

Diaspora Programme Administrative guidelines, Invitation to Bid advertisement.docx

[Somali Street Children Association / Nado Association]
[Galkacyo, Somalia]

[07/12/2015]

To: [_____]

Invitation to Bid

Dear Sir/Madam,

[Somali Street Children Association / Nado Association] hereby invites you to submit your offer for the supply/service/works listed on the attached Bid Form, required for the [Bursalah Health Clinic Support] project, funded by Danish Refugee Council (DRC) Diaspora program.

You must submit your bid in the attached Bid Form, with relevant technical specifications attached. Your bid must be sealed in an envelope indicating company name and date, and delivered to the address above. The deadline for receipt of your bid is **[12:30 Am] on [21/12/2015]**. The bid opening session (which is open to all bidders) will be held on the next day after the deadline in Nado Association Galkacyo office.

Your bid should be submitted as per the following instructions.

- a) Prices: The prices should be quoted for supply and delivery to Destination Point as given in the attached Bid Form.
- b) Evaluations of Bids: Offers determined to be substantially responsive to the indicated specifications will be evaluated based on the following criteria:
 - The prices of the machines
 - Quality of the machines
 - Delivery time and duration
 - Company Experience
- c) Award of Contract: The contract award will be made to the bidder offering the best value for money. The successful bidder will sign a Contract.
- d) Validity of the Offer: Your Bid should be valid for period of [14] days from the deadline for receipt of the Bid documents. [Somali Street Children Association/Nado Association] will attempt to notify all suppliers of the outcome of their Bids by [22/12/2015].

All enquires and questions should be addressed to: [Nado Association, Galkacyo office]

Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. [Somali Street Children Association / Nado Association] will reject a bid if it determines that the Bidder has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the contract.

Yours sincerely,

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BID FORM

Somali Street Children Association / Nado Association				Bidder to complete		
No.	Description of Supply/services/works required	Unit	Quantity required	Description of supply/services/works offered if different from required	Unit price	Total Price
1	X-Ray Machine, Model PLX102	Item	1			
2	X-ray Machine installation in Bursalah Village, Galdogob district, Somalia	Item	1 time			
	[Keep empty]					
Required Delivery Date:				Offered Delivery Date:		
Required Delivery Destination:				Offered Delivery Destination:		
				Grand total		
03/01/2015						
Nado Association, Galkacyo Office						

NB: Bids must be filled in ink. Bids filled in pencil will be disqualified.

Bidder

Company Name: _____ Address: _____
 Phone No: _____ Email: _____

I certify that the above mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any contracts.

Signed: _____ Company Position: _____
 Print Name: _____ Date: _____

Please stamp this Bid Form with your Company Stamp