



SRCS Bosaso Branch Office in Bosaso Town, behind Bari Region Governor Office-Puntland  
Somalia.

Mobile & whatsapp: +252907739546.

Email: bishacasbos@yahoo.com cc: srcsbosfinance\_office@yahoo.com

## **INVITATION TO BID –**

### **FOR SOLAR PROCUREMENT AND INSTALLATION SERVICES FOR SRCS BOSASO**

#### **Instructions to Bidders**

The Somali Red Cross and Red Crescent Society (SRCS Bosaso Branch ) invites Registered Solar Services Companies to submit bid for Supplyof Solar System and Installation Services at SRCS Bosaso Branch office as per instructions specified in this Invitation to Bid and the attached annexes.

#### **1. Eligibility Bidders**

The invitation to bid is open to companies dealing with solar system and SRCS intends to engage the services of the Solar System Firm to undertake the following.

- a) Supply and installation Solar System to the SRCS Bosaso Branch Compound in Bosaso Town.

It is not permitted that same Bidder appears as part of the Consortia, joint-ventures or associate partners in more than one bid.

The "Declaration of Undertaking" (Annex 3), must be properly filled in and submitted together with adequate supporting documents as part of tender bid documents.

#### **2. Content of the Invitation to Bid**

The Invitation to Bid consists of the following documents, and should be read in conjunction with any Addenda issued:

1. Invitation to Bid
2. Annex 1 - SRCS General Terms & Conditions on purchasing-to be signed and included on the offer
3. Annex 2 - Terms of Reference
4. Annex 3 – Declaration of Undertaking --to be signed and included on the offer

5. Annex 4 – Supplier Registration Form--to be signed and included on the offer

### **3. Language of proposal**

The proposal, all correspondence and documents related to the bid shall be written in plain English.

### **4. Cost of submitting Bids**

The Bidder shall bear all costs associated with the preparation and submission of the Bids and the SRCS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **5. Acknowledgment**

Bidders are required to acknowledge their participation in the tender by forwarding a notification e-mail to [srcsbosfinance\\_office@yahoo.com](mailto:srcsbosfinance_office@yahoo.com) and Cc; [bishacasbos@yahoo.com](mailto:bishacasbos@yahoo.com) within 48 hours of receiving the Invitation to Bid.

### **6. Contact point**

The Tenderer must provide a single point of contact for all correspondence relating to this Invitation to Bid. The SRCS will not be responsible for contacting the Tenderer through any route other than the nominated contact. The Tenderer must therefore undertake to notify any changes relating to the nominated contact point.

### **7. Enquiries**

Enquiries are only permitted until **08<sup>th</sup> December 2024** and should be directed to [srcsbosfinance\\_office@yahoo.com](mailto:srcsbosfinance_office@yahoo.com) and Cc; [bishacasbos@yahoo.com](mailto:bishacasbos@yahoo.com) Enquiries will be addressed by email to the sender. However, responses to questions that might be relevant to all Bidders will be provided without identifying the source, to those who have acknowledged participation in the bidding.

### **8. Amendment to the Invitation to Bid**

At any time prior to the deadline for submission of Bids, SRCS may amend the tender documents by issuing Addenda. Any Addendum thus issued shall be part of the tender documents and shall be communicated in writing by e-mail to all Tenderers. Prospective Tenderers should promptly acknowledge receipt of each Addendum by e-mail to the SRCS Bosaso. To give reasonable time to prospective Tenderers for taking the Addendum into account, the SRCS shall extend as necessary the deadline for submission of Bids.

### **9. Time Schedule**

The SRCS aims to follow the time schedule indicated below:

- 08<sup>th</sup>-14<sup>th</sup> December 2024 – Launch of Invitation to Bid
- 14<sup>th</sup> December 2024 at 12:00 hours – Deadline to receive enquiries
- 08<sup>th</sup> -14<sup>th</sup> December 2024 Site Visit
- 14<sup>th</sup> December 2024 at 2:30 EAT – Deadline for submission of Bids

## 10. Submission of Bids

Bids must be received together with any relevant attachments. by 14<sup>th</sup>- December 2024 15:00 EAT at the tender box placed at the Admin and Finance Office in SRCS Bosaso Branch Office in Bosaso Town. Behind Bari Region Governor Office –Puntland Somalia.

The subject of the email shall clearly state “**Invitation to Bid for supply of Solar system and Installation Services**” and the name of the Sender / Tenderer.

**Bids received by the SRCS Bosaso Branch after the deadline or bids that do not comply with the requirements will not be considered.**

**IMPORTANT! Any Bids addressed to any different e-mail account and or not properly marked on the submission email SUBJECT LINE as well as in the company head cover letter may not be considered.**

- 1). Tenderers presenting incomplete documents will be excluded from the tender process
- 2). Received Bids will not be returned to the tenderer.
- 3). The SRCS will acknowledge receipt of the Bids to the sender.

## 11. Validity:

The Bids must remain valid until for at least 6 Days from the date of this Invitation to Bid. The Buyer may elect to contract for similar services so long they remain within the same scope and breadth of the current ‘Terms of Reference’ after confirming with the service provider its willingness to maintain same IFRC General Terms & Conditions on Service Contracts as those on this Tender and Scope of Work / Terms of Reference.

## 12. Contents of the Bids

The Bid mentions on company letter head: ““**Invitation to Bid for supply of Solar System and Installation Services**””- be set out in 3 main parts:

- I. Technical bid
- II. Financial bid
- III. Annexes

Bids which do not include all the information requested below will not be considered.

Bids shall be set out in the following parts:

### I. Part I. Technical Bid

The technical part of the Bid shall set out:



Any additional information or documents relevant and related to the tender.

**IMPORTANT: Failure to provide the information requested including filled in annexes may be grounds for disqualification.**

**The bidder's response should be in the format below:**

**1. Vendor's Profile**

2. A copy of the **registration documents** of your company
3. Listing of any **Industry certification** the firm has
4. A listing of your top 3 clients with whom you have an established contract. Please explain how long you have been working with them and the type of contract you have with them
5. Names and contact details of companies/organisations that have agreed to be references and can be contacted by SRCS

**13. Evaluation of Bids**

Bids will be evaluated internally by SRCS and will be assessed based on technical and financial criteria's Most suitable and highest-ranking bid based on technical and financial scoring will be selected.

No.	Category	Maximum Points
<b>1</b>	<b>Administrative Evaluation</b>	<b>Max 70 points</b>
i.	<i>Signed copy of:</i> <ol style="list-style-type: none"> <li>1. <i>Supplier Registration Form-9 points</i></li> <li>2. <i>Declaration of Undertaking – 4 points</i></li> <li>3. <i>IFRC General Terms and Conditions for All Service Contracts – 4 points</i></li> </ol>	17
ii.	Be registered with the relevant Renewable Solar energy Company	10
iii.	<i>Firm experience as shown by number of years in solar business –4 points for every year of experience – Max 20 points</i>	20

iv.	<p><i>Evidence of the below documents; 3 points per attached copy of document.</i></p> <ol style="list-style-type: none"> <li><i>1. Valid Tax Compliance Certificate</i></li> <li><i>2. Certificate of Registration/Incorporation from Registrar of Companies</i></li> <li><i>3. City Council Single Business Permit</i></li> <li><i>4. Company Profile</i></li> </ol>	12
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Thanks, and best regards,

*Abdirahman Hassan Hamza*  
**Admin and finance officer**

**ANNEXES:**

1. Annex 1 - SRCS General Terms & Conditions on Purchasing--to be signed and included on the offer
2. Annex 2 - BoQ
3. Annex 3 – Declaration of Undertaking --to be signed and included on the offer
4. Annex 4 – Supplier Registration Form--to be signed and included on the offer