



**PEACE & DEVELOPMENT ACTION
(PDA)**

TENDER DOCUMENT

FOR

OTP HYGIENE KITS AND NUTRITION FACILITY CLEANING PRODUCTS

IN JOWHAR

TENDER REFERENCE: T/PDA/SHF/2023/021

JUNE 2023

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1. Introduction

Peace and Development Action (PDA) is registered with the Government of the Federal Government of Somalia as Non-Governmental and Not-for-Profit Organization with a vision is to be a leading Somali-based Non-Governmental Organization that strengthening the capacity and expression of ordinary citizens to become resilient and participate freely in the sustainable development of Somalia. Key thematic areas of intervention include; Democracy & Good Governance, infrastructure development, food security, gender mainstreaming, peacebuilding & conflict resolution, food security, participatory budgeting and human rights advocacy.

2. Description of the project

In partnership with Somalia Humanitarian Fund (SHF), PDA intend to award a contract to a vendor to procure OTP Hygiene kits and nutrition facility cleaning products for OTP sites in Jowhar region as per the attached BoQ.

3. Tender Information

Interested bidders must be registered, and holders of a valid construction permits issued by the Federal Government of Somalia.

Language, System of Units and Currency of the Bids:

The bid prepared by the bidder and all documents related to the bid must be written in English only. The measurement units used in these bid documents are as in Annex V (Bill of Quantities). The bidders are required to use the same. The currency of this bid shall be in USD (\$). Quotations stated in other currencies will not be considered during the awarding process.

Contradiction or errors in the bid documents:

If the bidder notices contradictions or errors in the bid document or specifications that are unclear, the bidder must clarify the issue by enquiring before deadline for submission of bids

Duration of Contract:

The estimated duration of the contract proposed by PDA shall be a maximum of three (3) months from the time of signing the contract. If the contractor has a difference in duration, this should be indicated in the offer.

Selection Criteria:

Tenderers not providing all the requested documents and information necessary for evaluation as outlined in this tender document will automatically be disqualified from competing in this process. Additionally, the following will be used as an elimination criterion for participation in this process:

- Non-submission of price of all items in the BOQ
- Incomplete Bid Submission
- Late Bid Submission

Submission of the Bids:

The bid indicating the full name and contact details of the bidder and containing all requested information, must be presented to PDA Office in Mogadishu or Jowhar in a sealed envelope or can be sent by email to [**procurement@pda.org.so**](mailto:procurement@pda.org.so) with complete tender reference number at the email subject.

Original copy of the bid documents with signature, date and stamp of the bidder must be put in a sealed envelope clearly marked **“Tender for the OTP hygiene kits and nutrition facility cleaning products”**

REF NO: T/PDA/SHF/2023/021

The sealed envelope containing Documents to be submitted above must be deposited at the PDA offices:

On or before 3.00 PM on 1st July 2023. Please make sure to sign at the logistics office when submitting the bid document. Late submission of offers will not be allowed.

ANNEX I

BID SUMMARY FORM

In response to:

**TENDER INVITATION FOR PROCUREMENT OF OTP HYGIENE KITS AND NUTRITION
FACILITY CLEANING PRODUCTS**

I hereby provide PDA with the following offer:

Name of Contractor: _____

Financial offer: _____

Validity of offer: _____

Delivery date: _____

Payment terms: _____

Authorized by: _____

(Name, title, signature)

Date: _____

Annex III

FORM OF DECLARATION

I hereby certify that all the information given above are true and I understand and acknowledge the fact that my Company is liable to be disqualified at any time during tendering process in case any of the information furnished by myself is not found to be true. Yours Faithfully,

Signature:

Position:

Name of Company: _____

Name of Chief Executive Officer: _____

Place: _____

Date: _____

Annex IV

FORM OF INFORMATION OF THE BIDDER

Name of the Company: _____

Name of Representative: _____

Address: _____

Valid mobile number(s): _____

Email address: _____

Name, title and contact information of the person(s) authorized to sign documents, receipts contracts, invoices, and report at the construction site or at the head office:

Contractor: _____
(In capital letters)

Signature: _____

Name: _____
(In capital letters)

Place: _____ Date: _____

Annex V:

a) OTP Hygiene Kits

#	Description	Unit quantity	Unit Cost	Total
1	Jerrycan 20 Ltrs	1800		
2	Bucket 20 Ltrs	1800		
3	Soaps	1800		
Subtotal				

b) Nutrition facility cleaning products

#	Item Description	Unit	Quantity	Unit Price in US\$	Total Amount
1	Soap	Pcs	8000		
2	Broom (Local made broom)	Pcs	5		
3	Mop + bucket set	Pcs	6		
4	Disinfectant, 5 litre	Pcs	30		
5	Hand sanitizer	Pcs	400		
Total					