Invitation to Submit a Bid
No: MUDRO/TENDER/SHF/36510/007

Mustaqbal Development and Relief Organization (MUDRO)
KM5, Zope, Diinsoor District,Mogadishu, Somalia

Date: 15-Sep-2025

Subject: Invitation to Bid for the Care groups formation and facilitation

Mustaqbal Development and Relief Organization (MUDRO) is a humanitarian, non-partisan, and non-profit organization established under the laws of Somalia. With its registered office in Mogadishu, MUDRO operates across the Southwest, Jubaland, Galmudug, and Hirshabelle states of Somalia.
MUDRO invites qualified companies/Candidates to submit **Care groups formation and facilitation in Diinsoor,** as outlined in the attached Technical Specifications**.**

Submission Deadline:
All bids must be submitted via **a Physical at MUDRO Office next to Laanta Fatxurahman at Howlwadag village in Diinsoor** no later than **30-Sep-2025** by 5.00 pm East Africa Time.

1. **Eligibility Criteria:**

To be considered for this tender, companies must meet the following criteria:

a. **Legal Compliance:** Possess the necessary permissions or licenses to conduct business in accordance with local regulations.
b. **Technical Capability:** Demonstrate relevant experience, technical expertise, and have qualified personnel for project delivery.
c. **Local Presence:** Be based in Somalia.
d. **Financial Stability:** Show financial and economic stability to ensure project delivery.
e. **No Exclusions:** Not be subject to exclusion for any reasons listed in the attached Candidate's Declaration.

2. **Formal Requirements:**

The following documents must be included with the Bid Submission Form:

a. Bid Submission Form.
b. Candidate's Declaration
c. Technical Specifications.
d. Certificate of Registration.
e. References of previous similar projects

These documents are collectively referred to as the "Tender Documents."

3. **Submission Instructions:**

a) **Preparation:**

- Complete the attached Bid Submission Form.

- Prepare the bid in English.
- Ensure all pages are signed and numbered; pages requiring signatures should be signed, and others initialed/stamped.

b) Submission:

- Submit the bid **Physically at MUDRO Office Mudro next to Laanta Fatxurahman at Howlwadag village in Diinsoor**.

c) Expenses:

- MUDRO will not cover any costs incurred in preparing the bid, regardless of the outcome or potential cancellation of the tender.

d) Deadline:

- Late submissions will not be considered.

e) Bid Amounts:

- Write bid amounts in both numbers and words. In case of discrepancies, the written amount in words will prevail. Significant discrepancies may lead to bid rejection.

f) Site Visit:

- Bidders must visit the site at their own expense to gather necessary information for bid pricing and contract preparation.

4. **Bid Evaluation:**

a) Opening:

- Bids will be opened after the submission deadline.

b) Evaluation Criteria:

1. **Mandatory Criteria:**
    I. Registration certificate from Southwest State of Somalia
    II. Completed Bid Submission Form, Candidate's Declaration, and BOQs
2. **Selection Criteria:**
    I. Price – Quality Ratio: 50%
    II. Contractual Delivery Time: 10%
    III. Guarantee Conditions: 10%
    IV. Experience in Similar Projects: 20%
    V. Active Bank Statement: 10%

c) Process: The evaluation will be in two stages: initial formal requirements review followed by a detailed substantive assessment.

d) Award Decision: The successful bid will be selected within 10 days after bid opening.

5. Annexes to the Bid:

I. Checklist of Annexes
II. Bid Submission Form
III. Candidate Declaration Form

IV. Bill of Quantity

6. **Winning Bidder Obligations:**

a) **Contract Signing:** The selected bidder must sign a contract within 10 days of receiving the Letter of Selection.

b) **Completion Timeline:** Project delivery must occur within 60 days of contract signing.

c) **Bid Validity:** The bid remains valid until the final selection by the Tender Commission.

7. **Right to Appeal:**

Any bidder may file a written appeal regarding any breaches in the tender process with the Chairperson of the Tender Commission within 4 days of receiving a Letter of Rejection.

Contact Information:
For further inquiries or clarifications and technical issues please address your issues to procurement@mudro.org.so

We look forward to receiving your bid.

Sincerely,

Name: Abdi Ibrahim Hussein

Position: Logistics and Procurement Officer

Mustaqbal Development and Relief Organization (MUDRO)

Bid Submission Form

Name of Tenderer/Candidate: _____

Authorized Representative for Contract Conclusion: _____
Address of Tenderer/Candidate: _____
Phone Number: _____

Email Address: _____

Registration Number, as per legal documents: _____

Bank Account Details:

- **Bank Name:** _____
- **Bank Address:** _____
- **Account Name:** _____
- **Account Number:** _____

Bid Details:

Description of Goods/Services/Work:_____

Total Price of Work including all costs: _____

Price in Words including currency: _____

Delivery Time: _____

Delivery Time/days: _____

Place of Delivery: _____

Warranty Conditions: _____

Payment Conditions (including Percentage of installments): _____

Bid Validity: The Tenderer/Candidate agrees to maintain the validity of this bid until the final selection by the MUDRO Tender Committee.

Company/Candidate Name: _____
Company/Candidate Address: _____

Representative Name: _____

Position with the Company: _____

Location: _____

Date s Signature: _____

Please ensure that each page of this document is signed and stamped

Checklist of Schedules and Annexes to the Bid

No.	Document	No. of Docs. and Pages
1.	Bid Submission Form	
2.	Tenderer's/Candidate's Declaration	
3.	Technical Specifications/Bill of Quantities	
4.	Confirmation of Understanding Bid Documents	
5.	Registration Certificate	
6.	Contracts Confirming Similar Experience	
7.	Bank Statement	

Note: Any terms not defined in this document shall have the meanings given in the Rules of Conduct applicable to tenders organized by Mustaqbal Development and Relief Organization (MUDRO).

Company's/Candidate's Declaration

Date: _____/_____/_____

To: Mustaqbal Development and Relief Organization (MUDRO)

I, representing Company name: _____, established in_____, under a Power of Attorney attached (Attach Power of attorney) to the quotation, hereby declare the following:

1. **Submission and Compliance**
   We agree to submit the Request for Quotations and to adhere to the principles and declarations set forth herein. We acknowledge that failure to comply with these terms may result in exclusion from the procurement procedure and the rejection of our quotation.

2. **Conflict of Interest and Ethical Standards**
   We declare that [Insert Full Name of the Company/Candidate] has no conflict of interest with any other commitments or contracts. We affirm that no corrupt, fraudulent, abusive, or coercive practices are involved in our actions. We commit to performing our duties to the highest professional standards and in the best interests of the Investor, without any consideration linked to future contracts. We uphold the following principles and minimum standards in our commercial and procurement activities, and ensure compliance by our staff, co-contractors, and partners:

Labor Standards

1. Employment is freely chosen, with no forced, bonded, or involuntary labor. Workers are not required to provide deposits or surrender identity papers and are free to leave their employment after providing reasonable notice.
2. Freedom of association and the right to collective bargaining are respected. Workers have the right to join or form trade unions and to bargain collectively. Where restricted by law, we facilitate parallel means for independent and free association and bargaining.
3. Working conditions are safe and hygienic.
4. Child labor is not used. "Child labor" refers to work that deprives children of their childhood, potential, and dignity, and harms their physical and mental development. Children under 18 will not be employed in hazardous conditions or work that jeopardizes their health.
5. Wages and benefits for a standard working week meet or exceed national legal standards or industry benchmarks, ensuring they cover basic needs and provide discretionary income.
6. Working hours are not excessive and comply with national laws and industry standards.
7. Discrimination is not practiced in hiring, compensation, training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, or political affiliation.
8. Regular employment is provided based on a recognized employment relationship established through national law and practice.
9. No harsh or inhumane treatment is tolerated. Physical abuse, threats of physical abuse, sexual or other harassment, verbal abuse, or intimidation are prohibited.

Environmental Standards

1. Compliance with all statutory and legal requirements regarding environmental impacts.
2. Minimization of waste and recycling of materials whenever practicable.
3. Effective waste control to prevent ground, air, and water pollution.
4. Adoption of emergency plans for handling hazardous materials.
5. Avoidance of unnecessary material use and preference for recycled materials when appropriate.
6. Monitoring processes to conserve scarce resources and maximize energy efficiency to reduce harmful emissions.

Transport and Cargo Standards

1. Transport services adhere to the highest safety and employment standards, avoiding illicit or illegal goods, and respecting human rights and international humanitarian law. Suppliers arranging transport must ensure compliance with these standards.
2. Preference for air transport providers not on the EU Safety Ban List and whose aircraft meet International Civil Aviation Organization standards.

Confidentiality

Company Name: _____agrees to maintain the confidentiality of any information or documents disclosed, discovered, or prepared during this procurement procedure. Such information will be used solely for the purposes of this procedure.

Financial Rules

I declare that [Company/Candidate Name]: _____

1. Is not subject to conflicts of interest with other commitments or contracts.
2. Is not bankrupt or subject to court-administered affairs, creditor arrangements, or similar situations.
3. Has not been convicted of any professional misconduct by a final judgment.
4. Has not committed grave professional misconduct.
5. Has fulfilled obligations related to social security contributions and taxes in accordance with applicable legal provisions.
6. Has not been subject to judgments for fraud, corruption, criminal activity, or coercive practices detrimental to financial interests.
7. Is not currently subject to administrative penalties from EU, or UN-funded donors for misrepresentation or serious breaches.

I will inform MUDRO immediately if any of the above circumstances arise.

Any terms not defined herein shall be interpreted as per the Rules of Conduct applicable to tenders and purchases organized by Mustaqbal Development and Relief Organization.

Company Name: _____

Company Address: _____

Representative Name: _____

Position with the Company: _____

Location: _____

Date: _____

Signatures Stamp: _____

Please ensure that each page of this document is signed and stamped

Technical Specifications / BOQ

Care groups formation and facilitation					
Description of work	**Unit**	**Qty**	**Duration**	**Unit cost**	**Amount (USD)**
Seating mats	roll of ten	1	10		
A5 notebooks	Pack of 12	1	50		
Permanent markers	Pack of 10	1	60		
Pens	Pack of 12	1	50		
Flip charts	Pack of 5	1	10		
Key messages booklets	piece	1	60		
IYCF counselling cards-spiral bound	piece	1	60		
Colored IYCF Posters	posters	1	300		
Tea and snacks to facilitate bi monthly meetings	session	1	24		
Printing curriculum materials	village	1	10		
Visibility bibs	person	1	600		
Banner	village/camp	1	10		
Facilitator lunch allowance	person	1	240		
				Total	