

Procurement Rules and Technical Specifications

The current procurement relates to a proposed **Service Provider for the Provision of Vehicle Rental Services in Banadir and Galmudug, 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	30/01/2025
Return of tenders (Closing Date)	11/02/2025
Tender opening	12/02/2025
Tender Review.	12/02/2025
Compliance Checks /Assessment /Negotiations	12/02/2025
Award & "Go-Live" with Service provider	16/02/2025

Article 1

1.1 The objective of the contract is for a **Service Provider for the Provision of Vehicle Rental Services in Banadir and Galmudug, Somalia.**

1.2 The service provider must respond without any restrictions to the technical specifications mentioned in the financial proposal and in this document and be in conformity to the rules of your profession.

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

Article 2 Prices

- 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. Services will be on on need basis per day basis.
- 2.5. The payment will be processed 100% after the completion.

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 .

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: adan.ali@cisp-ngo.org, procurement.somalia@cisp-ngo.org.

- **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 service provider and **submitted via email**:

SUBJECT: " **Service Provider for the Provision of Vehicle Rental Services in Banadir and Galmudug, Somalia.**"

The applications must be submitted via email in the below email on or before 11th February 2025, COB @5PM.

The tender documents can also be submitted electronically to adan.ali@cisp-ngo.org, procurement.somalia@cisp-ngo.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 service provider 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.

Article 11 Data Protection

The Service provider / Service Provider consents and authorizes the release from time to time of any or all personal or professional data that is necessary or desirable for the administration of the Prequalification process (the "Relevant Information"). Without limiting the above, the Service provider / Service Provider permits CISP to collect, store, dispose of, process, register, and transfer to the Relevant Institutions all Relevant Information (including any professional and personal data) that may be useful or necessary for the purposes of the administration of the Prequalification. The Service provider / Service Provider hereby authorizes the Relevant Information to be transferred to any authority that CISP considers appropriate. The Service provider / Service Provider shall have access to, and the right to change, the Relevant Information. CISP will lawfully process and share the Relevant Information in accordance with applicable Data Protection Laws.

Definition of the "Relevant Information"

All relevant information shall be requested on procurement and shall be kept by CISP in electronic and physical form and shall be disposed of in accordance with CISP data / document retention policies. The relevant information is contained in the following documents: Company profile, Registration certificates, identification documents certificate, passport-sized photos, Certificate of Good Conduct, Tax Compliance certificates, Recommendation Letters, CVs, Application letters, banking forms, insurance forms, etc.

Ethics clauses

During the procurement period, the service provider 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.