



**Tadamun Social
Society | TASS**

Since 1992

TADAMUN SOCIAL SOCIETY BID DOCUMENT

INVITATION TO BID TENDER FOR SUPPLY OF SMALL BUSINESS ITEMS

Project Code: Sub-Award Agreement Number: 57801142

Partner: SCI

IFB NO: PNTB/75/2023

| Planned Timetable | |
|--|--------------------|
| Deadline for submission of Tenders | 7 Dec 2023 |
| Opening of tenders & Evaluation | 9 Dec 2023 |
| Award of Contracts | 11 Dec 2023 |
| Contract start | 11 Dec 2023 |

1. Tadamun Social Society (TASS)

Tadamun Social Society (TASS) is a National, Non-Governmental Organization (NGO), Non-profit, that was established in 1992 by national intellectuals who felt the importance and the need in the region of such an NGO to contribute social wellbeing and it started its humanitarian and development operations in Bossaso through establishing schools to educate young people then gradually expanded its support services. TASS is one of the largest national humanitarian and development organizations in Puntland -Somalia, our headquarters is Bosaso and its sub-offices are in Garowe, Gardo and Galkaio. Tadamun Social Society has been serving for Somali community since 1992 during these decades it gained wide range experience in humanitarian and development sectors such as education, health, Nutrition, protection infrastructure, WASH, emergency preparedness, youth and women empowerment programs. TASS service beneficiaries include IDPs, host community and refugees including children

i. INSTRUCTIONS TO BIDDERS

The intention of this Bid Document is to obtain competitive Bids that will result in the selection to bid tender for small item supplies.

3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and TASS hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs.

4. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at: logistics@tadamun.org and garoweoffice@tadamun.org The Purchaser will respond by e-mail or by phone providing clarification on the bid documents.

5. Language of Bid

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** only. Any printed literature written by the bidder and written in another language must be accompanied by an English translation.

6. Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

The following are the require documents:

Document Requirements:

The bids without the following documents will not be accepted and it will be totally disqualified.

1. Completed Vendor Application Form
2. Detailed workplan for delivery of services/goods or supplies
3. Company profile
4. List of directors with their telephone and ID/Passport Numbers.
5. Current registration certificate i.e Ministries of Commerce/ Public Works, Puntland Tender Board,
6. Previous experience for similar nature of services: Provide either 3 high value contracts or Local purchase orders from previous clients for last 3 years.
7. Good financial position: Provide either Latest audited report, or bank statement for 6 months.
8. Latest tax clearance

7. Bid Currencies

All rates and amounts entered in the Bid Form and financial proposal and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **United States Dollar (USD)**

8. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 of UN Charter thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle TASS to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of TASS.

9. Transportation

The bidder is also responsible for the transport of the goods to the Nine (9) location .

ii. **SUBMISSION OF PROPOSAL:**

Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, and date of submission.

Proposals must be in English. Proposal must be delivered not later than **3.30pm on 7th December 2023** at TASS offices in Bosaso, North of international Village Hotel and in Garowe office, for More Information Kindly Contact:

| Location | Tel Number | Email address |
|----------|-------------|--------------------------|
| Bosaso | 090-6791116 | logistics@tadamun.org |
| Garowe | 907747283 | garoweoffice@tadamun.org |

EVALUATION CRITERIA

The evaluation criteria used is as detailed below. The award shall be given to a bidder whose bid is responsive to the requirements of the Technical Specification below and has offered the lowest price.

| NO. | Criteria | |
|-----|--|-----|
| 1 | Completed Vendor Application Form | 5% |
| 2 | Certificates | |
| 2.1 | Current registration certificate i.e Ministries of Commerce/ Public Works, Puntland Tender Board, | 20% |
| 3 | Company Profile | |
| 3.1 | The company profile Must contain: - List of directors with their telephone and ID/Passport Numbers; | 15% |
| 4 | Tax Compliance | |
| 4.1 | Copy of Latest tax clearance | 20% |
| 5 | Experience | |
| 5.1 | Previous experience for similar nature of services: Provide either 3 high value contracts or Local purchase orders from previous clients for last 3 years. | 20% |
| 6. | Financial Evaluation | |
| 6.1 | -Good financial position: Provide either Latest audited report, or bank statement for 6 months. - Lowest Bidder (Value For Money) | 20% |

IV) ANNEX

Price Schedule in USD

| Location: Shimbiraale | | | | | |
|------------------------------|--------------|----------------|------------|------------------|--------------|
| # | Item | Package | Qty | Unit Cost | Total |
| 1 | Sonkor | Kiish 50kg | 10 | | |
| 2 | Bariis | Kiish 50kg | 10 | | |
| 3 | Bur | Kiish 50kg | 10 | | |
| 4 | Bariis Xamze | Kiish 50kg | 3 | | |
| 5 | Saliid | Kartoon | 10 | | |

| | | | | | |
|----|--------------------|---------|----|--|--|
| 6 | Baasto dhadher | Kartoon | 10 | | |
| 7 | Baasto macarooni | Kartoon | 10 | | |
| 8 | Caano amis | Karton | 1 | | |
| 9 | Caano Xilwa | Karton | 1 | | |
| 10 | Caleen shah | Kiish | 2 | | |
| 11 | Kalluun Oomaar | Karton | 3 | | |
| 12 | Kaluun xaabo | karton | 3 | | |
| 13 | Sharab Foster | kartoon | 3 | | |
| 14 | Digir | Kiish | 1 | | |
| 15 | Oomo | Kiish | 5 | | |
| 16 | Shampoo 5L | Kartoon | 5 | | |
| 17 | Misir | Kiish | 2 | | |
| 18 | Timir saad | Kartoon | 5 | | |
| 19 | Faasuuliyad | Kartoon | 5 | | |
| 20 | Vimto | Kartoon | 3 | | |
| 21 | Miisaan Yar | Pc | 1 | | |
| 22 | Miisaan Weyn | Pc | 1 | | |
| 23 | Kuraas | Pc | 3 | | |
| 24 | Tallaagad | Pc | 1 | | |
| | Grand Total | | | | |

| | Location: Shabeele IDP | | | | |
|----------|-------------------------------|----------------|------------|-------------|--------------|
| # | Item | Package | Qty | Unit | Total |
| 1 | Soonkor | Kiish 50kg | 18 | | |
| 2 | Bariis | Kiish 50kg | 18 | | |
| 3 | Bur | Kiish 50kg | 18 | | |
| 4 | Saliid | Kartoon | 10 | | |
| 5 | Baasto dhadher Arto | Karton | 17 | | |
| 6 | Baasto makarooni | Karton | 17 | | |
| 7 | Caano Amis daasad | Karton | 4 | | |
| 8 | Caano Amis bac | Karton | 4 | | |
| 9 | Caano Jawaahir | Karton | 1 | | |
| 10 | Kaluun xaabo Yaryar | Karton | 1 | | |
| 11 | Kalluun omar | Karton | 1 | | |
| 12 | Shampo 5L | Karton | 2 | | |
| 13 | Shampo 3L | Karton | 3 | | |
| 14 | Shampo 2L | Karton | 3 | | |

| | | | | | |
|----|------------------------|--------|---------|--|--|
| 15 | Shampoo 1/2L | Karton | 4 | | |
| 16 | Shampoo xayran | PCS | 3 | | |
| 17 | Oomo dhool | Kiish | 13 | | |
| 18 | Maris | Karton | 4 | | |
| 19 | Sharab royal V | Karton | 7 | | |
| 20 | Sharab ila tango 1kg | Karton | 3 | | |
| 21 | Sharab ila tango 1/2kg | Karton | 4 | | |
| 22 | Vimto birimo | Karton | 1 | | |
| 23 | Caleen Shaah baraka | Kiish | 4 | | |
| 24 | Faasuuliyad | Karton | 3 | | |
| 25 | Yaanyo mudhis | Karton | 3 | | |
| 26 | Jumpo | Karton | 2.5 | | |
| 27 | Bariis maceeye | Karton | 3K 6PCS | | |
| 28 | Digir | Kiish | 1.5 | | |
| 29 | Misir | Kiish | 1.5 | | |
| 30 | Dacas ww | Dersin | 2 | | |
| 31 | Dacas yy | Dersin | 2 | | |
| 32 | Airosof | Dersin | 1 | | |
| 33 | Biyo hubal | Karton | 2 | | |
| 34 | Cusbo | Kiish | Half | | |
| 35 | Sanjabiil | Kg | 6 | | |
| 36 | Heyl | Kg | 1 | | |
| 37 | Qorfe | Kg | 1 | | |
| 38 | Dhagayare | Kg | 1 | | |
| 39 | Miisaan | PCS | 3 | | |
| 40 | Haan | PCS | 3 | | |

| | | | | | |
|----|--------------------|-----|---|--|--|
| 41 | Talaagad dhexe | PCS | 3 | | |
| | Grand Total | | | | |

| Location: Carmo | | | | | |
|------------------------|----------------------------|----------------|------------|------------------|--------------|
| # | Item | Package | Qty | Unit Cost | Total |
| 1 | Furshan mandeq | PCS | 10 | | |
| 2 | Furshan nafar | PCS | 10 | | |
| 3 | Xasiig Baxrayn | PCS | 10 | | |
| 4 | Xasiig Safari | PCS | 10 | | |
| 5 | Mushamac | Duub | 2 | | |
| 6 | Daahyo shabaq Isku qeybsan | Duub | 1 | | |
| 7 | Barkimo orjinal | PCS | 10 | | |
| 8 | Boorsooyin Dollar | Karton | 2 | | |
| 9 | Buste nafar | PCS | 10 | | |
| 10 | Katabaan Yaryar | PCS | 10 | | |
| 11 | Talaagado tanaad | PCS | 6 | | |
| 12 | Talaagado lambar 41 | PCS | 6 | | |
| 13 | Talaagado royal | PCS | 6 | | |
| 14 | Beeshinno yy 5520 | PCS | 6 | | |

| | | | | | |
|----|--------------------|-----|----|--|--|
| 15 | Beeshinno yy | PCS | 6 | | |
| 16 | Baaf qalin ww | PCS | 6 | | |
| 17 | Baaf qalin yy | PCS | 6 | | |
| 18 | Baaf maedan ww | PCS | 6 | | |
| 19 | Baaf maedan yy | PCS | 6 | | |
| 20 | Digsi royal ww | PCS | 10 | | |
| 21 | Digsi royal yy | PCS | 5 | | |
| 22 | Digsi huuris | PCS | 5 | | |
| 23 | Digsi maanjasti | PCS | 5 | | |
| 24 | Digsi Opeg | PCS | 5 | | |
| 25 | Kuleyliso 2000 | PCS | 6 | | |
| 26 | Kuleyliso Silfer | PCS | 3 | | |
| 27 | Kuleyliso qalin ww | PCS | 3 | | |
| 28 | Kirli qalin | PCS | 6 | | |
| 29 | Ari dabax | PCS | 20 | | |
| 30 | Barkimo Dalka | PCS | 25 | | |
| | Grand total | | | | |

| Location: Ufeyn | | | | | |
|------------------------|--------------------|----------------|------------|------------------|--------------|
| # | Item | Package | QTY | Unit cost | Total |
| 1 | Sonkor | Kiish 50kg | 15 | | |
| 2 | Bariis | Kiish 50kg | 15 | | |
| 3 | Bur | Kiish 50kg | 10 | | |
| 4 | Saliid | Karton | 10 | | |
| 5 | Baasto dhaadheer | Karton | 25 | | |
| 6 | Baasto Macarooni | Karton | 10 | | |
| 7 | Kaluun Xaabo | Karton | 5 | | |
| 8 | Yaanyo Mudish | Karton | 5 | | |
| 9 | Shampo 5L | Karton | 5 | | |
| 10 | Shampo 1L | Karton | 5 | | |
| 11 | Sharaab Daasado ww | Karton | 5 | | |
| 12 | Sharaab Daasado yy | Karton | 5 | | |
| 13 | Omo | Kiish | 10 | | |
| 14 | Maris | Karton | 5 | | |
| 15 | 7up | Karton | 10 | | |
| 16 | Rani blue | Karton | 10 | | |
| 17 | Twist | Karton | 10 | | |
| 18 | Caleen shah | Kiish | 1 | | |
| 19 | Caano Amis | Karton | 2 | | |
| | Grand total | | | | |

| Location: Dhudhub | | | | | |
|--------------------------|----------------------|----------------|------------|------------------|--------------|
| # | Item | Package | Qty | Unit Cost | Total |
| 1 | Sonkor | Kiish 50kg | 20 | | |
| 2 | Bariis dheeman | Kiish 50kg | 10 | | |
| 3 | Bur Oman | Kiish 50kg | 10 | | |
| 4 | Saliid | Karton | 10 | | |
| 5 | Baasto dhadher Wacan | Karton | 25 | | |
| 6 | Caano Amis | Karton | 4 | | |
| 7 | Digir | Kiish | 2 | | |
| 8 | Shampoo 2L | Karton | 5 | | |
| 9 | Kalluun Omar | Karton | 4 | | |
| 10 | Caleen safina | Kiish | 5 | | |
| 11 | Xasiig Baxrayn | PCS | 20 | | |
| 12 | Sharaab Royal | Karton | 4 | | |
| 13 | Shampoo tin | Karton | 1 | | |
| 14 | Shampoo 5L | Karton | 5 | | |
| 15 | Timir saad | Karton | 4 | | |
| | Grand total | | | | |

| Location: Yaka | | | | | |
|-----------------------|------------------------|----------------|------------|------------------|--------------|
| # | Item | Package | Qty | Unit Cost | Total |
| 1 | Sonkor | Kiish 50kg | 20 | | |
| 2 | Bariis | Kiish 50kg | 20 | | |
| 3 | Bur | Kiish 50 kg | 20 | | |
| 4 | Saliid | Kartoon | 20 | | |
| 5 | Baasto dhadher brimo | Kartoon | 10 | | |
| 6 | Baasto Macarooni Brimo | Kartoon | 10 | | |
| 7 | Caano Amis | Kartoon | 2 | | |
| 8 | Caano Jawaahir | Kartoon | 2 | | |
| 9 | Kalluun Xaabo yy | Kartoon | 2 | | |
| | Grand total | | | | |

| Location: Shaxda | | | | | |
|-------------------------|----------------|----------------|------------|------------------|--------------|
| # | Item | Package | Qty | Unit Cost | Total |
| 1 | Sonkor | Kiish 50kg | 22 | | |
| 2 | Bariis Dheeman | Kiish 50kg | 21 | | |
| 3 | Bur Oman | Kiish 50kg | 22 | | |
| 4 | Saliid | Karton | 7 | | |
| 5 | Baasto dhadher | Karton | 28 | | |
| 6 | Caano amis | karton | 4 | | |
| 7 | Caleen safina | Kiish | 1 | | |
| Grand total | | | | | |

| Location: Raf & Raaxo | | | | | |
|----------------------------------|------------------|----------------|------------|------------------|--------------|
| No | Item | Package | Qty | Unit Cost | Total |
| 1 | Sonkor | Kiish 50kg | 15 | | |
| 2 | Bariis | Kiish 50kg | 15 | | |
| 3 | Bur | Kiish 50kg | 15 | | |
| 4 | Saliid | Kartoon | 6 | | |
| 5 | Baasto dhadher | Kartoon | 75 | | |
| 6 | Kalluun xaabo yy | Karton | 5 | | |
| 7 | Shampoo 1L | Karton | 6 | | |
| 8 | Bac khafiif | PCS | 3 | | |
| 9 | Miisaan | PC | 1 | | |
| 10 | Qoryo | Car | 1 | | |

| | | | | | |
|----|--------------------|-------|---|--|--|
| 11 | Dhuxul | Kiish | 8 | | |
| 12 | Fash | PC | 1 | | |
| 13 | Dubbe dhexe | PC | 1 | | |
| 14 | Bir yar | PC | 1 | | |
| 15 | Bir weyn | PC | 1 | | |
| | Grand Total | | | | |

| Location: 100 buush IDP | | | | | |
|--------------------------------|---------------------|----------------|------------|-------------|--------------|
| # | Item | Package | Qty | Unit | Total |
| 1 | Sonkor | Kiish 50kg | 15 | | |
| 2 | Bariis | Kiish 50kg | 15 | | |
| 3 | Bur | Kiish 50kg | 15 | | |
| 4 | Saliid | Kartoon | 5 | | |
| 5 | Baasto dhadher Arto | Karton | 20 | | |
| 6 | Baasto makarooni | karton | 10 | | |
| 7 | Caano Amis daasad | Karton | 2 | | |
| 8 | Kalluun Xaabo | Karton | 8 | | |
| 9 | Shampo Marwo 3L | Karton | 5 | | |
| 10 | Oomo amwaaj | Kartoon | 10 | | |
| 11 | Maris | Karton | 5 | | |
| 12 | Twist | Karton | 5 | | |
| 13 | Mango | Karton | 5 | | |
| 14 | Xafaayad | Karton | 5 | | |

| | | | | | |
|----|--------------------|--------|----|--|--|
| 15 | Mudhis | Karton | 5 | | |
| 16 | Hubaal | Karton | 10 | | |
| | Grand Total | | | | |

Company's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **PNTB/75/2023** including all annexes, amendments to the Bid document (if applicable) and the responses provided by TASS on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for TASS and we will abide by this quotation until it expires.

| | | |
|----------------------|---------------|----------------|
| Focal Person's Name: | DATE: | Signature: |
| | Phone Number: | Email address: |
| Title | STAMP: | |