

TERMS OF REFERENCE

CUSTOMS CLEARANCE AND FREIGHT FORWARDING SERVICE

1. Background

World Vision Somalia Program wants to engage into an arrangement with one of the most competent organizations to manage their customs clearance and freight forwarding in order to obtain additional time and cost efficiencies from economies of scale while ensuring great quality of service.

The contractor shall provide the facilities, qualified staff, expertise, and other means required to undertake customs clearance, freight forwarding, and related services in line with best commercial practice.

The information in this document and its appendices and attachments is confidential and is subject to the provision and our non-disclosure agreements and should not be disclosed to any external party without explicit prior written consent of World Vision International

The successful bidder shall be contracted for an initial period of THREE (3) years renewable based on satisfactory evaluation of successful bidder performance.

2. Qualification of Service provider

World Vision International seeks to contract the services of Clearing & Forwarding Agents who know and understand the major rules and regulations applicable in the international clearance and forwarding process in Somalia. The successful Clearing agent will be expected to service needs from World Vision Entities based in Mogadishu, Somalia.

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of WVI by providing these requirements.

Clarification of Bidding Document

- a) All correspondence related to the contract shall be made in English.
- b) Should there be any doubt or uncertainty, the Bidder shall seek clarification in writing through e-mail to: caroline_njuki@wvi.org or joel_okumu@wvi.org
- c) Any clarification sought by the bidder in respect of the RFP shall be addressed at least five (5) working days before the deadline for submission of bids
- d) It is the responsibility of the Bidder to obtain any further information required to complete this RFP.
- e) Any clarification requests and their associated response will be circulated to all Bidders.
- f) The last date for receipt of requests for clarifications from bidders is **1st July 2022**

The RFP Clarification Template is as follows: -

• Company Name: • Contact Person: (primary Supplier contact) • E-mail: • Phone: • Document Number/Supplier:			
#	Date	Section / Paragraph	Question
1			
2			

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders

Mandatory Requirements

- List of company branches/offices/subsidiaries in Somalia. Please give physical address, email and telephone contacts.
- Copy of Company or Firm's Registration Certificate/Certificate of Incorporation (in Mogadishu). Proof of Registration in other areas in addition to Mogadishu will be an added advantage.
- Certified copy of tax registration from Federal government.
- Ownership of organization

Additional Requirements;

- Brief company Profile – describing the nature of business, organization chart(organogram), field of expertise and physical office location/s in Somalia.
- List of at least three current clients. International NGOs/companies. Please indicate description of contract scope, contract duration, contract value, and contact details (Name, email & Telephone number).
- Copies of LPO's, Letters of award/signed contracts/reference letters
- Evidence on use of custom cargo tracking system in Somalia
- Valid Insurance Covers
- Letter(s) of agency or partnership where applicable
- Successful bidder will be required to sign World Vision Supplier Code of Conduct form
- Proof of working at the Mogadishu International Airport is mandatory.

3. Objectives:

The Clearing Agent will be required to: -

- a) Prepare pickup order and apply for the required necessary documents from the ministry lines and customs as required by the federal government of Somalia
- b) Clear consignments without incurring storage charges and demurrage or penalties by customs.
- c) Monitor each consignment and submit daily report showing clearance position and any other information until the cargo is cleared and delivered.
- d) Advise the Organization on existing customs/airport regulations and changes affecting clearance and handling of cargo.
- e) Advise the Organization promptly on payable duties and taxes to enable organization on payments.
- f) Pay disbursements on behalf of the Organization. Disbursements fees will be for mutually agreed payments by the clearing agents including but not limited to the Airport Import invoice charges.
- g) Transport consignment from port to WV entities or as otherwise instructed by the Organization.
- h) Load and offload Consignments at the airport
- i) Preparation of all documentation and facilitation and collection of documents from WVison office and dropping to the government ministry offices
- j) Must be Available for 24 hours, **at least on calls if possible**
- k) The contractor shall manage customs clearance of goods from point of entry for air shipments and shipment to WHO warehouses in Mogadishu, Hargeisa and Garowe or WV Warehouses or MoH warehouses.
- l) If there is a loss, damage, or delay in the items, the contractor is required to notify World Vision logistics personnel immediately.
- m) Attendance at customs physical examinations is necessary at the right time and point of entry.

The successful bidder shall at all times exercise reasonable care and professionalism in executing duties and shall act in good faith on behalf of the Organization while providing these services.

4. Expected Types of Consignments:

The principal goods to be cleared at customs will include, but are not limited to, the following:

- Drugs,
- Laboratory equipment
- Medical supplies
- Laboratory supplies and reagents (Dangerous Goods)
- Other items that are not listed above but are necessary for the World Vision Global Fund program in Somalia.

The successful bidder shall at all times exercise reasonable care and professionalism in executing duties and shall act in good faith on behalf of the Organization while providing these services.

5. Proposed Methodology for the Completion of Services

The vendor must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

The provider should offer what they consider to be the best value for money taking into consideration total transit time i.e. when goods will be cleared immediately the consignment reaches the airport, and total cost.

Also indicate/demonstrate:

- I. Owned/leased/contracted custom bonded warehouses.
- II. Any online consignment tracking tool that will be used and a brief description of how it works.
- III. Fleet capacity. Number of vehicles owned and vehicle capacity.

6. Tender Prices

Bidders must give a detailed breakdown of cost “Financial Proposal”, the quotations must include all costs chargeable to WVI.

The Tenderer shall indicate on the appropriate Price Schedule, agency fees as a percentage of cost insurance and freight (CIF) amount of the service it proposes to apply under the contract.

WVI will however request the clearing agent to pay these charges on their behalf and the same included in the invoice for reimbursement purposes. All original receipts for payment done on behalf of WVI should be presented and they will be used to process reimbursements.

Tender prices to be submitted (quoted) by the Tenderer in their financial proposal shall remain fixed for the contract duration.

Financial proposal on the Customs Clearance Rates in the format below:

- I. Please use the price schedule provided in ANNEX 2 of this TOR**
- II. Any other price/cost chargeable to WVI but not covered by the schedule should be indicated separately and or if it is a third-party cost or clearing company cost**

7. Preliminary Tender Evaluation

Prior to the detailed Technical and Financial evaluation, WVI will determine the substantial responsiveness of each Tenderer. For purposes of this tender, a substantially responsive Tender is one that conforms to the requirements of Preliminary Evaluation and compliance to the mandatory documents stated in this TOR. WVI's determination of a Tender's responsiveness will be based on the contents of the Tender itself and the documents presented by the tenderer.

8. Confirmation of Qualification for Award

WVI will confirm to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

The confirmation will take into account the Tenderer's financial, technical, delivery capabilities and tenderer integrity in all their operations and businesses

WVI will award the contract to the successful Tenderer whose Tender has been determined to be substantially responsive, technically compliant and has been determined to be the best value evaluated tender, and further, where deemed necessary, that the Tenderer is confirmed to be technically and financially qualified to perform the contract satisfactorily.

9. Qualifications of Key Personnel

As required by the RFP, the Service Provider must provide technical certificates and CVs indicating names and qualifications of the key personnel that will perform the services indicating who the Team Leader is, who are supporting, etc.

ANNEX I

Technical Evaluation Criteria

	Technical Aspect	Detailed Criteria	
1.0	Documentation - The bidder is required to attach the following documents	Yes/No	Max Score
a	Certificate of Incorporation/Registration	Yes/No	
b	Valid Customs Agents	Yes/No	
c	Current Valid membership certificate of International Freight and Warehousing Association	Yes/No	
d	Business Permit	Yes/No	
e	Valid TAX Compliance Certificate	Yes/No	
2.0	Capability of the firm		
a	No of years of experience as per certificate of incorporation	Above 10 years= 6 marks; 5- 10 years = 4 marks; 2-4 = 2 marks ; Below= 0	6
b	Regional presence/representation within Somalia and beyond	2 marks for each demonstrated regional presence; max 4 marks	4
c	Demonstrate ability to provide the specific services. This is the firms core business.	Core Business = 5 marks; Not core = 0	5
d	Methodology and approach used during provision of the clearing and forwarding services i.e. workplan/timelines/utilization of the online consignment tracking tool/ reporting/quality assurance mechanism/authorized economic operator etc	Fully demonstrated=20 marks; partially demonstrated=10 marks; not demonstrated=0	20
e	Evidence of authority/training in the use of Online Systems	Provided = 5; not provided = 0	5
f	Evidence of at least three airfreight/sea freight consignments cleared and timelines from date of arrival of the consignment for the last one year e.g. airway bill/Bill of lading; arrival advice, release order and customs entry	5 marks for each evidence provided maximum 15 marks; no evidence provided = 0 marks	15
g	Show evidence of Certified Technical Resources in the Organization	2 marks for each certification maximum 10 marks; no certification= 0 marks	10
h	Experience of staff involved (Check in CVs)	Above 5 years= 5 marks; 2- 5 years = 3 marks; Below=0	5

i	Copies of LPO's/Letters of award/ signed contracts/reference letters	5 marks for each relevant reference provided and attached maximum of 3 references	15
j	Evidence of storage facility/strong rooms either ownership/lease/Hire/rental etc to secure cargo	Each storage facility 1 mark - maximum 5 marks ; No storage facility = 0 marks	5
k	Proof of access to transportation trucks/vehicles – ownership documents and/or lease/hire agreements for vehicles provided	Each proof provided 1 mark - maximum 5 marks ; No proof provided = 0 marks	5
l	Insurance covers e.g. Public Liability, or for Consignments	1 mark for each insurance cover attached max of 5 marks	5
Total - Technical Score			100
% Score			100%

ANNEX 2

Price Schedule for Services

Name of the Bidder:				
UOM	Qty	Item/Description	Unit Price - Usd	Total Price -Usd
		<u>Air Freight Imports/Transit Cargo</u>		
SUM	1	Documentation Processing Charges		
%	1	Agency Fees per shipment (%)		
SUM	1	Agency Fees-Minimum per shipment		
SUM	1	IDF Application Fees		
SUM	1	Transit Bond		
		<u>Air freight Exports/Transit Cargo</u>		
SUM	1	Documentation Processing Charges		
SUM	1	Agency Fees per kg		
SUM	1	Agency Fees-Minimum per shipment		
		<u>Road Transport Charges per trip</u>		
SUM	1	MIA to WHO Warehouse (1-200kgs)		
SUM	1	MIA to WHO Warehouse (201-500kgs)		
SUM	1	MIA to WHO Warehouse (501-1000kgs)		
SUM	1	MIA to WHO Warehouse (1001-5000kgs)		
HR	1	Forklift charges Per Hour		

***NOTE: PLEASE NOTE THAT ALL OTHER CHARGES SUCH AS**

Documentation, Handling, Verification Cost of disbursements, transportation rates, IDF need to be provided if not contained in the Agency Fee.

Third party charges should be at cost.

All payments are subject to (% VAT) where applicable. Please clearly indicate where VAT is applicable

8. Terms of Payment

Minimum Credit Period: - 30 Days after submission of invoice

Bid Submission

Interested individuals and firms should submit their proposal with the below documents in English and by email to somo_supplychain@wvi.org on or before **4th July 2022**. Proposals should be submitted in three distinct/separate attachments, namely Mandatory Requirements, Technical Proposal and Financial Proposal (Bidders who will combine both technical and financial proposals shall be disqualified)

Email title should be; - CUSTOMS CLEARANCE AND FREIGHT FORWARDING SERVICE

Bids received after deadline shall not be considered.

“World Vision International reserves the right to accept or reject any Tender and is not bound to give reasons for its decision”.