

Tender Reference: CWW/SR86752/MAY/2021/RUTF

TENDER DOSSIER

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

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1. Letter Of Invitation To Tender

Tender Reference:

CWW/SR86752/MAY/2021/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 safeguarding policies
3. Concern's Purchasing Terms and Conditions

We look forward to receiving your tender on or before **13th JUNE 2021** to the address specified in the instruction to tender document.

Your tender bid must include the following **essential** documentation,

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 12 months
8. Audited accounts for 2020
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 with email subject "CWW/SR86752/MAY/2021/RUTF"

1a. Instructions To Tenderer



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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 worldwide 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

13th June 2021 by midnight

4. Submission of tenders

Electronic bids should be submitted to the email address: tenders.somalia@concern.net. The email subject should bear the tender reference number.

5. Timetable for provision

Line	Item	Date
1	Tender Advert	31 st May 2021
2	Closing date & time for receipt of tenders	13 th June 2021 , By Midnight , EAT
3	Tender Opening Location	Concern Worldwide , Mogadishu office
4	Tender Opening Date	14 th May 2021

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

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 12 months
8. Audited accounts for 2020
9. Certificate of analysis
10. Certificate of origin
11. Certificate of conformity
12. Company Profile
13. Copy of relevant contracts/purchase orders

11. Evaluation of tenders

Tenders will be evaluated by a Tender Evaluation Committee based on the following criteria:

- Administrative Compliance (i.e. tender submitted on time and all required documents completed). A proposal shall pass the administrative evaluation stage before being considered for Technical Evaluation. Proposals that are deemed administratively non-complaint will be reject.
- Technical Competence (based on previous relevant experience, capacity to deliver the required specification..etc.). To be technically acceptable, the proposal shall meet or exceed the stipulated requirement and specifications in the Tender Bids. Proposals that is deemed to meet the criteria will proceed to Financial Evaluation.
- Financial evaluation – Technically qualified lowest bidder is recommended

NB: Concern do not consider the financial offer to be the most important factor. Technical compliance and relevant previous experience is equally important.

12. Clarification

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, which will then be shared with the Tender Evaluation Committee.

13. 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.

14. Appeals Process

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

15. 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.

16. Donor

This activity is funded by EU Humanitarian Aid

1b. Technical Evaluation Form



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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	
Type of company:	
Years in operation:	
Provide information on any relationships that you have with Concern staff? – Friends/family/ business partners etc.	

2. Bank Details:

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

3. Payment Terms:

Orders accepted on signing contract? Yes/No	
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. Employee Information

Number of full time Employees:	
What is the average pay for your staff for one day's work:	
What is the average number of hours that your employees work per week:	

5. Product Information

Provide specification of the RUTF (ingredient and contents. Etc.)	
Provide sample picture of the available RUTF (carton & sachet)	
How many sachets are in a carton?	
Provide dimensions and weight of the available RUTF Carton	
Where will you source the supplies from?	

6. Delivery and Shipment

Do you provide shipping services?	
If yes, are you able to deliver the supplies to Mogadishu port?	
What is your delivery lead-time for the supplies upon signing the contract?	

7. Price Validity

How long is your quoted price valid?	
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1d. FINANCIAL OFFER**Tender Reference:****CWW/SR86752/MAY/2021/RUTF**

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	3,130		
2.	Delivery cost to Mogadishu Sea Port					
					Grand Total	

1e. Tenderer’s Declaration

In response to your letter of invitation to tender for the above contract, 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 2018. 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:
- 3** This tender is valid for a period of 90 days from the final date for submission of tenders.
- 4** If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)
- 5** 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.
- 6** 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.
- 7** We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 8** 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.
- 9** 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: