

**Tender  
Reference:**

**CONCERN/SOM/SR#94873/94947/APRIL/2022/RUTF**

**COMPLETE TENDER DOSSIER**

**FOR**

**SUPPLY OF READY-TO-USE THERAPEUTIC FOOD (RUTF)**

**APRIL 2022**

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## 1. Letter of Invitation to Tender

**Tender Reference:**

CONCERN/SOM/SR#94873/94947/APRIL/2022/RUTF

Dear Sir/Madam,

**SUBJECT: SUPPLY OF READY-TO-USE THERAPEUTIC FOOD (RUTF)**

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 **1<sup>st</sup> May 2022** to the address specified in the instruction to tender document.

Your tender bid must include the following **essential** documentation, so please use the list below as a 'checklist' before submitting your tender to Concern

SN	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	
6	Tax compliance certificate	
7	Bank statement for the past 6 months	
8	Audited accounts for 2020 or 2021	
9	Certificate of analysis	
10	Certificate of origin	
11	Certificate of conformity	
12	Company Profile	
13	Copy of relevant contracts/purchase orders	

Offers must be submitted through the dedicated email address: [tenders.somalia@concern.net](mailto:tenders.somalia@concern.net) with email subject **"CONCERN/SOM/SR#94873/94947/APRIL/2022/RUTF"**

## 1a. Instructions To Tenderer



### 1. Introduction:

Concern Worldwide is an International Non-Governmental Organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Our mission is to help people living in extreme poverty achieve major improvements in their lives which last and spread without ongoing support from Concern. To achieve this mission, we engage in long-term development work, build resilience, respond to emergencies, and seek to address the root causes of poverty through our development, education and advocacy work.

### 2. Supplies to be provided

Concern Somalia is inviting interested and qualified bidders to submit their offers for supply of Ready-To-Use Therapeutic food (RUTF)

### 3. Closing date and time for submission of tenders

The tender will close on 1<sup>st</sup> May 2022 by midnight

### 4. Submission of tenders

Electronic bids should be submitted to the email address: [tenders.somalia@concern.net](mailto:tenders.somalia@concern.net) the email subject should bear the tender reference number.

Name	Reference Number
Supply of RUTF (Plumpy Nut)	CONCERN/SOM/SR94873/94947/APRIL/2022/RUTF

### 5. Timetable for provision

Line	Item	Date
1	Tender advert	17 <sup>th</sup> April 2022
2	Closing date for clarification	25 <sup>th</sup> April 2022
2	Closing date & time for receipt of tenders	1 <sup>st</sup> May 2022 by Midnight, EAT
3	Tender opening location	Concern Somalia , Mogadishu office
4	Tender opening date	5 <sup>th</sup> May 2022

### 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 Ninety (90) days from the tender submission date.

### 8. Currency

All bids should be submitted in US dollars. Any other currency will not be accepted.

### 9. Type of Contract

Fixed supply contract

### 10. Content of Tender Dossier

- Completed Technical Evaluation Form

- Completed 'Tenderer's Relevant Experience Form' & Evidence
- Financial Offer
- Signed Tenderer's Declaration
- Company's Certificate of Registration
- Tax compliance certificate
- Bank statement for the past 6 months
- Audited accounts for 2020 or 2021
- Certificate of analysis
- Certificate of origin
- Certificate of conformity
- Company Profile
- Copy of relevant contracts/purchase orders

## **11. 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.

### **11.1 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:

- Bid applications must be received within the deadline
- Submission of a comprehensive company profile
- Valid business registration certificate
- Tax compliance certificate
- Original bank statement signed and stamped by the relevant bank authority for the past 6 months.
- Duly completed Financial Offer,
- 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.

### **11.2 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.

- 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

- Financial capability (Bank details) - **7 points**
  - 4 points for bank details provided
  - 3 points for length of the bank account operation
- 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?
- Product Information – **11 points**
  - 3 points for specification of the RUTF (ingredient and contents. Etc.)
  - 2 points for the sample picture of the available RUTF (carton & sachet)
  - 3 points for the weight of the available RUTF Carton
  - 3 points for the source/origins of the supplies
- Delivery terms and price validity – **10 points**
  - 3 Points to deliver the supplies to Mogadishu port
  - 3 points for delivery time for the supplies
  - 4 points for price quoted validity
- Relevant Experience for supply of RUTF – **12 points**
  - 3 points for each of the previous 4 contract/LPO for relevant nutritional supplies or similar accomplishments undertaken by the bidder for the past 3 years

### 11.3 Financial Evaluation (weighted at 30%)

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

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

### 12. 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.

### 13. Clarification/ Amendments to the bid document

If a prospective bidder wishes clarification on a certain aspect of the tender, they can contact procurement Department on the following email address [mogadishu.logistics@concern.net](mailto:mogadishu.logistics@concern.net), which will then be shared with the Tender Evaluation Committee.

### 14. 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.

**15. Appeals Process**

If you wish to appeal or to raise any concerns, please write to [somalia.admin@concern.net](mailto:somalia.admin@concern.net) with email subject of the tender reference.

**16. 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.

**17. Donor**

This activity is funded by EU Humanitarian Aid, World Bank and Foreign, Commonwealth & Development Office (FCDO)

## 1b. Technical Evaluation Form



To be completed by tenderer:

**1. Business Profile:**

Name of Company:	
Physical Address:	
Office Telephone Number:	
Official Email Address	
Contact Person: Name, Title, Telephone Number	
Years in operation:	

**2. Bank Details:**

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

**3. Payment Terms:**

Please provide your payment terms?	
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. Product Information**

Provide specification of the RUTF (ingredient and contents. Etc.)	
Provide sample picture of the available RUTF (carton & sachet)	
Provide weight of the available RUTF Carton	
Where will you source the supplies from?	



**5. Delivery Terms and Price Validity**

Are you able to deliver the supplies to the Final destination (Mogadishu port)?	
What is your delivery lead-time for the supplies upon signing the contract?	
How long is your quoted price valid?	



## 1d. FINANCIAL OFFER



No	Item Description	Specification	Unit size	Quantity	Unit Price (USD)	Total Cost (USD)
1.	Ready-to-use therapeutic food (RUTF)	Plumpy nut; Carton of 150 sachets	Carton	5,362		
2.	Delivery cost to Mogadishu Sea Port					
					<b>Grand Total</b>	

## 1e. 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, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve 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:

No	Item Description	Specification	Unit size	Quantity	Unit Price (USD)	Total Cost (USD)
1	Ready-to-use therapeutic food (RUTF)	Plumpy nut; Carton of 150 sachets	Carton	5,362		
2	Delivery cost to Mogadishu Sea Port					
					<b>Grand Total</b>	

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 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: