Date: 1 April 2023

TENDER REF Nº HDC/MGD/2023/07/0067

Dear Sir/Madam,

HDC hereby solicits a tender for the following items:

This Tender is open to all legally constituted companies that can provide the requested products items listed in the above table and have legal capacity to deliver the items packed in the Bag (painted with UNFPA logo/with durable sticker with UNFPA logo)

1. **About HDC**

x

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at HDC: | *Abdisalam Hussein Bakar*  |
| Tel Nº: | *+252189602* |
| Email address of contact person: | *bids@hdc.so* |

1. **Access to Price Quotation Form:**

You can access the form through the below link:

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

DEADLINE FOR THE SUBMISSION OF TENDER

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

1st 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 compliant.

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 in vendor letter head

☒ Business credentials

Detailed profile indicating line services.

Valid certificate of business registration

Any other documentation supporting business credentials which include such documents as bank statements for past three months, statement of satisfactory performance or recommendation letters, financial statements etc

☒ Latest/valid Certificate of business Registration/registration certificate.

☒ Latest/valid internal Revenue Certificate/Tax Clearance or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

☒ At least 2 previous similar contracts in past 4 years.

☒ Supplier declaration form

Failure to submit the documents will affect the chances of responsiveness to the tender.

METHOD OF SUBMISSION

Tenders must be submitted as follows:

Physical deliveries: Completed tender must be delivered in sealed envelope indicating the tender name: HDC/MGD/2023/007 .

Email: Completed tender documents can be sent to bids@hdc.so with subject: HDC/MGD/2023/007 .

Bidders will receive autoreply email once your submission is successful.

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