



REQUEST FOR PROPOSAL (RFP)

TENDER DOCUMENT

FOR

**THE PROVISION OF FOOD ITEMS FOR ASSET TRANSFER
TO**

**GIRD/ Social and economic inclusion of extremely poor IDPs and Host communities in Puntland,
Somalia (SEIPP) Project GIZ**

IN NUGAAL REGION OF PUNTLAND, SOMALIA

Tender Document No. GIRD/SEIPP/001/2024

DOCUMENT CONTROL SHEET

Tender Document No GIRD/SEIPP/001/2024	
Name of the Organization	GIRD
Date of issue	7 th FEBRUARY , 2024
Last Date and Time for Receipt of Bids	20 th , FEBRUARY 2024 4.00 pm Hours (EAT)
Address for Submission of Bids	The Tender Box at: GIRD GAROWE OFFICE
Address for enquiries	GIRD GAROWE, SOMALIA Email: info@girdglobal.org Tel: +252-7-414199 Cell: +252-7-481818

Note: This tender document is not transferable.

DISCLAIMER

The information contained in this Tender Document or subsequently provided to Bidder(s) or Applicants whether verbally or in documentary form by or on behalf of GIRD or any of their employees or advisors, is provided to the



Bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is not an agreement and neither is it an offer to any party but an invitation to the Applicants who are qualified to submit the Bids (*“herein referred to as Bidders”*). The principle purpose of this Tender Document is to provide the Bidder(s) with information to support the formulation of their Proposals and quotations. This Tender Document does not purport (claim) to contain all the information each Bidder may entail (require). This Tender Document may not be apposite (appropriate) for all persons, and it is not possible for the Relief, their employees, or advisors to consider the investment objectives, financial situation, and particular needs of each Bidder who reads or uses this Tender Document. Each Bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice from appropriate sources. GIRD, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the precision (accuracy), reliability or completeness of the Tender Document. GIRD may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this Tender Document.

INVITATION TO TENDER— THE PROVISION OF FOOD ITEMS FOR ASSET TRANSFER NUGAAL REGION OF PUNTLAND, SOMALIA

BIDDING INSTRUCTIONS FOR TENDER PARTICIPANTS

SECTION 1: GENERAL

1.1 ORGANIZATIONAL BACKGROUND

Global initiative for Resilience and development (GIRD) is non-profit organization established in 2016.

GIRD is legally registered in Kenya and Somalia. GIRD operates in Northern Kenya such as Tana River, Garissa, Wajir, Mandera, Moyale and Isiolo. In Somalia it operates in northern Somalia and Southern Somalia. GIRD was founded with the aim of mobilizing and building capacity of pastoralist communities by offering technical assistance and restoration of and harmony among the diverse communities. GIRD has extensive working experience, technical expertise, collaboration with key community partners and governments. GIRD constantly promotes community participation in project planning, implementation, monitoring & evaluation in order to improve accountability, transparency and sustainability of its interventions

1.2 PROJECT BACKGROUND

Garowe city is the capital of the Puntland State of Somalia and one of the four districts in the Nugaal region in Puntland. It is located North-East of the intersection of Puntland, Southern Somalia, Somaliland, and Ethiopia and has a transverse North-South highway connecting major cities in northern and southern Somalia: Bossaso, a major port on the Gulf of Aden, Galkayo, capital of Mudug region, and Mogadishu, the main national urban center. The population of Garowe has been steadily growing, due to stability in the region. There are large numbers of IDPs and returnees, who fled conflict in other parts of Somalia, as well as a large number of Ethiopian and Yemeni refugees who settled in Garowe, pursuing employment opportunities and a better lifestyle and experiencing rapid urban growth since the collapse of the central government in 1991, taking advantage also of its status as the political and administrative capital.

The project targets extremely vulnerable host communities and IDPs and promotes the creation of women and youth-led micro-enterprises in Garowe by providing them with access to entrepreneurial skills, financial literacy and social skills that will increase their earnings, self-employment, and social empowerment.



In the 1st phase and 2nd phase (12 months) of the project, GIRD has implemented several activities, which included community mobilization, beneficiary selection, facilitation of the establishment of five (5) Village Saving and Loan Associations (VSLA groups), supporting the VSLA groups to develop rules and regulations (by-laws) that govern them, and training on financial management. In addition, with an objective to develop a sustainable business and community support system, GIRD supported the establishment of a mentoring system through the selection of suitable mentors who were trained and will serve as mentors to project beneficiaries through the project period.

1.3 GIRD Requirements:

GIRD intends to distribute food and non-food items to 35 beneficiaries in IDPs and host communities through asset transfers.

1.4 The bidders must at least provide the following documents

- Copies of registration certificates
- Company profile
- Company structure including field offices and operational capacity
- Full contact details of the Bidder, including 2 email addresses, Postal Address, and telephone numbers.
- Bidders should submit a complete proposal detailing the distribution plan

SECTION 2: TENDER PROCEDURE

2.1 Bids For

This “*Request for Proposal*” is for THE PROVISION OF FOOD ITEMS FOR ASSET TRANSFER

- IDPs and Host community in Garowe district of Nugaal Region in Puntland, Somalia

offers prepared in accordance with the procedures enumerated in this document should be submitted to the **above given addresses** on or before **20th, FEBRUARY 2024** 4.00 pm Hours (EAT)

2.2 Due Diligence

The Bidder is expected to examine all instructions, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

2.3 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and GIRD, hereinafter referred to as “*the Client*”, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2.4 Evaluation of Bids

The following criteria will be used in evaluating Bids.

- **Professionalism and network coverage** -The Proposal should clearly indicate the number and locations of the stores



- The management structure of the company: Companies should demonstrate the ability to coordinate the required activities at the headquarters and field level, and to provide adequate amount of logistical support (security, communication, and transport) to its staff.
- Demonstrating previous experience of similar assignment will be an added advantage
- Technical Quote will be evaluated first and the bids that qualify will then move to cost proposal evaluation
- Ability to demonstrate the capacity to deliver the Food and Nonfood items

2.5 Further Information

The bidders can submit any questions **in writing** by sending email to info@girdglobal.org no later than **three (3) days after** the issue date of this **RFP**. No questions will be accepted if they are received by means other than the specified email address and later than the timeline highlighted. The tender document number should be stated in the subject line. Answers will be compiled and distributed within three days from the closing date of questions.

Tender Proposals must be comprised of Hard-copies with Envelope Marked:

Tender Ref: GIRD/SEIPP/001/2024
THE PROVISION OF FOOD ITEMS FOR ASSET TRANSFER

To be submitted to Garowe Mereysane Road off Flames Restaurant

2.6 Tender Opening

GIRD does not hold public tender opening. The bid documents will be opened in the presence of at least **three** members of the GIRD Tender Selection Committee.

2.7 Tender Selection

GIRD tender selection committee shall perform a thorough analysis of each bid and make the final selection decision. The awarding of the contract will be based upon a comprehensive analysis of: (1) the cost and (2) delivery schedule 3. Security Check

Due to the emergency nature of the program, the period of the delivery shall be an important factor in the tender evaluation and the final selection.

The lowest bid may not necessarily win the tender. GIRD reserves the right to disqualify any or all bids. Only members of the Tender Selection Committee will participate in the selection process for contractors.

GIRD has no obligation, either expressed or implied, to compensate for the work or expenses that come out of the offer preparation covered by this bidding invitation

2.8 Notification of winning bid

The winner of the tender will be informed in writing as soon as the decision has been made. All other unsuccessful bidders will be informed in writing that their bids have been unsuccessful. After the awarding of the contract, GIRD representatives will not participate in discussions or disputes regarding the outcome of the Tender. All decisions made by the GIRD Tender Selection Committee are final, and will not be changed in response to disputes or complaints about the tendering results. Any attempt to dispute the tendering results by a company may result in the disqualification of that company from future tenders with GIRD.

2.9 Signing of Contract



A contract between GIRD and the winner of the tender will be signed within two days following the announcement of the awarding of the contract. The official version of all the documents is English. **The distribution is expected to commence immediately with the following week of tender expire and contract signing with the winner.**

2.10. Acts of Corruption

Any apparent collaboration between two or more participating firms in the preparation of their bids, or any apparent corruption, or attempt to bribe GIRD employees will lead to immediate disqualification of the respective company or companies in question not only from participation in this tender but also from participation in all future tenders for GIRD projects.

2.11. Validity of the Awarded Contract

The agreement emanating from this tender process will be open/active for 2 weeks backed up with quarterly service performance evaluations subject to which determination will be made whether to continue receiving services from the selected winning bidder or not.

(End of Provision)