



EXTENSION OF THE BID – NEW DEADLINE FOR SUBMISSION OF BIDS 3.3.2015 AT 5PM MOGADISHU TIME

The bidding time has been extended from 25.2.2015 to 3.3.2015. If any bidder has already submitted a bid, they are welcome to re-submit by the new deadline.

Tender reference no: 1/11503/2015
Title: Supply of ACCOMMODATION and FOOD for the Mudug and Galgadud administration formation conference
Contracting Authority: Ministry of Interior and Federal Affairs of Somalia (MOIFA) with Center for Research and Dialogue (CRD)
Deadline for submission of bids: 3.3.2015, at 5pm Mogadishu time

INVITATION TO BID

MOIFA and CRD are launching a Local Open Tender and invite interested suppliers in supplying of the following services:

- **Accommodation** in Adado for the participants of the Mudug and Galgadud administration formation conference.
 - Preference is given to service providers who offer at least: accommodation with as few people per room as possible, with daily cleaning, bedding, towels, laundry, toilets, washing facilities and praying facilities provided.
 - When bidding, please describe both the price and quality; preference is given to the most economically advantageous option, i.e. as good quality as possible for as low price as possible.
 - Quotes are requested for accommodation for 320 people in Adado.

and

- **Food** in Adado for the participants of the Mudug and Galgadud administration formation conference
 - Food services must include three meals (breakfast, lunch, dinner) as well as two refreshments/snacks every day, including drinks.

- The meals and refreshments are to be served either at the site of accommodation or at the conference venue(s) as required by the conference and requested from Service Provider.
- The meals should be of good quality and take special dietary needs (diabetes, high blood pressure, etc.) into account.
- Hygienic standards of the service provider will be considered as a part of the bid.
- Quotes are requested for an all-meals-and-refreshments-inclusive package (breakfast, lunch, dinner and two refreshments per day) for 320 people in Adado.

N.B.! The start of the service has preliminarily been set for **10.3.2015** and last 45 days, with different number of people needing the services at different times. Timelines are subject to change and it is also to be noted that the exact need and numbers for accommodation may vary in different periods depending on the conference situation, and will be specified in the contract.

The contract itself is subject to change depending on changes in security situation, duration of the conference, and possible changes in quality of service.

The services tendered are for a development project supporting the organisation of the Mudug and Galgadud administration formation conference, an intervention supported by Somalia Stability Fund (SSF).

Bidding will be conducted through open tender procedure with the following clauses.

1. Eligibility criteria of the bidders

- The service provider must have links to Mudug and/or Galgadud;
- The service provider must have valid business licence / registration (N.B. original copies of certificates must be provided);
- The service provider has proven record of experience in organising large events and/or providing services to large groups of people (e.g. MoUs or contracts, including reference information, to be shown as a proof);
- The service provider has the technical and financial capacity and resources to provide the services (NB! Please note that payments for services will be paid in arrears after the costs have incurred, and the service provider will be required to pre-finance.)
- The service provider does not have links to criminal or terrorist organisations and is not involved in unlawful or corrupt practices.
- The service provider is able to obtain security clearance from Ministry of National Security before signing the contract (not needed at the time of submitting the tender, but is an essential requirement for awarding the contract).

False or unverified information in the bid will lead to automatic disqualification.

2. Content of the bid

The bid should include at least the following information:

- Description of the bidder's background, legal status / registration, links to Mudug and/or Galgadud, and experience in organising of similar services / activities;
- Description and proof of the bidder's financial status, including capital and assets;
- Detailed description of services offered (type and quality of accommodation, bathroom facilities, type and quality of food, hygienic standards and ways to ensure cleanliness, environmental considerations, any other services included, etc.)

- Bidding prices of the services (accommodation + food and refreshment), both per unit and in total; the prices must be quoted in US dollars only

The Procurement Committee reserves the right to disqualify any bid that does not include **all** the required information.

3. Clarification of bids

During evaluation of the bids, the Procurement Committee may, at its discretion, ask the bidder for clarification of its bid. However the Committee is under no obligation to do so and may disqualify any bid that is unclear or doesn't include all the required information.

4. Assessment of the bids, award criteria and negotiation

The Procurement Committee will first assess eligibility of each candidate (as defined in chapter 1 of this invitation to bids), and if these criteria are not met, the rest of the bid will not be considered.

Eligible bids will be assessed based on the quality and price of the services presented in the bid, as well as on the service provider's experience, ability, and financial and human resource capacity to provide the services needed. This bid is based on transparency, fairness, and equal opportunity of all eligible bidders. Every effort is made to ensure affordability, quality, diversity and security in the provision of services.

The Procurement Committee may invite one or more bidders for further negotiations to make sure price, quality and diversification of service providers is met. This may lead to the initially economically most advantageous bid not being selected.

5. Questions

Applicants with questions regarding this tender should send them by email as specified in the end of this document before **1.3.2015** at 5pm.

6. Timeline

All bids, in English language only, must be delivered in sealed envelopes to CRD office (Airport Road, KM4, Mogadishu; during business hours against a receipt) **by 3.3.2015, 5:00 pm** (Mogadishu time, GMT +3). Late bids will be rejected.

7. Opening of the tenders

Tenders will be opened in CRD office (Airport Road, KM4, Mogadishu) at **4.3.2015** at 9:00 am (Mogadishu time, GMT +3). An authorized representative of each tenderer can be present at the opening of tenders.

8. Other

- The successful bidder shall place a 10% performance bond (bank guarantee) upon signing the contract.
- Tender documents will be available for viewing by bidders for a one-week period after the procurement decision has been made. Specifics will be given with the procurement decision.

N.B:! This bid is not a contract nor does winning the bid mean already having a signed contract. This will be done separately, and no liability exists before a contract has been signed by both parties.

Please note that the details for service provision given in the Invitation to Tender are indicative and subject to change depending on e.g. security situation, change of dates, or anything else affecting the proceedings of the Galgadud and Mudug administration formation conference. The final details will be explained and agreed in the contract.

Contact details:

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