

JAMHURIYADDA FEDERAALKA SOOMAALIYA

Dowlad Goboleedka Hirshabelle

Wasaaradda Arimaha Gudaha,

Iyo Dowladaha hoose



Federal Republic of Somalia

Hirshabelle State of Somalia

Ministry of Interior, & L/Government

جمهورية الصومال الفدرالية

دولة هيرشيبلي

وزارة الداخلية، والحكومات المحلية

## REQUEST FOR QUOTATION (RFQ)

|   |  |
|---|--|
| TO: Service Providers MOILG Hirshabelle State | DATE: 01-07-2024                       |
|   | REFERENCE: RFQ- MOILG/Hirshabelle/0012 |

### Call for prequalified vendors

Dear Sir / Madam:

**MOILG-Hirshabelle** intends to conduct workshops, trainings, and meetings across Hirshabelle state districts especially Jowhar, Beledweyne, Warsheikh and other districts when needed.

**Therefore.**

You are kindly requested to submit your quotation for the following Services before close of business as per instructions below:

To: All interested Bidders

- Bidders are hereby invited to submit their price quotation using the attached Quotation Submission (Form A) and Schedule of Requirements and Prices (Lot 1 and Lot2,) for supplying all the goods as described in the Specifications.**
- All quotations are to be submitted, properly filled to the email: [procurement.moilg@gmail.com](mailto:procurement.moilg@gmail.com) and copies [Dg@moi.hs.so](mailto:Dg@moi.hs.so) marked **“Quotation REFERENCE: RFQ- MOILG/Hirshabelle/0012, for provision of hotel services and vehicles.**
- Deadline for submission will be on **25 July 2024 at 5:00PM** hour’s local time. Quotations will be opened promptly thereafter.
- Quotation shall remain valid for a period of not less than **one day** after the deadline for submission.

5. Evaluation and selection will be based on the lowest price of those bids which meet the specified requirements as well as MOILG's satisfactory completion of reference checks on the preferred bidder. If a negative reference is obtained, MOILG Hirshabelle reserves the right to not consider the bidder for award.
6. MOILG reserves the right at the time of contract award to increase or decrease up to fifteen percent (15%) of the quantity of goods originally specified in the requirements for each lot without any change in unit price or other terms or conditions and this shall be reflected in the form of contract.
7. Late quotations, portion of quotations, quotations not received, quotations not opened at the quotation opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
8. During this procurement if you come across any issues or questions at MOILG's part, please feel free to contact email: [Dg@moi.hs.so](mailto:Dg@moi.hs.so)
9. The Bidder whose bid is accepted will be notified for the award of contract by MOILG prior to expiration of the quotation validity period.
10. Notwithstanding the above, MOILG Hirshabelle reserves the right to accept any quotations and reject all quotations at any time prior to the award of contract.

***Nb. Prequalified vendors whose bids are accepted will be awarded LTA***

Yours sincerely,

Mohamed Hassan Mohamoud

Administration and Finance consultant for MOILG-HS

**(A) Schedule of Requirements and Prices Lot 1**

**For**

| <b>No</b> | <b>Budget Item Description</b>    | <b>DAYS</b> | <b>QTY</b> | <b>UNIT COST</b> | <b>TOTAL</b> |
|-----------|-----------------------------------|-------------|------------|------------------|--------------|
| 1.        | Lunch & Refreshment / person      | 1           | 1          |                  |              |
| 2         | Venue Rent                        | 1           | 1          |                  |              |
| 3         | Printing Participants book / Page | 1           | 1          |                  |              |
| 4         | Banner (mitre square)             | 1           | 1          |                  |              |
| 5         | Mark pen box                      | 1           | 1          |                  |              |
| 6         | Books and Pens Box                | 1           | 1          |                  |              |
| 7         | Flip charts                       | 1           | 1          |                  |              |
|           | Total budget                      |             |            |                  |              |

**Summary**

|  |            |
|--|------------|
| <b>Summary</b>                                   |            |
| Total Amount in United States Dollars (In wards) | <b>USD</b> |
| The delivery period offered is:                  |            |

## SPECIFICATIONS

MINISTRY OF INTERIOR AND LOCAL GOVERNMENT of Hirshabelle State of Somalia is conducting 4 days office Management training for local government staff of departments. Daily meals distributing for participants for. The Ministry will invite approximately 25 Participants, so, the Hirshabelle-MOILG is looking for prequalified potential supplier that can provide the following service with the stipulated specifications.

### TECHNICAL SPECIFICATIONS (for Items in Bidding Forms B-1)

| NO | TECHNICAL SPECIFICATIONS REQUIRED   | Bidder to provide details of proposed good and specifications |
|----|---|---|
| 1  | <p><b>Daily meals</b><br/>           Well cooked Spaghetti vegetables &amp;fruits<br/>           Well cooked Rice with vegetables &amp;fruits<br/>           Young Goat with tender Meet.<br/>           Young Camel with Tender meat.<br/>           Specialized Fruits<br/>           Soda 500ml – 1 Piece.<br/>           Bottle Water 500ml – 1 Piece<br/>           Camel Milk 1ltr for each participant depending on demand<br/>           Part of the mails may be on demand for certain specification</p> |   |
| 2  | <p><b>Deliverable mails</b><br/>           Availability for the mail delivery<br/>           Frequency for mail available including refreshment</p>   |   |
| 3  | <p><b>Hygiene</b><br/>           Good health of the mails<br/>           Staff Clearance and appearance for the dress</p>   |   |
| 4  | <p><b>Hotel security</b><br/>           Sustainable Environment for Hotel Security<br/>           Ensure that all participants are on clearance.</p>  |   |
| 5  | <p><b>Policy for the protection of the environment</b><br/>           Set Rules for the protection for contaminated environment</p>   |   |

**Schedule of Requirements and Prices Lot2.**

**For**

**Local transport for all districts in the Hirshabelle State of Somalia**

| <b>Item</b>                         | <b>Description of Goods</b>    | <b>Units /Days</b> | <b>Quantity</b> | <b>Rate</b> | <b>Amount (USD)</b> | <b>Remarks</b> |
|-------------------------------------|--------------------------------|--------------------|-----------------|-------------|---------------------|----------------|
| 1                                   | Internal transport (in towns)  | 4                  | 1 or 2          |             |                     |                |
| 2                                   | Travel days ( 100 km radius)   | 2                  | 2               |             |                     |                |
| 3                                   | Travell more than 100km radius | 2                  | 2               |             |                     |                |
| Total Amount (exclusive of VAT)     |                                |                    |                 |             |                     |                |
| Add VAT (If / when applicable)      |                                |                    |                 |             |                     |                |
| <b>Total Amount (including VAT)</b> |                                |                    |                 |             |                     |                |

**Summary**

|  |            |
|--|------------|
| Total Amount in United States Dollars (In wards) | <b>USD</b> |
| The delivery period offered is:                  |            |

## SPECIFICATIONS

MINISTRY OF INTERIOR AND LOCAL GOVERNMENT of Hirshabelle State of Somalia hires vehicles maximum 6 days for MOILG staffs who will be conducting workshops and meetings in Hirshabelle state districts. The Ministry is looking for prequalified potential car rental services that can provide the following service with the stipulated specifications.

### TECHNICAL SPECIFICATIONS (for Items in Bidding LOT 2)

| NO | TECHNICAL SPECIFICATIONS REQUIRED   | Bidder to provide details of proposed good and specifications |
|----|---|---|
|    | <p>A.</p> <ul style="list-style-type: none"> <li>a. Land cruiser good Conditions</li> <li>b. drivers should have valid driving license</li> <li>c. driver should have mobile phone</li> <li>d. spare on board</li> <li>e. Tire should be in good condition.</li> <li>f. engine starter must be well functioning.</li> <li>g. Both internal and external cleanliness</li> <li>h. Central door locking (preferred)</li> <li>i. air conditioning (preferred)</li> <li>k. fire extinguisher</li> <li>l. minimum two-tonne jack(and wooden rest if needed)</li> <li>m.jumper cables</li> <li>n. set of tools for quick repairs.</li> </ul> |   |

## REQUIREMENTS

### 1.0 Language

- 1.1 All documentation shall be submitted in English
- 1.2 Every firm can only apply not more than **1 Lot**

### 2.0 Evaluation of quotations

- (i) Compliance with the specifications
- (ii) Vendor must be able to deliver required Services
- (iii) Vendor must be a government registered business/Registered for MOILG /District Level

### Preliminary screening:

**2.1** - Prior to the detailed evaluation, the Ministry will determine the responsiveness of each Vendor to the Request for Quotation (RFQ). A substantially responsive quote is one which conforms to all the terms and conditions of the RFQ.

**2.2** The Ministry will examine the quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.

**2.3** - Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the correction of errors, its quotes will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

**2.4** - A quotation determined as not substantially responsive will be rejected by the ministry and may not subsequently be made responsive by the supplier by correction of the non-conformity.

**3. Award Criteria:** The ministry will issue LTA Contract to the select qualified Vendor. The Ministry reserves the right to accept or reject any quote, to annul the solicitation process and reject all quotes at any time prior to award of contract, without thereby incurring any liability to the affected Vendor(s) or any obligation to provide information on the grounds for the purchaser's action.

Contact Persons

Name: -----

Phone number: -----

Date: -----

**NB: please indicate the location on your subject line, when you submit the email (Jowhar, Warshiekh and Beledweyne Districts)**