



# Tender Notice

Date: 1 April 2023

**TENDER REF N° HDC/MGD/2023/007**

Dear Sir/Madam,

HDC hereby solicits sealed bids for the procurement of the items described in the Tender Documents. This Tender is open to all legally constituted companies that can provide the requested products, as detailed in the Tender Documents.

## I. About HDC

Human Development Concern (HDC) was established in 2005 as a humanitarian organization dedicated to saving lives and relieving suffering through health care, relief and development programs. The organization is registered as a non-profit organization with the national and regional governments in South Central Somalia. We have a long outstanding track record and a rich experience on youth, women, children and marginalized community members through selfless service since the organization was established. Over the years, we have played pivotal role making significant milestones despite the complex culture and challenges inherent in Somalia and provide a safe and conducive environment for humanitarian actions. II. Questions

Questions or requests for further clarification should be submitted in writing to the contact person below:

Name of contact person at HDC: Mohamed Husein

Tel N°: +252859602

Email address of contact person: [bids@hdc.so](mailto:bids@hdc.so)

## III. Access to Price Quotation Form

You can access the form through the link below:

<https://portals.wetransfer.com/reviews/3b0f0f79-9249-4518-b16e-275cb573fec9>

or at HDC Doolow office

Deadline for the submission of tender

Quotation's submission deadline: Please submit your quotation by or before the submission deadline.

1 May 2023 at 4:00 PM (GMT+3) local time.

Any tender submitted after the deadline will not be considered for evaluation.

## Bid Opening

Bidders who will submit their tender documents are invited for bid opening on 3 May 2023 at 9:00 AM (GMT+3) East African Time.

- Bidders' Qualification
  - Must be a legally registered company with strong business credentials.
  - Valid registration by government institution.
  - Tax compliance.
  - Have proven experience in performance of works/services in similar areas.
  - Demonstrated ability to provide the services within the stipulated timeframe.

## Documents to be submitted

Bidders shall include the following documents in their completed tender:

- Annex 2: Quotation Submission Form duly completed and signed
- Financial quotation on vendor letterhead
- Detailed profile indicating line services
- Valid certificate of business registration
- Any other documentation supporting business credentials (e.g., bank statements)
- Tax Clearance

- At least 2 previous similar contracts in the past 4 years
- Supplier declaration form

Failure to submit documents will affect responsiveness to the tender.

Method of Submission

Tenders must be submitted as follows:

Option A — Physical Submission

Deliver a complete set of Tender documents in a sealed envelope to the tender box located at:

HDC office in field Doolow, Somalia.

Envelope Labeling: Tender name HDC/MGD/2023/007

Option B — Email Submission (only if physical delivery is not possible)

Email: [bids@hdc.so](mailto:bids@hdc.so)

Attach all documents as one (1) PDF or ZIP file.

HDC will not take any responsibility for any documents that are in non-compatible formats. Tenders shared via email should be in PDF form.

Notes

- All information furnished by bidders will be treated as confidential and handled in accordance with HDC's procurement policies and applicable law.
- Amendments to this Tender Notice or Tender Documents will be issued through official channels and must be acknowledged by bidders.
- HDC reserves the right to accept or reject any bid, to annul the tender process at any time, and to make an award in the best interest of the beneficiaries and the organization.

Signature

Name Mohamed Hussein

Title Procurement specialist

HDC

Contact Information

Website [www,hdc.so](http://www.hdc.so)

