



Tadamun Social Society
جمعية التضامن الإجتماعي

Making the **Dream** of
Prosperity into **Reality**.

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**TADAMUN SOCIAL SOCIETY
BID DOCUMENT**

**INVITATION TO BID TENDER VEHICLE HIRING IN BOSASO, GARDO,
GAROWE & GALKIO.**

**Project Name: Promoting Equitable access to quality education for school-age children in
Puntland
Project Code: SOM-12108Y24M235789
Donor: UNHCR**

IFB NO: PNTB18/2023

Planned Timetable	
Deadline for submission of tenders	25Dec 2023
Opening of tenders & evaluation	27 Dec 2023
Award Contract	1 Jan 2024

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 humanitarian and development organizations in Puntland —Somalia, our headquarters is Garowe and its sub-offices are in Bosaso, Gardo and Galkaio, Muqdisho, and Baidabo. 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 project UNCHR .

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 bosasooffice@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 an other 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.

- i. Completed Vehicle Application Form
- ii. Copy of company registration or owner ID/passport
- iii. Copy of Logbook /Vehicle Registration Certificate
- iv. Copy of last vehicle road tax clearance
- v. Copy of driving license
- vi. Copy of driver ID
- vii. Copy of the very Latest Mechanical Inspection /Checkup Reports from a Credible Garage

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.

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 **from 16th Dec 2023- 25th Dec 2023, between 08.30am to 03.30pm** at TASS offices in Bosaso, North of international Village Hotel , TASS office Gardo main road front Golis , TASS office in Garowe east of Magfira Mosque jidka 30ka road and TASS Office Galkio main road near Golis .

Kindly Contact:

Location	Tel Number	Email address
Bosaso	906791116/ 0907265516	logistics@tadamun.org
Garowe	090-7747283	garoweoffice@tadamun.org
Gardo	090-7736420	gardooffice@tadamun.org
Galkacyo	090-7798655	galkacyooffice@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.

The following evaluation criteria had been established.

CRITERIA	SCORE
TECHNICAL	
Completed Vehicle Application Form	10%
Copy of Logbook /Vehicle Registration Certificate	10%
Copy of company registration or owner ID/passport	5%
Copy of driving license	10%
Copy of driver ID.	5%
Copy of very Latest Mechanical Inspection /Checkup Reports from a Credible Garage	5%
Copy of last vehicle road tax clearance	15%
TOTAL TECHNICAL	60.00%
FINANCIALS	
Financial quote -	40%
TOTAL TECHNICAL AND FINANCIAL	100%

ANNEX.1

Price Schedule in USD (\$)

S.N	Locations	Estimated	Unit Rate	Total Rate (12months)
		Quantity required	Per Month	
1	<i>BOSASO, GARDO, GALKIO AND GAROWE</i>	1		
2				
Total				

Name of Bidder / Firm:

Sign: _____

Date:

Stamp.



VEHICLE RENT APPLICATION FORM

*This Form Must be completed and submitted with other requirements listed.
Application without completed document will no
be considered.*

Section 1: General information

1.1 Company or owner (Legal Name) *:

1.2 Business Address or city of residence *:

1.3 Contact Number*:

1.4 Email Address :

Section 2: Vehicle Details

1.1 Vehicle Type*:

1.2 Model*:

1.3 Registration
Plate No*:

1.4 Manufacturer
year*:

1.5 Vehicle color *:

Section 3 : Driver Information

3.1. Driver full name *:

3.2 Contact Number *:

3.3 Years of driving experience*:

4: Reference or Contact person

4.1. Name of Contact person*:

4.2. Contact number*:

Section 5: Self-Declaration

I, the undersigned, confirm that all information provided on this form is accurate and that I will be informed as soon as any changes occur.

Company or Vehicle owner
name *:

Signature*:

Date *:

Stamp*:

Attach the following documents:

- Completed Vehicle Application Form *
- Copy of company registration or owner ID/passport*
- Copy of Logbook /Vehicle Registration Certificate*
- Copy of last vehicle road tax clearance *
- Copy of driving license *
- Copy of driver ID*
- Copy of very Latest Mechanical Inspection /Checkup Reports from a Credible Garage

