

TECHNICAL QUESTIONNAIRE for the Supplier of the procurement of School Uniforms for Vulnerable Children in Galkcyo District under SETS II project, Somalia.

(ITB/T documents can also be downloaded from CISP Website: www.cisp-som.org)

For this purpose, interested and eligible vendors are invited to apply and submit an up-to-date information as requested for; to be consideration in a competitive bid for the **Supplier for the procurement of School Uniforms for Vulnerable Children in Galkcyo District under SETS II project, Somalia.**

Refer to the following Annexes:

ANNEX I: QUALIFICATION DATA (REGISTRATION OF SUPPLIERS APPLICATION FORM).

ANNEX II: PAST EXPERIENCES (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS

ANNEX III: VITAL SUPPLIERS CONDITIONS

ANNEX IV: SUPPLIER DECLARATIONS & CHECKLIST

Instructions:

- (i) Completed documents must be Delivered to CISP Office located in Mogadishu; in plain sealed envelopes clearly marked as below/ or electronically via email procurement@cisp-som.org

Our reference/Subject: Supplier for the procurement of School Uniforms for Vulnerable Children in Galkcyo District under SETS II project, Somalia.

Addressed to:

CISP Mogadishu Office located at HOUSE #:1044, WADADA JAYGA ADAN ADDE INTERNATIONAL AIRPORT, WABARI DISTRICT, MOGADISHU SOMALIA.

- (i) Application in a sealed Envelope **MUST** be deposited in the **TENDER BOX** available at the Office Reception, for further information please call: +252 614200758, or send through our email: procurement@cisp-som.org to deliver on or before **24th July 2023 @5PM.**
- (ii) The Applications will be opened on **25th July 2023** thereafter, and communication sent out to successful Applicants.

Please note that this notice is meant to enable onboarding of qualified vendors to the proposed **Supplier for the procurement of School Uniforms for Vulnerable Children in Galkcyo District under SETS II project, Somalia.**

ANNEX I

QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... Hereby submit our Technical proposal for the proposed
(Name of Company)



Supply of:
(Item/Work/Service Description)

Company Registration number..... **(Attach Copy Reg. Certificate)**

Tax/ VAT Registration Certificate (PIN)..... **(Attach)**

Website Address.....

Post Office Address:.....

Town.....

Street.....

Name Of Building.....

Room/Office.....Floor

Number.....

Telephone

Nos.....Email.....

Full name of Applicant.....

Other Branches Location.....

Organization and Business Information

Chief Executive /Managing Director

Name.....

Mobile Contacts:

Email Contacts:

Marketing Manager

Name.....

Mobile Contacts:

Email Contacts:

Accountant

Name.....

Mobile Contacts:

Email Contacts:



Please provide details of the goods/services your organization supplies:

..... (Attach Company profile).

Net Worth Equivalent in USD..... (Provide Bank Statements).

Bank Reference and Address to be contacted by CISP if required:

Bank Name.....
Bank Branch.....
Contact Name.....
Position.....
Email Address.....
Telephone Number.....
.....

Have you supplied goods/services to CISP previously, if so, please provide a brief summary of previous works? (Attach LPO and/or Contact award letter)

.....
.....

ANNEX II

REFERENCE CHECK: PAST EXPERIENCE (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS)

1. Name of 1st Client (Organization)

(a) Name of Client
(Organization.....)

(b) Address.....

(c) Contact
Person.....

(d) Tel Number
.....

(e) Value of Contract.....
(Attach copies)

(f) Description of contract

2. Name of 2nd Client (Organization)

- (a) Name of Client
(Organization.....)
- (b) Address.....
- (c) Contact
Person.....
- (d) Tel Number
.....
- (e) Value of
Contract.....
(Attach copies)
- (f) Description of contract

3. Name of 3rd Client Name of 1st Client (Organization)

- (a) Name of Client
(Organization.....)
- (b) Address.....
- (c) Contact
Person.....
- (d) Tel Number
.....
- (e) Value of Contract.....
- (f) Description of contract
- (Attach copies)

ANNEX III

VITAL SUPPLIER CONDITIONS.

Item	Question	Bidder Response	
		Yes/No	Comments/Attachments
11	Supplier accepts CISP's Terms and condition of Purchase attached to this ITT/B process and that any work awarded from this tender process will be completed under the attached Terms and Condition of Purchase.		
22	The Supplier and its staff (and any sub-contractors used) agree to comply with CISP and the IAPG's policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. 1) CISP Codes of Conduct: B.2.2.1 Bribery and Corruption B.2.2.2 Frauds and misappropriation of funds B.2.2.3 Offences connected to terrorism and subversion B.2.2.4 Prevention of Offences Against the Person B.2.2.5 Receiving Stolen Goods, Laundering and Forgery 2) IAPG Code of Conduct		
33	The supplier confirms that it is not on any prohibited parties or Government Blacklist.		
	The Supplier confirms it is fully qualified, licensed and registered to trade with CISP (including compliance with all relevant local Country legislation). This includes the Supplier submitting the following evidence (where applicable): Legitimate business address Tax registration number & certificate Business registration certificate Trading license	Requirement	Bidder Response/Attachment
		Legitimate business address	
		Tax registration No & Certificate	
		Business registration Certificate	
		Trading License	

ANNEX IV.

SUPPLIER CHECKLIST AND DECLARATION.

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below.

	Evaluation	Parameters	Scoring range	Weighted %
1.	Mandatory Requirements, Duly Completed Prequalification Application Form and Declaration form	Full Submission		Yes
2	Valid legal certificates from GALMUDUG STATE OF SOMALIA, Ministry of public works, reconstruction and housing of federal government of Somalia.	Mandatory		YES
3	Tax Compliance Certificate for the last 6 months (Ministry of finance for GALMUDUG STATE).	Mandatory		YES
4	Profile	Mandatory	1-5pts	5
5	Business Volume and Financial soundness (Bank Statement for the last Six Months) and Audited Financial Statement	Mandatory	A). Company audited financial statement amount 500,000-1Million USD (10pts) 250,000-500,000 USD (5pts) 50,000-250,000 USD (2 1/2pts) B). Bank statement for the last six months (5pts)	15
6	Presentations of Documents (Award/Contracts, PO & Reference letters from Current Clients duly signed and Stamped)	Mandatory	(Award/Contract=15pts), (Reference letter/Recommendation letter=5pts)	20
7	a. Evidence of Physical Address and Premises (2) b. Electricity bills (1) c. Water bills (1) d. Tenancy Agreement (1)	Desirable		YES
8	Offer -Total cost of the service	Mandatory	20 pts	20

A Prospective bidder must have 60 points and above to be qualified. (To be scored by CISP Evaluation Committee).

SWORN STATEMENT ON YOUR COMPANY'S LETTERHEAD

Having Studied the qualification Information, We/ I hereby state:

- i. The Information Furnished in our Application form is accurate to the best of our knowledge.
- ii. That in case of Being qualified, we acknowledge that this grant us the right to participate or present a financial proposal.
- iii. We are not Employees of CISP or related to any employee of CISP.
- iv. When our legal, Technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the prequalification made.
- v. We are not insolvent, in receivership, Bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.
- vi. That we will not engage in corrupt practices with the members of staff.

As CISP SUPPLIER we will always act in accordance with the CISP Child Protection Policy and PSEA policy and we will support a child safe environment by undertaking screening for suitability to work with children, youth and vulnerable people.

By signing below, We confirm that to the best of our knowledge, we have not been convicted of, we are not currently suspected of, or we are not being prosecuted for any offence involving any type of harm to a child or vulnerable persons in any country and we do not intend to engage in child labour. We declare that there is no element which could affect our suitability to work with children, minority, persons with disabilities and that we are aware of the seriousness of this declaration and we agree that we may be subject to a criminal record check to confirm our declaration.

Date:.....

Applicant's Name.....

Represented By:.....

Signature:.....

(Full names and Designation of the person signing and stamp or Seal)

N.B: THE BID DOCUMENT MUST BE BOUND TOGETHER

CISP reserves the right to change or cancel this requirement at any time during the selection process.

FINANCIAL OFFER

COMPANY:

ADDRESS:

TEL: NO.:

E-MAIL:

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Project:</td> <td>SETS II</td> </tr> <tr> <td>Budget Line:</td> <td>6.17</td> </tr> </table>	Project:	SETS II	Budget Line:	6.17
Project:	SETS II				
Budget Line:	6.17				

Address your proposal to the undersigned.	Tel: +2526142007586
COMITATO INTERNAZIONALE PER LO SVILUPPO DEI POPOLI (CISP)	E-MAIL: procurement@cisp-som.org
CISP MOGADISHU /GALKACYO OFFICE	

The offer must relate to equipment, materials and / or services listed below:

S/N	Description of Goods to be supplied.	UOM	Qty	Unit Cost	Total Cost
1	Procurement of Blouse + Shirts and Hijab for girls,	PC	120		
2	Procurement of shirts and long trousers for boys,	PC	80		
				Sub-Total	
				Tax	
				Total	

Follow the description of equipment, materials and / or services above and any attached specifications.

TERMS AND CONDITIONS

1	Indicate validity of the offer	
2	State Warranty	
3	Indicate payment Terms.	
4	Indicate Currency	
5	Indicate Delivery lead time	

EVERY REQUESTER MUST USE HIS/HER OFFICIAL QUOTATION

Kindly note that CISP is not obliged to purchase all the items listed on the tender /Quotation Request from one supplier.

Procurement Rules and Technical Specifications

The current procurement relates to a proposed **Supplier for the procurement of School Uniforms for Vulnerable Children in Galkcyo District under SETS II project, Somalia.**

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this procurement as the sole basis of this procurement procedure.

Bidders are expected to examine carefully and comply with all instructions forms and specifications contained in this procurement rule. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

Timetable of the procurement procedure.

Activity	Date
Issue of Tender Notice and Invitation to Tender	11/07/2023
Return of tenders (Closing Date)	24/07/2023
Tender opening	25/07/2023
Tender Review.	26/07/2023
Compliance Checks /Assessment /Negotiations	TBD
Award & "Go-Live" with Supplier	TBD

Article 1

The objective of the contract is for a **Supplier for the procurement of School Uniforms for Vulnerable Children in Galkcyo District under SETS II project, Somalia.**

The supplier must respond without any restrictions to the technical specifications mentioned in the BoQ and in this document and be in conformity to the rules of your profession.

- 1.1. Variation: CISP reserves the right to alter, at the time of the contract signature, the envisaged quantities.

Article 2

- 2.1. The prices for the contract are fixed and not subject to revision.
- 2.2. Offers must be presented in USD Dollars.
- 2.3. The offers must be submitted in English
- 2.4. School Furniture supplies should be received (100% of the order)
- 2.5. The payment will be completed upon the completion 100% of the tender supply of the exact quantity ordered.

Article 3 Validity of the offers

Bidders shall be bound by their tenders for a period of **90 days** from the deadline for the submission of offers.

Any prospective bidders seeking to arrange individual meetings with CISP during the bidding period will result **in exclusion of the bidders from the selection process.**

Article 4 Technical Specifications

Reference is made to the attached Financial Offer Excel (as a BOQ).

Article 5 Presentation of the offers

Offers must be submitted in English and received not later than the deadline mentioned in the timetable on page 1.

5.1 Content and presentation of offer:

The offer consists on the presentation of:

A financial offer; In Excel file will be submitted via Email: procurement@cisp-som.org and a hard copy deposited in the tender box specified in the tender notice.

- **The award of the contract will be in one lot.**
- A technical proposition (the form provided by CISP must be filled in) including the following elements:
 - o The **Profile** of the Company
 - o The name and contact/s (phone, email) of the **Legal Representative** of the Company
 - o The Name of the **Country** where the Company is registered
 - o The Company **Registration**
 - o Description of **similar work/supplies** done in the past
 - o Past performance- submit **3 recommendation letters** from recognized INGO for similar work performed in the last three years.
 - o Copy of Company **certificate of registration**

The above-mentioned documents must be signed by the legal representative of the supplier and **submitted in a sealed envelope** addressed to:

CISP – International Committee for the Development of Peoples

OBJECTIVE: “ Supplier for the procurement of School Uniforms for Vulnerable Children in Galkcyo District under SETS II project, Somalia.”

Company Name:

Contact Name:

Contact Phone Number:

Contact Email:

The sealed envelope must be submitted to the tender box on or in the below email on or before 24th July 2023, CoB @5PM.

The tender documents can also be submitted electronically to procurement@cisp-som.org

Costs of visit and/or preparation of offers

No costs incurred by the bidders for the visiting CISP office site for preparing and submitting the offer are reimbursable.

Ownership of tenders

CISP retains ownership of all offers received under this procurement procedure. Consequently, bidders have no right to have their tenders returned to them.

Article 5.2 Opening of the Offers, examination of administrative conformity, technical and financial evaluation

A Tender Commission will be established Ad Hoc for the purposes of evaluating the offers received and selecting the best bidder.

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

After analysing the tenders deemed to comply in administrative terms, the Tender Commission will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

Offers found to be technically compliant shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the tender commission as follows:

- except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price considered.
- Amounts corrected in this way will be binding on the bidder. If the bidder does not accept them, his tender will be rejected.

To facilitate the examination and evaluation of tenders, the Tender Commission may ask each bidder individually for clarification of his tender, including breakdowns of prices. The request for clarification and the response are made exclusively by email, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation.

Article 6 Award criteria

The criteria are not arranged hierarchically.

The common criteria retained by the contracting authority will include the price, experience and capacity of the company, the delivery lead times, CISP internal procedures.

Article 7 Assignment

The assignee is informed by mail recommended with marked reception or hand delivered.

Article 8 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by the Contracting Authority. Cancellation may occur where:

- the tender procedure has been unsuccessful, namely where not qualitatively or financially worthwhile tender has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal implementation of the project impossible;
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

Article 9 Procedures to apply during implementation of the program

The administrative procedures that will be followed and applied by CISP and/or Donor's procedures. CISP administrative and technical staff will provide instructions and is in charge with the regular verification of administrative documents. All administrative documents not in line with CISP and/or Donor's procedures will be rejected.

Article 10 Penalties

In the event of failure of the supplier to perform the works in the stipulated duration, CISP shall retain from the payment schedule a penalty equivalent to 1% of the total value of the Contract per each week of delay, up to a maximum of 5%.

CISP has the right to add/omit or change any item to/of the BoQ, as well as to increase or decrease the quantities stated therein.

Ethics clauses

During the procurement period, the supplier and his staff commit themselves to respect fundamental rights, human dignity and, particularly, the International Labour Organization's international labour law rules concerning social, hygiene and security issues. They commit themselves to respect political, cultural and religious customs of the recipient country.

Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the jury or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties.

The Contractor must at any time act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He shall refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.

The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.

The Contractor and his staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential.

CISP reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.

All tenders will be rejected, or contracts terminated if it emerges that the award or implementation of a contract has given rise to unusual commercial expenses.

Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

No respect of one or several ethics clauses can lead to the exclusion of the candidate or the bidders of other contracts of CISP and expose him to sanctions.

For more information about CISP, please visit www.cisp-ngo.org .

CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.

DECLARATION FORM

We, the undersigned, hereby declare to the best of our knowledge that our company does not have conflict of interest with International Committee for the Development of Peoples-CISP, and that we acknowledge and are compliant to the following Code of conduct.

1. Code of conduct

1.1 The ethical principles, values and rules that inspire CISP's Procurement Procedures are described in section B of the Management System of CISP (*Core values and Code of Behaviours). Such ethical principles must be adopted by CISP and also apply potential suppliers and local partners involved in the implementation of projects: These principles will be mentioned in each supply contract.

1.2 The suppliers (of goods, services, and works) who are in one of the following excluding conditions are not eligible:

- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations, or a similar legal action is under way against them;
- b) They have been convicted of an offence by a judgement which has the force of res judicata (and thus not appealable) for any crime affecting their professional morality, even when the persons convinced are endowed with powers of representation, decision-making or control over candidates and tenderers involved;
- c) They have been guilty of serious professional misconduct, proven by any means which the contracting authority can justify;
- d) They have not complied with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, even when the persons convinced have powers of representation, decision-making or control over candidates, tenderers or he applicants involved;

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure;

- f) Are subject to "Conflict of interest"
- g) Are guilty of misinterpretation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failed to supply this information;
- h) Are in any of the situations of exclusion provided for in the relevant procedure.

We shall maintain strict confidentiality in respect of all the terms and Conditions of This Contract or any information acquired during our involvement with CISP.

NAME OF LEGAL REPRESENTATIVE OF THE COMPANY	
POSITION	
SIGNATURE	
DATE & PLACE	