



EUROPEAN UNION



TENDER DOSSIER

FOR

Procurement of Toolkits for 1,031 Youth Trained on various skills at Vocational Skills Training Centres in Hargeisa, Borama, Berbera, and Burco - Somaliland under the EU funded Social Transfer Programme.

TENDER REF NO: CWW/HAR/SR#94445/JAN/2023/Toolkits

JANUARY 2023

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1. Letter Of Invitation To Tender



Tender Reference: CWW – HAR/SR#94445/JAN/2023/Toolkits

Dear Sir/Madam,

SUBJECT: Invitation to tender for procurement of Toolkits for 1,031 youth trained on various skills at Vocational Training Centres in Hargeisa, Borama, Berbera, and Burco, Somaliland with delivery duty paid by the Supplier

Concern Worldwide invites interested eligible bidders for procurement of 1,031 sets of toolkits for youth who received various skills training at different TVET centres in Somaliland (refer to Form 1d – financial Offer for details of the toolkits). Enclosed herewith are the following documents, which constitute the tender dossier:

- 1(a). Instructions to Tenderer
- 1(b). Tenderer's Information
- 1(c). Tenderer's Relevant Experience
- 1(d). Tenderer's Financial Offer
- 1(e). Tenderer's Declaration
2. Concern Code of Conduct Associated Policies
3. Concern's Purchasing Terms and Conditions

Both electronic or hand delivery bid applications are accepted and must be received by or before 2nd March 2023, 4:00 PM local time at the address specified in the tender dossier (under Clause 4 – submission of tenders).

The bid application must include all specified documents so please ensure the checklist below is completed before submission of your tender to Concern.

Description	Checklist (please tick the box)
1. Tenderer's Information	<input type="checkbox"/>
2. Dully Completed 'Tenderer's Relevant Experience Form	<input type="checkbox"/>
3. Valid Tax Compliance Certificate by the Somaliland Government	<input type="checkbox"/>
4. Copy of contracts for relevant supplies undertaken by the bidder for the past 3 years (refer No. 2 above)	<input type="checkbox"/>
5. Company's Certificate of Registration by the Ministry of Trade & Tourism of Somaliland	<input type="checkbox"/>
6. Signed and stamped bank statement showing transactions of the company for the last 6 Months. The bank statement must be in the company name	<input type="checkbox"/>
7. Company Profile	<input type="checkbox"/>

Failure to submit these documents may lead to disqualification of the bidder from the tender process.

Offers submitted in sealed envelopes, must be marked “not to be opened before **5th March 2023, 10:00 AM**” and should bear the tender reference number **CWW-HAR/SR#94445/JAN/2023/Toolkits** specified on the body of the envelope for identification purposes.

Yours sincerely,

Kenneth Oyik,
Somaliland Coordinator

1(a). Instructions To Tenderer



Tender Reference: CWW – HAR/SR#94445/JAN/2023/Toolkits

1. **Introduction:**

Concern Worldwide is an International Non-Governmental Organisation and it has been operating in Somaliland since 2010. Concern is procuring various Toolkits for 1,031 Youth trained at different Vocational Skills Training Centres in Hargeisa, Borama, Berbera, and Burco of Somaliland under the Social Transfers Programme funded by the European Union (EU).

The Social Transfers programme's objective is to protect and promote socio-economic opportunities for vulnerable population through provision of cash based social transfers in Somaliland Corridor. The action is implemented by Concern Worldwide with support and leadership of the Ministry of Employment, Social and Family Affairs (MESAF). The Overall Objective is improved resilience and poverty reduction of poor and marginalised households and communities in Somaliland and specifically contribute to the strengthening of the Social Protection sector by strengthening government capacities and enhancing Social, Economic and Human Capital among poor and extremely poor households in Somaliland.

2. **Supplies to be provided**

Supply and delivery of 1,031 sets of various Toolkits for Youth trained by Different Vocational Skills Training Centres in Hargeisa, Borama, Berbera, and Burco of Somaliland– **Delivery Duty Paid by the Supplier (Refer Form 1(d) – Financial Offer details of the toolkits). The supplies will be delivered to Concern office in Hargeisa**

3. **Closing date and time for submission of tenders**

Closing Date: 2nd March 2023

Time: 4:00 PM local time

4. **Submission of tenders**

Bids must be submitted in sealed envelopes to the following address:

ATTN: Not to be opened before 5th March 2023, 10:00 AM

TENDER REFERENCE: CWW – HAR/SR#94445/JAN/2023/Tools

Concern Worldwide

Masalaha Suburb,

Off Airport Road,

Hargeisa

Electronic Submission to:

procurement.hargeisa@concern.net. This email address is secure and submissions will only be opened on 5th March 2023. The email must clearly state the tender reference number **CWW-HAR/SR#94445/JAN/2023/Toolkits**. If the email subject does not state as instructed here, Concern will assume no responsibility for any misplacement.

Bids submitted after the deadline will not be accepted.

5. Language of offers

Language of the offer must be in English

6. Period of validity of offers

Prices given should be valid for a **minimum of 90 days** after the deadline for bid submission.

7. Currency

Quotes must be given in USD

9. Type of contract

Supply Contract for procurement of 1,031 sets of various Toolkits for Youth trained by different Vocational Skills Training Centres in Hargeisa, Borama, Berbera, and Burco of Somaliland– Delivery Duty Paid by the Supplier. The supplies will be delivered to Concern office in Hargeisa.

13. Content of tender dossier

Ensure the following documents are included in your bid:

1. Dully completed Tenderer's Information
2. Completed 'Tenderer's Relevant Experience
3. Valid Tax Compliance Certificate by Somaliland Government
4. Copy of contracts for relevant supplies undertaken by the bidder in the past 3 years
5. Certificate of Company Registration by the Ministry of Trade & Tourism of Somaliland
6. Signed and stamped bank statement showing transactions of the past 6 months of the company. The bank statement must be in the company name
7. Company Profile

Failure to submit the required documents may result disqualification of the bidder from the tender process.

14. Opening of tenders

All valid bids received will be opened on 5th March 2023, 10:00 AM by Concern's Tender Evaluation Committee. It is the discretion of the Tender Evaluation Committee to invite bidders if deemed necessary.

15. Evaluation of tenders

Tenders will be evaluated by Concern's Tender Evaluation Committee based on the following criteria:

- **Administrative Compliance Checks** – all bid applications received will be subjected to a number of compliance checks such as whether the tender was submitted on time, received in sealed envelope or through email with subject reference number stated correctly, all required documents completed and attached. Only bidders that comply with Administrative Compliance Checks will be considered to proceed to the next stage of the evaluation process.
- **Technical Competence** – this is based on conformity with supplies specifications, lead time and dully completion of the Tenderer's Information Form included in the dossier and will carry a total score of 60 marks
- **Financial Evaluation** - Tender Committee's consideration is based on the bidder with best quality supplies, least delivery time, availability of ex stock and most reasonable price and will carry a total score of 40 marks

Concern do not consider the least financial offer to be the most important factor. Combination of quality, lead time and price can influence the TC's decision to consider the bidder.

16. Clarification meeting/site visit

If a prospective bidder wishes 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 (Procurement.hargeisa@concern.net)

17. 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; non receipt of a minimum number of bids, a dramatic change in specification of the materials, the costs exceeding budgetary limits or the project being cancelled.

18. Appeals Process

If you wish to appeal or wish to raise any concerns, contact the toll free number 2039 and refer the bid reference number - CWW-HAR/SR#94445/JAN/2023/Toolkits.

19. 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.

20. Donor

Concern receives funding from various donors. These include: ECHO, EU, DFID, GIZ, Irish Aid, OFDA/USAID, and UN Agencies. The purchase of the toolkits is funded by the EU.

1(b). Tenderer's Information



To be completed by tenderer:

1. Business Profile

Name of Company:	
Physical Address:	
Telephone Number & Email address:	
Contact Name, Title, Telephone Number	
Type of business (plc/limited company/partnership etc...)	
Years in operation:	

2. Bank Details:

Bank Name:	
Bank Address:	
Bank Account Name:	
Bank Account Number:	
How long has this Account been open?	from the date of submission

3. Payment Terms:

Provide details of your proposed payment schedule in % giving details of payment amount and % of satisfactory delivery of supplies	
Preferred payment method: cheque/electronic	

How long is your credit period upon submission of an invoice to Concern? (starting from the date of submission)	
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4. Product and Delivery Information

What is the delivery timeline from when the contract is signed?	
Quantity of supplies in stock (Ex stock)	

1(d). Financial Offer (Refer to the table below)



Tender Reference:	CWW - HAR/SR#94445/JAN/2023/Toolkits
Currency	USD

No	Description/Specifications	Unit	Quantity	Unit Price in USD	Total in USD
Lot 1. Electric Section					
1	Claw Hammer (Hammer Claw 16oz Fibre Handle w/Magnet Soft Rubber Grey/Blue Grip Starex Brand)	Pcs	60		
2	Side cutter (Pliers Side Cutting 6" Blue/Grey TPR Handle Satin Finish H/Blister Starex Brand)	Pcs	60		
3	Combination plier (Pliers Combination 8" Blue/Grey TPR Handle Satin Finish H/Blister Starex Brand)	Pcs	60		
4	Cable knife (Electrician S Knife Yato Brand YT-7600)	Pcs	60		
5	Wire stripper (Universal Wire Stripper & Ratchet Crimping Plier 1.5-6.0mm ² 205mm Yato Brand YT-2313)	Pcs	60		
6	Spirit level (Classic Box Level 30cm STHT143118 Stanley)	Pcs	60		
7	Screw driver (Philips) (Screwdriver Cross 6x200 Soft Rubber Grip Handle Starex Brand)	Pcs	60		
8	Screw driver (flat) (Screwdriver Flat 6x200 Soft Rubber Grip Handle Starex Brand)	Pcs	60		
9	Hand drilling machine (Electric EDON 800 watt)	Pcs	60		
10	Phase Tester (Tester 5mm x 50mm 0-66119 Stanley)	Pcs	60		
11	Empty Tool Box (Tool Box 13" 1-71-948 Stanley)	Pcs	60		
12	Overall coat (Size L and XL)	Pcs	60		

	Total
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Lot 2. Construction					
1	Plumb bob (STANLEY Plumb Bob, Brass, 16Oz (47-974))	Pcs	18		
2	Spirit level (Classic Box Level 30cm STHT143118 Stanley)	Pcs	18		
3	Sledge Hammer (Sledge Hammer 2lb Fibre Handle Length 300mm Yato Brand YT45535)	Pcs	18		
4	Trowel (Bricklaying Trowel 200mm (Triangle) Red/Black W/H Blue Painted Colt Brand-CH4872)	Pcs	18		
5	Floating smoothing (Plastering Plasterers Poly Float Rendering Smoothing Cement Plaster 280 x 110mm)	Pcs	18		
6	Measuring tape (STANLEY® Steel Long Tape Measure 30m)	Pcs	18		
7	Try Square (Try Square 12EM 6" E-46530 Stanley)	Pcs	18		
8	Hand saw (Handsaw 16" Blue/Grey Plastic Handle Teflon Painted 2-side Grind Starex Brand)	Pcs	18		
9	Chisels(for concrete) (Chisel Stoning 12"(300mm)x18mm Flat Sandy Finish CRV Grey Grip Starex Brand)	Pcs	54		
10	Claw bar (Stanley 1-55-155 - 50 cm length Nail Claw Bar)	Pcs	18		
11	Hand drill (PT Makita Drill with Keyed Chuck 16mm 710W HP1630K)	Pcs	18		
12	Hand gloves (Safety Gloves 10" 13G Blue Polyester Liner)	Pcs	18		
13	Empty Tool Box (Tool Box 16" 1-71-949 Stanley)	Pcs	18		
		Total			
Lot 3. Plumbing					
1	Die Set (1/2" to 2") (Ratchet Die 4pcs Set (1/2-1/2-3/4-1) Spain Model in Blow Case Starex Brand)	Pcs	60		
2	Pipe Vice(portable) (Bench Yoke Vise 2 1/2" Sanding Finish Colour Box Starex Brand)	Pcs	60		
3	Sledge Hammer 500g (Sledge Hammer 1lb Fibre Handle Length 300mm Yato Brand YT-45535)	Pcs	60		
4	Pipe Wrench 10" (Pipe Wrench 10" USA Model Heavy Duty CRV Head with Blue Grip Starex Brand 21571)	Pcs	60		
5	Pipe Wrench 12" (Pipe Wrench 12" USA Model Heavy Duty CRV Head with Blue Grip Starex Brand 21572)	Pcs	60		
6	Pipe cutter (Pipe Cutter 3-30mm Yato Brand YT-2232)	Pcs	60		

7	Hack saw (Hacksaw Frame Adjustable 8"-12" Blue/Grey with Blade Starex Brand)	Pcs	60		
8	Measuring Tape (Measuring Tape 5mx19mm Rubber Grip Yellow Blade 3 Stop D/Blister Starex Brand)	Pcs	60		
9	Overall coat (Size L and XL)	Pcs	60		
10	Eye Goggle (Safety Goggle in Polybag with Header Yato Brand YT-7380)	Pcs	60		
11	Hand gloves (Safety Gloves 10" 13G Blue Polyester Liner)	Pair	60		
12	Empty Tool Box (Tool Box 16" 1-71-949 Stanley)	Pcs	60		
Total					
Lot 4. Mechanic Skill					
1	Hammer straight Pein 250g (Straight Hammer 0.5lb Fibre Handle Length 300mm Yato Brand YT-45535)	PC	39		
2	Round Pin Plier (Pliers Combination 8" Blue/Grey TPR Handle Satin Finish H/Blister Starex Brand)	PC	39		
3	Flat File 150mm (soofe) (File Flat 6" Soft Grey Rubber Handle T12 Steel Starex Brand)	PC	39		
4	Wire Brush(Plastic Handle Wire Brush 4 Rows Yato Brand YT-6354)	PC	39		
5	Hand gloves (Safety Gloves 10" 13G Blue Polyester Liner)	Pair	39		
6	Eye Goggles (Safety Goggle in Polybag with Header Yato Brand YT-73800)	PC	39		
7	empty ToolBox (Tool Box 13" 1-71-948 Stanley)	PC	39		
Total					
Lot 5. Aluminium					
1	Cutter machine Makita (mitre saw) (PT Makita Miter Saw 255mm MLS100N)	PC	104		
2	Rivet Gun (Riveter Medium Duty STHT69646-8 Stanley)	PC	104		
3	Electric Drill, Makita (700W) (PT Makita Drill with Keyed Chuck 16mm 700W HP1630K)	PC	104		
4	Pliers (Pliers Combination 8" Blue/Grey TPR Handle Satin Finish H/Blister Starex Brand)	PC	104		
5	Glass cutter (Oil Feed Glass Cutter Yato Brand YT-7561)	PC	104		
6	Hand reel (gacanta rabadhka) (Dream deals 6.5 in length and 3.7 in adjustable)	PC	104		
7	L-Spanner (3mm-10mm) (Spanner Combination 14pcs (6-32mm) set Anti Slip Chrome Polish Pouch Pkg Starex 22)	PC	104		
8	Mallet (Rubber Mallet 340g Yato Brand YT-4601)	PC	104		

9	Vice tool (Bench vice) (Stanley MaxSteel Heavy-Duty Bench Vice 125mm 5in)	PC	104		
10	Overall coat (Size L and XL)	PC	104		
11	Eye goggles (Safety Goggle in Polybag with Header Yato Brand YT-7380)	Pc	104		
12	Tool box (Tool Box 13" 1-71-948 Stanley)	PC	104		
Total					
Lot 6. Tailoring					
1	Sewing Machine (Jack) power	PC	254		
2	Scissors(12 inch)	PC	254		
3	Cloth iron(Philips)	PC	254		
4	Sewing thread(assorted colour)	PC	254		
Total					

Lot 7. Gympsum and Cladding					
1	Electric Router (kubi) (INGCO™ Electric Router 1600W 2200rpm)	PC	20		
2	Heavy Duty Cutter (jare) (DSR Heavy Duty 18 mm Cutter Knife with 10 Replacement Blades)	PC	20		
3	Handle Jigsaw(leeso) (Makita 650W D Handle Jigsaw - JV0600K)	PC	20		
4	Spirit level(saawiyad) (Ingco Spirit Level Length: 30cm Aluminum Thickness: 1mm)	PC	20		
5	Drill wire(diriil laydh) Makita	PC	20		
6	drill charger(drill jaajar) makita	PC	20		
7	Line robe(xadhig qayd)	PC	20		
8	Tape measure (meter) (Measuring Tape 5mx19mm Rubber Grip Yellow Blade 3 Stop D/Blister Starex Brand)	PC	20		
9	Router saw(makiinad kubi) 2000W, 12.7mm	PC	20		
10	Angle meter(xagal cabire 14 cm)	PC	20		
11	Overall coat (Size L and XL)	PC	20		
12	Eye Goggles (plastic transparent)	PC	20		
Total					

Lot 8. Welding					
1	Welding Machine(portable) 250A	PC	40		
2	Welding cable (10m)	PC	40		
3	Electrode holder (Electrode Holder 300500A Blue/Grey in Colour Box Starex Brand)	PC	40		
4	Face Shield (Welding Veil Blue Color Starex Brand-ST22098)	PC	40		
5	Grinder machine, Makita (2000W)	PC	40		
6	Cut off machine Makita(cutter)2000W	PC	40		
7	Screw driver (Screwdriver Flat 6x200 Soft Rubber Grip Handle Starex Brand)	PC	40		
8	Pliers (Pliers Combination 8" Blue/Grey TPR Handle Satin Finish H/Blister Starex Brand)	PC	40		
9	Chisel (Chisel Stoning 12"(300mm)x18mm Pointed Sandy Finish CRV Grey Grip Starex Brand)	PC	40		
10	Claw Hammer (Hammer Claw 16oz Fibre Handle w/Magnet Soft Rubber Grey/Blue Grip Starex Brand)	PC	40		
11	Hand gloves (Safety Gloves 10" 13G Blue Polyester Liner)	PC	40		
12	Overall coat (Size L and XL)	PC	40		
13	Eye goggles (Safety Goggle in Polybag with Header Yato Brand YT-7380)	PC	40		
14	Welding Tool bag	PC	40		
Total					
Lot 9. Cooling					
1	Pinch plier (iskaaje 9 inch)	PC	80		
2	Flat Edge Screw driver 200mm (Screwdriver Flat 6x200 Soft Rubber Grip Handle Starex Brand)	PC	80		
3	Allen Wrench(size 1.5mm, 2mm, 2.5mm, 3mm, 3.5mm & 4mm	Set	40		
4	Slip Joint Pliers 6"/150mm (Slip Joint Pliers 6"(150mm) Half Double Blister Yato Brand YT-1957)	PC	40		
5	Electrical Pliers (6" 1000v (Insulated Combination Plier 160mm VDE-1000V Yato Brand YT-21151)	PC	40		
6	Adjustable spanner (8" L 200mm) (Adjustable Wrench 8" w/Scale Nickel Finish Grey/Blue Rubber Handle Starex brand)	PC	40		
7	Open and Box Wrench (size 10, 12, 14, 24, 27)	Set	40		

8	Hack Saw frame with blade (for steel cutting)(Hacksaw Frame Adjustable 8"-12" Blue/Greywith Blade Starex Brand)	PC	40		
9	Ohm Metter (is used for measuring current)	PC	40		
10	Freon gas (R22)	PC	40		
11	Toolbox Large size (Tool Box 28" Structural Foam W/Metal Latches 028001L Stanley (67753)	PC	40		
12	Clamp meter and welding Gas	PC	40		
Total					
Lot 10. Event Decoration					
	Complete Decoration Set				
1	Flowers table (flower ball stand trumpet vase table centrepieces for wedding decoration)	PC	720		
2	Long flower	PC	720		
3	Stage Metal Stand (2 mitres square)	PC	60		
4	Metal Flower Holder ((Gold Triangle Metal)	PC	180		
5	Curtains- should be different 2 rounds	Rounds	120		
6	Candles, 2 doses, Clear candle holders	Doses	120		
7	Fabric, 5 different colours each 10m	PCS	300		
8	Decoration letters, 26 English Alphabet Home Decor Party Marquee Light Letters Sign Mini Wedding Decoration Led Light Up Letters	Cartoon	60		
9	Paper glue	Cartoon	60		
10	Paper Bike	Doses	120		
11	Stage lights- Different Colours	PCS	240		
Total					
Lot 11. Henna and Beautification					
	Full Markup Kit and Bag				
1	Eye Shadow, Huda beauty brand	PC	95		
2	Highlighter, Empowered Face Gloss Highlighting Dew (Huda beauty brand)	PC	95		
3	Makeup brushes, 12 different sizes brushes (Huda beauty brand)	Set	95		

4	Foundation number 24 (forever brand)	PCS	95		
5	Mac lipstick dozen with different colours	Set	95		
6	powder 24	PC	95		
7	Banana powder	PC	95		
8	Eye Linear Black, White, Pash	PC	95		
9	Makeup Revolution's Pro Fix Oil Control	PC	95		
10	8 Colors Glitter(ICOLORY)	PC	95		
11	Concelear	PC	95		
12	Contour	PC	95		
13	Non-Latex Makeup Blender(Sponge)	Set	95		
14	Hair straighter	PC	95		
15	Hair Dryer	PC	95		
16	Hair Combs and brushes(different types)	Set	95		
Total					
Lot 12. Cooking					
1	Flat pan (Tefal Character Frying Pan NonStick Induction, Red, 24 cm, Aluminum)	PC	60		
2	Oven(Cheepas)	PC	60		
3	Blender (Moulinex Blend Blender, 550 Watt, Red)	PC	60		
4	Cake Plate (Tefal success plate pastry brown aluminum 38 x 28 x 1,7 cm)	PC	60		
5	Knife cakes (Tefal, Comfort Stainless Steel Cake Knife 20Cm)	Set	60		
6	Cake decoration nozzle (EKRON 12 PC Cake Decorating Nozzle,14.5 x 3 x 9.5 centimeters)	PC	60		
7	Cake stands (AMERTEER, 3 Tier Cake Stand Tiered Plastic 22.5L x 22.5W x 33.5H centimeters)	PC	60		
8	Biscuit pump (Curious Cat, Biscuit Cookie Press Maker Pump Machine, Alloy Steel, Metal)	PC	60		
9	Vegetable Slicer	PC	180		
Total					

Lot 13. Carpentry					
1	Building Hammer (Stanley Wood Claw Hammer / Fiberglass Claw Hammer - 16oz	PC	41		
2	Meter (Measuring Tape 5mx19mm Rubber Grip Yellow Blade 3 Stop D/Blister Starex Brand)	PC	41		
3	Carpentry Pen/Qalinka calaamadda (edding 8850 Carpenters Pen)	PC	41		
4	Rip cut Saw/Miishaar (UNIVERSAL: HAUTMEC 18 in. X-Sharp)	PC	41		
5	Chisel for wood	PC	41		
6	Screwdriver/Dismis abukaashe (Screwdriver Cross 6x200 Soft Rubber Grip Handle Starex Brand)	PC	41		
7	Jack plane, England	PC	41		
8	Cordless drill (18volt cmcd700c1 makita japan)	PC	41		
Total					
Lot 14. Video Editing					
1	Nikon/Canon Camera (Canon EOS 90D Digital SLR Camera with 18-135 is USM Lens)	PC	20		
2	Microphone (Boya BY-MM1 Shotgun Video Microphone)	PC	20		
3	Tripod (Digitek DTR 550 LW (67 Inch) Tripod)	PC	20		
Total					

Payments will be made within 30 days after satisfactory delivery of goods to Concern office in Hargeisa and submission of the supplier's invoice to Concern Worldwide.

1€. Tenderer's Declaration



Tender Reference:	CWW – HAR/SR#94445/JAN/2023/Toolkits
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In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accepted in full the content of the dossier for the invitation to tender (Including Concern's Code of Conduct & Associated Policies) **No. CWW – HAR/SR#94445/JAN/2023/Toolkits**. 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 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 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.
- 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 authorised to sign this tender on behalf of:

.....

Place and date:

Stamp of the firm/company: