

INVITATION TO TENDER

Somalia Country Office

Mogadishu

10th September 2023

ITT/MOG/2023/352973

**Construction of 48 Cubic meter concrete elevated water tank,
Generator room with Store and 6 Water Kiosks at Kurdamac
IDP Borehole 1 - Mogadishu**

SUBMISSION DEADLINE: 30th September 2023

PRE-SUBMISSION CLARIFICATION MEETING: N/A

QUESTIONS / CLARIFICATIONS : CSS.LOGISTICS@SAVETHECHILDREN.ORG

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1 : INVITATION TO TENDER

- Introduction to SCI
- Project Overview and Requirements
- Award Criteria
- Instructions & Key Information

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

Detailed description of SCI's specific requirements (e.g., volumes, delivery dates / locations, product specifications etc).

PART 3: BIDDER RESPONSE DOCUMENT

Template to be used to submit response to this Invitation to Tender.

PART I – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development, and participation.

Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g., floods, famine & wars).
- Campaign for long term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty, or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work, we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Construction of 48 Cubic meter concrete elevated water tank, Generator room with Store and 6 Water Kiosks at Kurdamac IDP Borehole 1 - Mogadishu
Outcome of Tender (CO to select one of the following options)	Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.
Duration of Award	For the duration of the specific build requirement

Further detail on the specific requirements of the project (e.g., volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'. Refer the breakdown and detailed requirements in Section 2 at page 13 in this ITT.

3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria. Refer the breakdown and detailed requirements in Section 2 at page 13 in this ITT.

3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria. Refer the breakdown and detailed requirements in Section 2 at page 14 in this ITT.

3.4 COMMERCIAL CRITERIA (40%)

These criteria will be used to evaluate the commercial competitiveness of a bid. All bids which pass the Capability criteria will be evaluated against the same pre-agreed Commercial Criteria, which have been created by a committee of representatives from SCI.

The lowest evaluated financial proposal will be awarded the maximum commercial criteria score of 40%.

The commercial criteria score for all other bidders which pass the Capability criteria will be calculated using the formula below:

$$\text{Commercial Score} = \left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$$

4. VETTING

Successful bidders must be successfully vetted. This involves 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 and prior to any contract being signed, or orders placed. 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), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	10 th September, 2023
Deadline for questions from Bidders	20 th September, 2023
Deadline for Bid Submission	30 th September, 2023
Bid Clarifications	20 th September, 2023
Award Contact	Within October, 2023

The above dates are for indicative purposes only and are subject to change.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

Electronic Submission via ProSave:

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a Sourcing Event.pptx

- **Bidders are encouraged to apply via Ariba system. Please request the ITT document via email sending your company profile and Business registration certificate. Please address your request to css.logistics@savethechildren.org**

Electronic via Tender Mailbox (Optional) for unconnected suppliers

- All completed tender documents should be sent by email to Somalia.sstenderbox3@savethechildren.org
- The Subject of the email should indicate the Tender Reference number of **ITT/MOG/2023/352973**

Submission of bids shall only be accepted to the correct methods in section 6.2.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **30th September 2023 5:00 PM in the afternoon.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
<<Procurement committee>>	<< css.logistics@savethechildren.org >>

Please be advised local working hours are **<<8:00AM to 3:30 PM East African Time>>**. Please allow up to <<3>> days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

- Construction of 48 Cubic meter concrete elevated water tank, Generator room with Store and 6 Water Kiosks at Kurdamac IDP Borehole 1 - Mogadishu.

2. SPECIFICATIONS

- Detailed specifications can be found from the Bill of Quantity and the designs attached together with this ITT.

3. ADDITIONAL INFORMATION

- The suppliers are advised to visit the site to understand and familiarize the construction requirements.

4. WAYS OF WORKING

a) Site safety protocol & Security

- Save the Children expects all suppliers to ensure protection of site, staff and visitors (including community and children) during the time of construction.
- Suppliers should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises.
- Suppliers should provide appropriate Protective Personnel Equipment for all labourers.
- Controlled access should be implemented at the site of construction.
- Save the Children expects the successful supplier to provide latrine facilities for labourers which should be segregated by gender, but this is not mandated.
- Save the Children expects the successful supplier to provide all appropriate signage required for the project including but not limited to warning of danger, no unauthorised access etc.

b) Staff

- Depending on the nature of construction project, Save the Children consider the following core roles for the delivery of a successful project.
 - Site Agent
 - Site Foreman
 - Any other skilled personnel as required for the project e.g., Carpenter, stabilised soil block expert, safety agent.

All proposed staff for core roles should be fully qualified as per the Country requirements e.g., bachelor's degree in civil engineering, Foremanship certificate etc.

- Suppliers should provide a full and signed Curriculum Vitae (CV) for the above core roles. The personnel performing core roles must be able to read and interpret all technical documents written in the national speaking language.
- For minor construction projects: Save the Children accept that the Supplier may propose resources.
- that combine the site agent / foremen roles as well as any additional skilled personnel as long as long as training, skills and experience required to complete the work can be demonstrated.

c) Site Visits

Constructor should provide evidence as part of supplier response to confirm that they have visited the proposed site and appropriately budgeted and planned for all additional requirements (including time)

d) Workplan

- Supplier is expected to provide a detailed workplan which includes mobilization and temporary works, e.g., site hoarding, scaffold and signage, inspection dates, milestones for payment and quality processes.
- Suppliers are encouraged to indicate timelines for quality procedures e.g., curing of concrete.
- Workplans should also include milestones for inspection e.g., steel re-enforcing and form work before casting concrete.

- iv. The work plan should be included in the Bidder Response Document.
- v. An example workplan layout is below, suppliers should use a similar format.

NO	WORK ITEM	DURATION (Days)	MONTH 1				MONTH 2				MONTH 3			
			W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1	Preliminaries													
2	Temporary structures													
3	Mobilization													
4	Sub structures													
5	Superstructure													
6	Roof													
7	Finishing													
8	Handover / completion date													

e) Method Statement

- i. It is expected that suppliers should provide a Method Statement as part of their response and should as minimum include the following content:
 - Brief description of the works, task, or process
 - Start and completion dates.
 - Site contact details including an in an emergency contact.
 - Summary of known hazards and control measures to mitigate.
 - Personal protective equipment (PPE) that is mandated for labourers to wear for the duration of the project.
 - Applicable environmental or quality procedures.
 - Statement of actions that must be taken to ensure the tasks can be performed safely.
 - Total lead time.
 - Mobilization and procurement / sourcing or materials. In particular provide information about supplier selection, transportation requirements and recognition of site-specific constraints to be overcome e.g. rocky ground).

ii. Method statement for site safety protocol should include as minimum:

1. Protection of site, staff and visitors.
2. Health and safety on site.
3. Signage.
4. Traffic calming.
5. Incident reporting.

iii. Drawings, Bill of Quantities and Specifications

- i. Suppliers should familiarise themselves with all the documentation (drawings and bill of quantities (BOQ) for the works) provided to ensure their priced bid is in accordance with the designs, BOQ and specifications.

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION I - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Bidder accepts Save the Children’s ‘Terms and Conditions of Construction Contract’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
3	<p>The Bidder confirms it is fully qualified, licensed, and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>These includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> • Legitimate business address • Valid Tax registration number & certificate from the Ministry of Finance of Federal Government of Somalia with good standing of Q2 2023. • Valid Registration certificate from the ministry of commerce and industry of Federal government of Somalia. 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Registration Certificate	

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
1	<p>Supplier shares three examples / references, during the last four years, of their experience in providing borehole works similar to those requested within this tender.</p> <p>Note – site visits may be requested by Save the Children to verify the references</p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	<p>a) Experience 30 points</p> <p>Kindly Provide 5 relevant contracts (Major construction works, similar/50% and above of the current tender value from 2020-2023) with government, Private sector, UN or INGOs for provision of similar services. Copies of signed contracts with official signature and stamp to be submitted.</p>	Bidder Response		Attachment(s)
	<p>b) Financial capacity. 10 Points</p> <p>Kindly provide your official Bank statement with 2 genuine transactions which are traceable contracts/LPOs from 2020 to 2023.</p>			

	<p>c) Work Plan 10 Points</p> <p>Bidder to provide sufficiently detailed Workplan for the project which outlines the overall project duration and includes the following:</p> <ul style="list-style-type: none"> - Lead Time - Mobilisation Date - Completion date 		
4	<p>C) Sustainability criteria 10 Points</p> <p>Bidder submits a comprehensive Environmental Control Plan for the project.</p>	Bidder Response	Attachment(s)

SECTION 3 – COMMERCIAL QUESTIONS

COMERCIAL CRITERIA		
Commercial (40%) The lowest acceptable evaluated financial proposal passed from Essential and Capability criteria will be awarded the maximum commercial criteria score of 40%. The commercial criteria score for all other bidders will be calculated using the formula below: $\left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$	Bidder Response	Attachment(s)

Prices quoted should be included all the costs i.e., transportation, taxation, and other incidentals.

The bill of quantities and the designs are attached together with this ITT tender. Please use the BoQs attached for your pricing.

Please indicate the summary pricing in the below table.

GRAND SUMMARY FOR THE ALL CONSTRUCTION WORKS		Total Cost
1	Grand Total for Two Elevated Water Tank	
B	Grand Total for One Generator Room	
C	Total Cost of Six Water Kiosks	
GRAND TOTAL		

SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:


No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate- from Federal Government.	
	Copy of business registration certificate from Federal Government.	
	Company profile	
	Staff CVs	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents- IATA with a proof of bank guarantee from January 2020 to September 2023.	

	Share all relevant contracts (Major borehole construction/Rehab works, similar/close with the current tender value from 2020-2023) with government, Private sector, UN or INGOs for supply of similar services. Copies of signed contracts with official signature and stamp to be submitted	
	Supporting Financial Documents	
	Work Plan Proposal	
	Comprehensive Environmental Control Plan for the project	
Commercial Criteria Evidence	Completed Bidder Response Document	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidder	
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date: