oriented start-up kits to facilitate timely entry to the markets. Furthermore, Concern has been contributing to WASH service provisions including accessible to clean water sources to the displacement affected communities. As part of the efforts to address perennial water crisis in the target locations, Concern is planning to undertake construction of a rain-fed water pan plus its electro-mechanical development to improve water provision of IDPs and poor host communities in the target locations.

2.4 Tendering Process

A tender advert will appear on following website <https://somalijobs.net> from **16th January 2022**. The tender documents can be downloaded from the links provided in the advert on these websites (<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 office during the tender evaluation process - if deemed necessary to ascertain the bidders' capacity to supply and deliver of the equipment and furniture.

2.6 Submission of Bids

Tender dossier will only be accepted in the format requested. Any incomplete response or responses not in the format of the template provided shall be treated as null and void.

Electronic bids should be submitted to the email address provided here: tenders.somalia@concern.net; the email subject should state the Lot name and reference number as stated below:

LOT NUMBER & NAME	LOT REFERENCE NUMBER
LOT#1: WATER PAN – CONSTRUCTION & DEV'T	CONCERN/SOM/SR94536/JANUARY/2022/ WORK
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The deadline for receipt of bids is on **29th January 2022 by 5.00pm EAT**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on **30th January 2022**.

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:

- Business registration certificate by SWS
- Valid Tax Compliance Certificate by SWS
- Company Profile
- Copy of previous contracts/LPO for relevant Water Pan Construction Development and TVET kits 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.
- Tender Declaration Form completed, signed and stamped

Section 3: Evaluation of Tenders

All valid bids received will be evaluated by a Joint Tender Evaluation Committee (TEC) 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. The TEC reserves the right to request proof of bidders past

relevant 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 business registration/silence certificate by SWS
- 4) Tax compliance certificate by SWS
- 5) Original bank statement signed and stamped by the relevant bank authority including transactions 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 all 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, quality of the samples provided, financial capacity, delivery time and other competences). To be technically acceptable, the proposal shall meet or exceed the stipulated requirement and specifications in the Tender Dossier. 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). Considerations in the technical evaluation process includes;

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 valid Company business License/Registration.
 - 5 points for number of Years in operation
2. Financial viability - **7 points**
 - 4 points for bank account balance 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 – **15 points**
 - 8 points for delivery time for the supplies
 - 7 points for price quoted validity
5. Relevant Experience for supply of equipment and furniture – **18 points**

- 6 points for each of the previous 3 contract/LPO for relevant equipment and Furniture supplies undertaken by the bidder for the past 3 years.

3.3 Financial Evaluation (weighted at 30%)

The financial evaluation will be weighted at **30%**. The financial score will be calculated using the formula below.

$$\text{Financial score} = \left\{ \begin{array}{l} \text{Cheapest bid} \\ \text{Tenderer own bid} \end{array} \right\} \times 30\%$$

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.

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 companies selected as 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 **22nd to 25th January 2022**. 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's Procurement policy, a drastic change in specification of the goods, 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

For TVET kits the contract will be supply and delivery of the equipment according to the agreement. For the water supply, the contract will be supply all materials and construction of the water supply components.

3.12 Donor

Foreign Commonwealth Development Office (FCDO) - through Danwadaag Durable solutions programme.

Section 4 – Bidder's Information

4.1 Business Profile

Please complete this form:

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

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

Please Provide your payment schedules in % given details of payments due deliverables	
Preferred payment method (cheque/electronic payments	

How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	
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4.4 Delivery terms and price validity

What is your delivery time to deliver the supplies to the respective locations? Per annexes	
How long is your quoted price valid?	

4.5 Relevant Experience

Please provide relevant previous 3 contracts for equipment and Water pan Construction and Development from INGOs/UN/donors and Government.	
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4.6. Reference of providing similar services in the past:

Please complete the table below using the format to summarise the **major relevant equipment and furniture** carried out in the course of the past 3 years by your company.
Please provide proof e.g. copy of Contract/Local Purchase Order (LPO).

Provide details of other International Aid, UN Organisations, Donors and Government that you supplied					
International NGO/UN/Donors & Government	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



Instruction: Tenderers are advised to apply only one Lot in either of the **TWO LOTS** provided below. A bidder who submits or participates in more than one Lot will be disqualified.

Please refer annex 4 for the locations where the goods will be delivered to.

5.1 LOT 1: CONSTRUCTION OF WATER PAN, ASSOCIATED INFRASTRUCTURE AND ELECTROMECHANICAL SYSTEM.

Ref No: **LOT#1: WATER PAN – CONSTRUCTION & DEV'T** **CONCERN/SOM/SR94536/JANUARY/2022/WORK**

BILL OF QUANTITIES - SUMMARY COSTS

Item	Description	Specification	Unit	Qty	Unit Price (USD)	Total Cost (USD)
1	Electromechanical and Solar Pump System	As per the attached BoQ and Design	No.	1		
3	Water Point	As per the attached BoQ and Design	No.	1		
4	Transmission Lines	As per the attached BoQ and Design	No.	1		
5	25m3 RCC ELEVATED TANK	As per the attached BoQ and Design	No.	1		
9	Haffir Pan (7200m3)	As per the attached BoQ and Design	No.	1		
					GRAND TOTAL	

5.2 LOT 2: PROCUREMENT OF TVET EQUIPMENT

Ref No:

LOT#2: PROCUREMENT OF TVET EQUIPEMENT

CONCERN/SOM/SR94645/ JANUARY/2022/EQUIP

No	Item Description	Specification	Unit Size	Quantity	Unit Price (USD)	Total Cost (USD)
1.	Tie and Dye	As per of the Sample Photo attached	Set	17		
2.	Electric Installation	As per of the Sample Photo attached	Set	7		
3.	Mobile repair	As per of the Sample Photo attached	Set	29		
4.	Tailoring	As per of the Sample Photo attached	Set	36		
5.	Beauty saloon	As per of the Sample Photo attached	Set	42		
6.	Carpentry	As per of the Sample Photo attached	Set	19		
					Total:	

SECTION 6: TENDERER'S DECLARATION



In response to your letter of invitation to Tender for the Procurement of Construction Of Water Pan, Associated Infrastructure and Electromechanical System And Procurement Of TVET Start-Up Kit In Baidoa Under Danwadaag Programme – Somalia, 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
3. The price of the tender is USD (In words)
.....
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 & 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

SECTION 7 **Annexes**

1. Designs and Drawings
- 2.
3. Concern's Purchasing Terms and Conditions
4. Concern Code of Conduct and Associated Policies
5. Copy of Concern's Service and Supplies contacts
6. Delivery Location of the goods