

## Somalia Stabilization Initiative

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### REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)

To : All Eligible Firms and Companies  
Project: The Provision of Engineering, Consulting, and Designing Services.  
**Ref. No.:** **ENG/SSI/001017**  
Date : 09 March, 2017

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The Somalia Stabilization Initiative (hereinafter called **SSI**) locally known as ‘Dalbile’ aims to support Somalia’s political transition to a stable federal state. The program provides stabilization assistance to communities in newly recovered areas and connects those communities to their nascent state and local governments.

The Program invites interested eligible Suppliers to submit Quotations for the supply and delivery of *[The Provision of Engineering, Consultancy and Designing Services as detailed in Annex (B)]*.

With this RFQ is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation for consideration by SSI.

SSI reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for SSI’s action.

Quotation shall be submitted by *[only by hand delivery]* to the addresses outlined in the instructions on or before *[23 March, 2017 on before 15.00 pm]*. Late<sup>1</sup> Quotations will not be accepted.

Very truly yours,

*Somalia Stabilization Initiative - SSI*

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<sup>1</sup> Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Supplier unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose.

## GENERAL INSTRUCTION TO SUPPLIERS (GIS)

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### Objective of the RFP

The purpose of this Request for Quotation (RFQ) is to enter into a Long Term Agreement (LTA) with successful bidders and select suitable suppliers to carry out the on-going airfreight transportation of SSI for a duration of one year with a potential extension of one additional year.

### Purpose of the Long Term Agreement

SSI is looking to establish Long Term Agreements (LTA) with multiple vendors to facilitate the outsourcing of work. SSI will issue, based on internal demand, specific contracts with pre-determined terms of reference for contractors under LTA. Thus it is anticipated that SSI will issue multiple contracts to different suppliers/service providers. Moreover SSI reserves the right to make multiple arrangements for any item(s) where, in the opinion of SSI, the Bid winner/winners cannot fully meet the delivery requirements or it is deemed to be in SSI's best interest to do so.

#### 1. Description of Services

SSI request prospective suppliers to submit quotation for the *Provision of Engineering, Consultancy and Designing Services* as detailed in Annex B.

#### 2. Corrupt, Fraudulent, and Coercive Practices

SSI requires that all Program Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. SSI shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, SSI defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **3. Conflict of Interest**

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier;
- A Supplier receives or has received any direct or indirect subsidy from another Supplier;
- A Supplier has the same representative as that of another Supplier for purposes of this quotation;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Mission/Procuring Entity regarding this quotation process;
- A Supplier submits more than one Quotation in this Quotation process;
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

### **4. Eligible Suppliers**

Suppliers that meet the below criteria only will be qualified and shall be considered for award. The Supplier shall fill up and submit the standard Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the other Quotation documents required.

The criteria for admission are as follows.

- a) Bidder should be a company licensed and working in the same field of engineering and construction services - relevant Licenses and Certificate shall be enclosed with Quotation Documents
- b) Minimum of **three years** of experience in providing similar services to the national/multi-national organizations – reference list and copy of agreements establishing proof of relevant experience shall be enclosed with Quotation Documents
- c) Certificate of registration from Authorities in Somalia – a copy to be enclosed to the Quotation Documents.

## **5. Cost of Preparing the Quotation**

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and SSI will not in any case be responsible and liable for the costs incurred.

## **6. Errors, omissions, inaccuracies and clarifications**

The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify SSI in writing at the following email:

[/ssiprocurement@iom.int/](mailto:ssiprocurement@iom.int)

SSI will respond to any request for clarification received on or before *[5 working days prior to submission]*. Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

## **7. Confidentiality and Non-Disclosure**

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of SSI. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

## **8. SSI's Right to Accept any Quotation and to Reject any and all Quotations**

SSI reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for SSI's action.

## 9. Requirements

### 9.1 Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Service Providers:

- a) Quotation Form (Annex A)
- b) Price Schedule Form (Annex B)
- c) Copy of previous contracts conducted by the bidder.
- d) Description of the Approach, Methodology and Work Plan for Performing the Required Services (Annex C)
- e) Vendor Information Sheet (Annex D) along with required documents.
- f) Company Profile with list of references and current clients using the company's services, in addition to list of services provided to other international organizations working in Somalia during **last three** calendar years.
- g) Proforma Contract o (Annex E)
- h) Operational Presence, Team Composition and Task Assignments (Annex F)
- i) Format of Curriculum Vitae (CV) for Proposed Professional Staff (Annex G)
- j) Dahabshil Bank Account Details and Statements (Annex H)

Suppliers are required to use the forms provided as Annexes in this document.

### 9.2 Quotation Form

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in [English] and prices shall be quoted in [USD], exclusive of VAT.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by SSI. A submitted quotation with an adjustable price quotation will be treated as non responsive and will be rejected.

### 9.3 Validity of Quotation Price

The Quotation shall remain valid for a minimum period of [3 months], after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of quotations, SSI may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A

supplier agreeing to the request will not be required or permitted to modify its quotation.

#### **9.4 Documents Establishing Supplier's Eligibility and Qualification**

The Supplier shall furnish, as part of its Quotation, documents as outlined in **Clause 4** or any other documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted. The SSI's standard Vendors Information Sheet (Annex D) shall be filled and used for this purpose as well.

### **10. Submission of Quotation Documents**

Quotation must be submitted in a sealed envelope. The Supplier must seal the original and copy of the Quotation Documents as stated in item 9.1 (Quotation Documents) and shall be addressed to one of the two below:

*Mogadishu, Somalia:*

*SSI Office–Procurement Unit  
Airport Road, Near UN Common Compound  
Mogadishu, Somalia  
Tel: +252 61 2 880045*

Or

*Nairobi, Kenya:*

*SSI Office–Procurement Unit  
Gitanga Grove, opposite Braeburn Sch, off  
Gitanga Road, Lavington area, Nairobi  
Nairobi, Kenya  
Tel: +254 202926000*

Quotation shall be submitted by *[only by hand delivery]* to the above addresses on or before *[23 Mar, 2017 on or before 15.00 pm]*. Late<sup>2</sup> Quotations will not be accepted.

### **11. Opening of Quotations.**

At the indicated time and place, the opening of Quotations shall be carried out by SSI. SSI reserve the right to conduct opening of Quotations in public or not.

### **12. Acceptance of Quotations.**

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<sup>2</sup> Quotation delivered beyond the prescribed date and time shall be considered late, the envelope shall be immediately returned to the Supplier unopened. The date and time of submission of the Quotation shall be recorded. A quotation submission log shall be prepared for the purpose.

SSI is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

### 13. Rejection of Quotations

Quotation can be rejected for the following reasons:

- (a) the Quotation is not presented in accordance with this General Instruction;
- (b) the Quotation Form or any document which is part of the Quotation Document is not signed;
- (d) the Supplier is currently under list of blacklisted suppliers;
- (e) the Supplier offer imposes certain basic conditions unacceptable to SSI
- (f) the Supplier does not have the minimum experience in the similar field.

SSI is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

### 14. Evaluation of Quotations

#### Technical Evaluation

- 14.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than *[21] calendar day* after the deadline for receipt of proposals.
- 14.2 The BEAC shall evaluate the Offers on the basis of their responsiveness to the requirements of the RFQ and by applying an evaluation criteria, sub criteria and point system. Each responsive offer shall be given a technical score (St). The offer with the highest score or rank shall be identified as the Highest Rated/Ranked Offer.
- 14.3 A quotation shall be rejected at this stage if it does not respond to important aspects of the RFQ or if it fails to achieve the minimum technical qualifying score which is *[70%]*.
- 14.4 The technical part of the offers shall be evaluated based on the following criteria and sub-criteria:
  - (i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment:
    - a) Proof of Registration *[10]*
    - b) Duration of experience in proposed work in terms of Scope and value *[20]*
    - c) Experience in relevant geographical region and surrounding area *[20]*
  - (ii) Adequacy of the proposed methodology and work plan in response to the Required services:
    - a) Technical approach and methodology *[10]*

- b) Work plan [05]
- c) Organization and staffing [10]
- d) Quality of Financial Information (budget, cashflow, schedule etc.) [05]

(iii) Operational Presence in the targeted locations: [20]

The minimum technical score  $S_t$  required to pass is: 70 points

Technical offers shall not be considered for evaluation in any of the following cases:

- a) Late submission, *i.e.*, after the deadline set, unless extension has been granted.
- b) Failure to submit any of the technical requirements and provisions provided under the Instruction to Service Providers

### Financial Evaluation

14.5 The BEAC shall determine the completeness of the Financial Part of the Offers whether all the Forms are present and the required to be priced are so priced.

The BEAC will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical part but not priced, shall be assumed to be included in the prices of other activities or items.

The Financial Offer of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Offer (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Offers shall be computed based on the formula:

$$Sf = 100 \times F1 / F$$

Where:

Sf - is the financial score of the Financial Offer under consideration,

F1 - is the price of the lowest Financial Offer and

F - is the price of the Financial Offer under consideration.

The offers shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights<sup>3</sup> (T = the weight given to the Offer Technical Part = 0.80; F = the weight given to the Offer Financial Part = 0.20; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

## **15. Post Qualification**

Prior to award, post-qualification will be carried out by SSI to further determine the selected Supplier's technical and financial capability to perform the contract. SSI shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

## **16. Award of Contract**

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

SSI shall notify the selected Supplier through an official email. SSI might not notify in writing the other Suppliers who were not selected.

## **17. Delivery Site and Period of Delivery**

The services should be delivered at the following delivery site/s:

*[As per the destinations given in Annex B]*

Service Delivery/Completion period shall be as per the agreed schedule for each service upon signing of the Contract.

## **18. Liquidated Damages**

If the Supplier fails to deliver any or all of the services within the period specified in bidder's work plan, a penalty payment of 0.1% of the price of the undelivered services for every day of breach of the delivery schedule by the vendor will be requested.

## **19. Payment**

Payment shall be made only upon SSI's acceptance of the services, and upon SSI's receipt of invoice describing the services delivered, plus all the supporting documents.

## **20. Settlement of Dispute**

The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.