



TENDER DOSSIER

FOR

**FEEDING SCHOOL CHILDREN OF FIVE TARGET
SCHOOLS IN BAIDOA - BAY REGION, SWS - SOMALIA**

TENDER REF NO: *CWW/SOM/SR94775/NOVEMBER/2021/WET FOOD*

NOVEMBER 2021

Table of Contents

<u>Item</u>	<u>Description</u>
Section 1.	Letter of Invitation to Tender
Section 2	Instruction to Tenderers
2.1	Introduction to Concern
2.2	Concern Worldwide Somalia
2.3	Tender Background
2.4	Tender Process
2.5	Site Visit
2.6	Submission of Bids
2.7	Supporting Documentation to be submitted with Bid Application
Section 3	Evaluation of Bids
3.1	Administrative Compliance Check
3.2	Technical Evaluation Criteria
3.3	Financial Evaluation
3.4	Bid Validity Period
3.5	Language
3.6	Currency
3.7	Confidentiality and Data Protection
3.8	Tender Committee Decisions
3.9	Bid Requirements
3.10	Clarifications/Amendments to the Bid Document
3.11	Cancellation of the Tender Process
3.12	Appeals process
3.13	Type of Contract
3.14	Donor
Section 4	Bidder's information forms
4.1	Business Profile
4.2	Bank Details
4.3	Payment Terms
4.4	Details of the goods and services
4.5	Previous Experience with similar activities.

Section 5	Financial Offer
Section 6	Tenderers Declaration
Section 7	Annexes

Tender Reference:

CWW/SOM/SR94775/NOVEMBER/2021/WET FOOD

SUBJECT: INVITATION TO TENDER FOR FEEDING SCHOOL CHILDREN OF FIVE TARGET SCHOOLS IN BAIDOA, UNDER EDUCATION CANNOT WAIT (ECW), MULTI-YEAR RESILIENCE PROGRAMME (MYRP).

- 1) Concern Worldwide invites interested eligible bidders for **Feeding School Children of Five Target Schools in Baidoa – BAY REGION – South West State (SWS), UNDER ECW/MYRP.**
- 2) Electronic bids should be submitted to the email address: tenders.somalia@concern.net and the email subject should state the tender reference number: **CWW/SOM/SR94775/NOVEMBER/2021/WET FOOD.** If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.
- 3) Your bid must include the following documentation so it is advised to use the list below as a 'Checklist' before submitting your bid to Concern failure to which the bid will be disqualified.

Document Description	Checklist
1) Business registration/license certificate by SWS	<input type="checkbox"/>
2) Valid Tax Compliance Certificate by SWS	<input type="checkbox"/>
3) Company Profile	<input type="checkbox"/>
4) Copy of previous contracts/LPO for relevant supplies of food rations undertaken by the bidder with at least 3 years experiences	<input type="checkbox"/>
5) Original bank statement signed and stamped by the relevant bank authority, which includes transactions for the past 6 months.	<input type="checkbox"/>
6) Duly completed Financial Offer	<input type="checkbox"/>
7) Tender Declaration Form completed, signed and stamped	<input type="checkbox"/>

- 4) Bids shall be made valid for a period of **Six (60) days** after the deadline for bid submission. The deadline for receipt of bids is on **20th November 2021 by 5.00pm.** Any bid submitted after the deadline, will not be accepted. Bids will be opened on **21th November 2021.**

Section 2: Instruction to Bidders

2.1 Introduction to Concern

Concern Worldwide (CWW) is a non-governmental, international, humanitarian agency that was founded in 1968. The organisation is devoted to the relief, assistance and advancement of people in greatest need in less developed areas of the world. Concern Worldwide's vision is a world where people no longer live in extreme poverty, fear or oppression; a world where every person has access to a decent standard of living and the opportunities and choices basic to enjoying a long, healthy and creative life; a world where every person is treated with dignity and respect; a world where there is peace and solidarity among people. The organisation's headquarters are in Dublin, Ireland.

2.2 Concern Worldwide Somalia

Concern Worldwide is a non-governmental, international, humanitarian organization dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern Worldwide has been operational in Somalia with a continual presence since 1992. The organization is currently implementing several multi-sectoral emergency, resilience and durable solutions programmes encompassing food and livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Lower Shebelle, and Gedo regions. Concern implements programmes both directly and indirectly through local partners and contractors

2.3 Background of the Tender

The School Feeding Programme involves an integrated approach to increase enrolment, retention and learning for learners targeted by the ECW MYRP. As recognised by the Education Cannot Wait, 'School Health and Nutrition programmes support learners in getting into school, staying in school, and improving learning. Furthermore, Education returns on school feeding are in fact highest amongst girls. It is acknowledged by ECW that stand-alone school feeding (i.e. direct distribution of basic food rations at the school level) may have a positive effect on school enrolment. However, the MYRP is designed to have positive impact beyond enrolment alone and extending to retention and learning.

As marginalised children, particularly disadvantaged girls and IDPs in targeted locations of Somalia are most likely to suffer from ill health and malnutrition, the impact is expected to be highest amongst this target group in terms of their attendance and ability to learn once in school.

The interventions are expected to contribute to an increased percentage of girls and boys enrolled in primary education in 10 formal Public schools/EiE locations in Southwest and an increased percentage of emergency-affected youth enrolled in ABE programs equivalent to primary education.

Concern Worldwide intends to undertake Provision of school feeding programme to the children of five target schools in Baidoa, Under Education Cannot Wait (ECW) Multi-Year Resilience Programme (MYRP). Concern is looking for a qualified contractor(s) to provide wet food to 5 target schools in Baidoa in a timely manner.

2.4 Tendering Process

A tender advert will appear on the following website <https://somalijobs.net> and IAPG or Concern website from **6th November 2021**. The tender documents can be downloaded from the links provided in the tender advert.

For queries, please contact Logistics +252 853379

Email: mogadishu.logistics@concern.net

2.5 Submission of Bids

Tender Dossier will only be accepted in the format requested. **Any incomplete responses or responses not in the format of the template provided shall be treated as null and void.**

Electronic bids should be **submitted to the email address provided here: tenders.somalia@concern.net**, the email subject should state the tender reference number: **CWW/SOM/SR94775/OCTOBER/2021/WET FOOD.**

The deadline for receipt of bids is on **20th November 2021 by 5:00pm East Africa time.** Any bid submitted after the deadline, will not be accepted. Bids will be opened on **21st November 2021.**

If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.

if deemed necessary to ascertain the bidders' capacity to undertake the school feeding Programme activities (provision of food).

2.6 Supporting Documentation to be submitted together with Bid Applications

Copies of the following supporting documentation **must** be submitted together with each Bid Application, failure to which the bid will be disqualified:

- Business registration certificate by SWS
- Valid Tax Compliance Certificate by SWS
- Company Profile
- Copy of previous contracts/LPO for **relevant experience of Wet Food provision** undertaken by the bidder with the last 3 years.
- Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.
- Tender Declaration Form completed, signed and stamped
- Duly completed Financial Offer
- Tender Declaration Form completed, signed and stamped

Section 3: Evaluation of Tenders

All valid bids received will be evaluated by the Tender Evaluation Committee (TEC) 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. The TEC has the right to visit the bidder's physical office premises during the tender evaluation process, if deemed necessary to ascertain the bidders' capacity to undertake the school feeding Programme activities (provision of food).

3.1 Administrative Compliance Check

All bidders must meet with administrative compliance check in order to progress to the next stage of the tender evaluation process (i.e. technical evaluation). The administrative compliance check includes the following:

- 1) Bid applications must be received within the deadline
- 2) Submission of a comprehensive company profile
- 3) Valid business registration/License certificate by SWS
- 4) Tax compliance certificate by SWS
- 5) Original bank statement including the transactions for the past 6 months, signed and stamped by the relevant bank authority.
- 6) Duly completed Financial Offer,

7) Tender Declaration Form completed, signed and stamped

NOTE: These checks are scored as **Pass or Fail** and the bidder who does not meet them all will not proceed to the technical evaluation stage.

3.2 Technical Evaluation Criteria (weighted at 70%)

Technical Competence (these include 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 Bid document. The Technical Evaluation Criteria is weighted at **70%**. Tenders who obtain a score of **50% and above** will qualify to proceed to the next round of the evaluation process (financial evaluation). Considerations in the technical evaluation process includes.

1. Company 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

2. Financial viability - **7 points**

- 4 points for bank transaction details provided
- 3 points for length of the bank account operation

3. 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 submission of an invoice to Concern?

4. Delivery terms and price validity – **15 points**

- 8 points for provision of reasonable distribution plan (school feeding schedule)
- 7 points for quoted price validity

5. Relevant Experience for supply of Feeding Programme – **18 points**

- 6 points for each of the previous 3 contracts/LPOs of school feedings programme undertaken by the bidder in the past 3 years.

3.3 Financial Evaluation (weighted at 30%)

The financial evaluation will be weighted at **30%**. The financial evaluation criteria will use the formula below to arrive the bidder's financial score.

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

3. Bids Validity Period

All bids must be valid for **60 days** after the deadline for submission of bids indicated in the tender dossier.

3.5 Language of the bid

All bids shall be submitted in English

3.6 Currency

Bids shall be submitted in US dollar currency.

3.7 Confidentiality and data protection

Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

Concern guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern guarantees confidentiality of the procurement process.

3.8 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.

3.9 Food Provision Requirements

Concern has constructed school kitchens and storage facilities for the 5 target schools of the feeding programmes in Baidoa for successful implementation of the programme. The Education programme has already provided the necessary materials needed for school feeding including: cooking pots, plates, cups, spoons etc. The successful bidder is expected to match with specifications of the integrated school-feeding programme in relation to particular schools as specified in the attached school feeding Bill of Quantity (BOQ):

- The potential vendors to supply assorted wet food to the learners at ECW/MYRP supported schools in Baidoa as specified in the attached BOQ for a **period of 7 months**.
- The food provisions shall commence within 7 days of signing contract with Concern failure to which the contract will be cancelled.
- The supply of food rations consisting of sweetened porridge (served at 10:00Am) and polished rice, assorted seeds (served for lunch at 12:45Pm).
- The successful contractor shall engage Community Education Committees (CEC) at school level to enable them own and lead the school feeding programme, including managing the process of storing and preparing food, establishing and maintaining the school kitchen and distributing the wet food to the school children during break times.
- The contractor shall hire **15 cooks for the school feeding programme** who will be selected from the school by the respective CECs to ensure smooth implementation of the school feeding programme.
- The contractor shall train the cooks in the proper management of school feeding programme, food supplementation approaches, including cleanliness of school kitchen and the feeding environment.
- The bidder confirms goods offered meet specifications provided in the tender dossier (BoQ) .

3.10 Clarifications/Amendments to the bid document

If any bidder wishes to get further clarification on a certain aspect of the tender, they can contact the following email address which will then be shared with the tender evaluation committee. The clarifications can be sent between **8th and 16th November 2021**.
mogadishu.logistics@concern.net

At any time prior to the deadline for submission of bids, Concern may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by issuing an addendum. Any addendum thus issued shall be part of the bidding documents.

To assist in the examination, evaluation, and comparison of bids, Concern may at its discretion, ask any bidder for clarification of its bid, including breakdowns of unit rates. The request for clarification and response shall be in writing or by email but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Tender Evaluation Committee.

3.11 Cancellation of the tender process

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; not receiving the minimum number of bids (3) required according to Concern policy, a drastic change in specification of the works, costs exceeding budgetary limits or the project being cancelled among others.

3.12 Appeals process

If you wish to appeal or raise any concern, please contact the following email and quote the tender reference number. Somalia.admin@concern.net or call the toll free number of **311**.

3.13 Type of Contract

Fixed supply contract, refers to the contracts for supply and delivery of school feeding Programme according to the agreement.

3.14 Donor

The Provision of School Feeding Programme to the Children of Five Target Schools in Baidoa, Under Education Cannot Wait (ECW) Multi-Year Resilience Programme (MYRP) Year 3 Fund.

Section 4 – Bidder’s Information

4.1 Business Profile

Please complete this form:

Name of Company:	
Physical Address :	
Telephone Number and Email address	
Contact Name, Telephone Number and Title	
Company business License/Registration No	
Years in operation:	
Does your company have any relationship with Concern staff? – Friends/family /business partners, etc.	

4.2 Bank Details:

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

4.3 Payment Terms

Please provide your preferred payment schedule in % terms in line with due deliverables	
Preferred payment method (cheque/electronic payment)	
How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	

4.4 Reference of providing similar services in the past:

Please complete the table below to summarise the **major relevant work experience** carried out in the course of the past 3 years by your company. Please provide proof e.g. copy of Contract/Local Purchase Order (LPO).

Provide details of other International Aid and UN Organisations that you supply				
International NGO/UN/Donors & Government	Contact details of NGO/Co.	Total Value	Contract Date	Description of items or service supplied
Provide information on previous experience with Concern, if any				
	Logistics contact in Concern	Total Value	Contract Date	Description of items or service supplied

SECTION 5: FINANCIAL OFFER (REFER ATTACHED BoQs)

Instruction: The bidders are advised to visit the target school premises in Baidoa and obtain good understanding of the context in which the feeding programme shall be carried out before completing the bid document. The cost of visiting the site shall be at the bidder's own expense.

Name of School	District	School enrollment	Item Description	Specification	Kgs	Unit cost (\$)	Frequency (7 Months)	Total (\$)
All Schools	Baidoa	2674	Porridge (White Rice (20gr), Wheat(25gr), Sorghum(25gr), Sesame(10gr))	80 gr per day/per child	213.92			
			White Sugar	24 gr per day/per child	64.176			
			Rice (Pakistani Buurbuur)	120 gr per day/per child	320.88			
			Veg Oil	15 gr per day/per child	40.11			
			Salt	5 gr per day/per child	13.37			
			Meat (camel)	65gr per day /per child	173.81			
			Vegetable for Cooking: (Tomatoes, Garlic, Onion, Carrot, Curry powder/spices (Xawashi)	65 gr per day /per child	173.81			
Unit Cost Per Child Per/Day								
Unit Cost Per Child Per/Week								
Unit Cost Per Child Per/Month								
Unit Cost Per Child Per/Period (7 months)								
Fire wood for cooking food	Donkey Carts				52			
Cook	Cooking Incentives				15			
Total Food and Other Costs for 7 months								
Other Costs (if any please specify)								
Grand Total Cost								

SECTION 6: TENDERER'S DECLARATION

In response to your letter of invitation to provide wet food to the learners at 5 five target schools in Baidoa under Education Cannot Wait Programme, Multi Year Resilience Programme 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 2019. We hereby accept its provisions in their entirety, without reservation or restriction.
 2. 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:
 3. The price of the tender is (figure) USD..... (in words).....
.....
.....
 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 recognize 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 authorized to sign this tender on behalf of:

<.....>

Place and date: <.....>]

Stamp of the firm/company:

SECTION 7 Annexes

1. Bill of Quantities (BoQs)
2. Concern's Purchasing Terms and Conditions
3. Concern Code of Conduct and Associated Policies
4. Copy of Concern's service contact
5. Annex 5_ Delivery Location of the Food.