



Terms of Reference (ToR)

FOR SUPPLY FOR HEALTH ESSENTIAL DRUGS

Project Title	Integrated Emergency Health and Nutrition Services for Vulnerable Population Groups in Qandala District of Bari Region in Puntland Somalia
Project Title Ref: Number	SOM-22/3485/SA1/Nut-H/NGO/21524
Tasks/Type of Service	Tender Notice: Procurement of health essential drugs (medical supplies)
Location	Bosaso District
Name of the company/firm	External company/firm/supplier
Deadline of Bid submission	May 1 st , 2022

1. General Background

Integrated Services for Displaced Population (ISDP) is a Somalia humanitarian Non-Profit Organization registered in federal government of Somalia and its federal member states, ISD was founded in 2010 and since it's inception it has successfully implemented different development project in Puntland state of Somalia. ISDP is operational in Bari, Nugaal, Karkaar and Mudug regions with track record in implementing high quality health and nutrition, Food Security, Livelihood, protection and WASH interventions by providing essential services to conflict and disaster affected communities. ISDP targets to supports Internal Displace People, Refugees, Vulnerable households, drought affected communities, children and hard to reach people living in Somalia.

ISDP currently partnership with key government institutions in Puntland, and UN agencies with close working relations with local communities in Puntland.

Vision

A Society with improved living conditions through dedications to end poverty and injustice

Mission

Committed to improve living conditions in partnership with communities to build sustainable, healthy and productive communities in Somalia.

2. Activity Description and Rationale

This TOR has been designed in order:

- a. To select appropriate suppliers for supply of health essential drugs.
- b. To maintain the quality and timeline of procurement medical supplies.

3. Number of supply items

The required medical supplies item with specification is given in ***Annex I.***

4. Expected Deliverables

Followings deliverables are the expected from the supplier;

- Supply of quality medical and health essential drugs
- Transportation and delivery of health essential drugs in excellent condition at the targeted District Office.
- Replace the essential drugs in case of found any damage (during transportation, handling or delivery, and malfunctioning within one month of delivery date.)

5. Duration

After the signing of the agreement, delivery of the essential drugs to ISDP Bosaso office should be executed within 15 days from receiving the official purchase order.

6. Budget and Payment procedure

- The supplier/firm should submit a complete budget with detailed breakdown including applicable taxes at the time of submission sealed Bid. No extra cost is entertained beyond quoted unit price.
- The supplier/firm shall bear all the tariffs, duties and applicable taxes or charges levied at any stage during the execution of the work. Any loss and/or damage of supplied commodity during packaging, transportation, and installation will be the responsibility of supplier/firm.

7. Management of the supply

The selected supplier/firm will be responsible to supply the equipment at respective district office and be accountable for the timely delivery of the expected quality and quantity of medicine and essential drugs.

8. Responsibilities of the Supplier/ Firm

The supplier/firm will be responsible to accomplish the task outlined in this ToR and ensure the delivery of equipment stated above within the agreed budget and timeline.

Submission Procedures:

Completed tender documents clearly marked with Project Ref Number must be submit at ISDP Office in Bosaso on 1st –May-2022 or before the deadline date and time, and recorded in the log book/visitors' book.

With the present and the directions of ISDP Logistician, the Bidder has put the completed bid documents in the tender box by him/her self.

Formal bids being submitted must be on formal company letters, duly signed and stamped must indicate the Full Company Name, Physical Address, Contact Telephone Number/contact Email address, Directors Names, addresses and their telephone numbers.

In case of any further query, contact ISDP logistics team via this Email info@isdpsom.org.

9. Documents to be submitted

The application shall contain following documents:

A. Detailed financial proposal: The proposal should include the price of each medicine, transportation cost and any other applicable costs at unit price or separately whichever is feasible. Prices of essential drugs can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

B. Details of the supplier/firm

- a) Profile of firm with relevant experiences
- b) Copy of company/firm registration
- c) A copy of Tax clearance certificate
- d) Provide information on ownership structure (Name of directors of the company/Owner/shareholders of theBusiness-Contact address including Telephone Number and Passport)
- e) Submit the profile of the trader
- f) Past Experience-Provide references of the previous works or goods supplied before (Attach Recommendation letter)
- g) account details.
- h) Bank statement
- i) Recommendations from the local authorities (if available)
- j) Quotation/Price list of the items
- k) Any other relevant documents

9. Technical Evaluation.

ISDP is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process.

Bidder responses will be evaluated based on Price, delivery time, Past experience and Capacity, warranty

These criteria have been especially created to help ISDP determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

10. Further Information to bidders:

ISDP reserves the right to accept or reject any offer before the award of a contract, or to cancel the bidding process and reject all offers at any time and is not bound to give reasons for its decisions. Canvassing or giving false information will lead to automatic disqualification.

Incomplete offers or offers which do not comply with any of our tender conditions will not be considered.

Quotations should remain valid for a period of at least 90 calendar days after closure of the tender.

11. Payment:

Upon contracting for works, ISDP will pay the contractors in instalments as will be defined in the signed contracts.

12. Financial Evaluation

Based on cost quoted

The Bid document should reach the address below via courier/hand delivery latest by 1st May 2022, 17:00 Hrs. (East Africa Time). Please, enclose the proposal in an envelope, seal and mark it with **“Bid for Supply of health essential drugs ”** for hand/courier delivery or clearly mentioned it in **“Subject”**

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within ISDP and amongst beneficiaries served by Integrated Services for Displaced Population (ISDP)

Annex I: Key Information

Name of the Firm/Company: (PLEASE INSERT as provided in the registration Certificate)-----

Address of Company/ Candidate: -----
----- Phone: -----

E-mail address: -----

We hereby declare that our company Quotations the delivery of the work, according to the terms and conditions of the technical specifications listed in the Invitation to Submit a Quotation.

Total price of work including all costs is -----

Price in words, including currency: -----

Representative Name:

Position with the Company

Phone:

Place and date

Signature and stamp

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Price in words, including currency: -----

Representative Name:

Position with the Company

Phone:

Place and date

Signature and stamp

List of health essential drug with specification and quantity:

S.N.	Item Description	UNIT	Required Qty.	Unit Price	Total Value
1	Erythro.pdr/oral sus 125mg/5ml/BOT-100ml	BOT	550		
2	Erythromycin 250mg tabs	PAC	500		
3	Fe(as fum.)+folic 60+0.4mg tab	PAC	300		
4	Fluconazole 50mg caps	PAC	50		
5	Chlorphenamine 4mg tabs	PAC	50		
6	Ciprofloxacin 250mg tabs	PAC	300		
7	Ciprofloxacin 500mg tabs	PAC	500		
8	Clotrimazole 500 mg vag tab/applicator	EA	1,300		
9	Doxycycline 100mg tabs	PAC	50		
10	Zinc 20mg tablets	PAC	500		
11	ORS low osm. flavour 20.5g/1L	BOX	40		
12	Nystatin oral sus 100,000IU/ml/BOT-30ml	BOT	300		
13	Tetracycline eye ointment 1%/TBE-5g	EA	500		
14	Metoclopramide inj 5mg/ml 2ml amp	BOX	120		
15	Metronidazole 250mg tabs	PAC	200		
16	Metronidazole 500mg tabs	PAC	290		
17	Compress,gauze,10x10cm,n/ster/	BOX	200		
18	Bag,urine,collecting,2000ml	EA	90		
19	Bottle,plastic,250ml,wash bottle	EA	68		
20	Calamine lotion/BOT-500ml	BOT	100		
21	Catheter,Foley,CH12,ster,disp	EA	100		
22	Catheter,Foley,CH14,ster,disp	EA	100		
23	Catheter,Foley,CH18,ster,disp	EA	100		
24	Chlorhexidine conc. sol. 5%/BOT-1000ml	BOT	200		
25	Syringe,disp,2ml,w/ndl,21G	BOX	200		
26	Tape,adhesive,Z.O.,2.5cmx5m	EA	200		
27	Test strips,urinan.,gluc/prot	PAC	400		
28	Sachet,tablet,plastic,10x16cm	EA	2,000		
29	Pregnancy test	EA	150		
30	Gloves,exam,latex,pwdfree,medium	BOX	500		

31	Gloves,surg,pwdfree,7.5,ster,s.u.,pair	EA	500		
32	Aluminium hydroxide 500mg	PAC	250		
33	Water for Inj 10ml Amp Box-50	EA	250		
34	Ceftriaxone inj 1g	BOX	450		
35	Amoxycillin caps 250mg	PAC	500		
36	Amoxycillin 500mg	PAC	500		
37	Ampicillin vial, 500mg	BOX	500		
38	Whitfield Ointment 20gm	EA	700		
39	Cotrimaxazole tab 120mg	PAC	500		
40	Cotrimaxazole tab 480mg	PAC	400		
41	Diazepam 5mg	PAC	100		
42	Folic Acid 5mg	PAC	250		
44	Frusemide tablet, 10mg	PAC	150		
45	Ibuprofen tablets 200mg	PAC	300		
46	Paracetamol Tabs 500 mg	PAC	400		
47	Paracetamol, tablet 100 mg	PAC	430		
48	Paracetamol Syr 60ml(PAMOL)	Bottle	600		
49	Paracetamol, suppository (pediatric) 125MG	EA	300		
50	Phenobarbiton tab 30MG	PAC	100		
51	Prednisolone B.P tabs 5mg	PAC	100		
52	Amoxycillin 125 Dry Syrup 100ml	Bottle	600		
53	Salbutamol 4mg Tablets	PAC	100		
54	Metochloropromide tablet	PAC	100		
55	Buscopan, tablet	PAC	450		
56	Chloramphenicol ear drops	EA	700		
57	Gentamycin ear drops	EA	500		
58	Griseofulvin 200mg	PAC	446		
	Total Cost				
	Transport cost				
	Final Total				

Declarations

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

- 1. Anti-Bribery & Corruption Policy
- 2. Prevention of Sexual Exploitation and Abuse (PSEA)
- 3. ISDP's Child safeguarding Policy
- 4. Conditions of Tendering
- 5. Terms & Conditions of Purchase
- 6. ISDP Code of Conduct

We also confirm that ISDP may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature
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Name
.....

Job Title
.....

Company
.....

Date
.....

STAMP