



REQUEST FOR PROPOSAL

**CONSULTANCY IS TO DESIGN AND CONDUCT A KNOWLEDGE, ATTITUDE AND PRACTICE STUDY ON
HEALTH SERVICES IN KADHA DISTRICT SOMALIA**

RFP NO: AO/004/2023/HEALTH/ SHF 25075

AAMIN Organization
Afgooye Street, Opposite Pizza House, Hodan District
P.O Box 234 Mogadishu, Somalia Tel: +252619520460

July 2023

INVITATION TO TENDER

26th July 2023

Dear Sir/Madam

Subject: CONSULTANCY IS TO DESIGN AND CONDUCT A KNOWLEDGE, ATTITUDE AND PRACTICE STUDY ON HEALTH SERVICES IN KADHA DISTRICT SOMALIA, RFP NO: AO/004/2023/HEALTH/ SHF 25075

Aamin Organization is a Not-for-Profit Organization in Somalia established in 2006. AAMIN is engaged in life-saving activities and on improving the livelihoods of Somalia through implementation of the following programs; Food Security, Health, Education, Water, Sanitation and Hygiene (WaSH), Youth-Empowerment Programs and Provision of free Ambulance services to the communities in Somalia.

AAMIN Organization has received financing from Somali Humanitarian Funds (SHF) to implement a health project "Provision of lifesaving primary health care services through fixed health facilities and outreach activities in Kahda". The project will be implemented from 1st June 2023 to 31st June 2024. In that regard, AAMIN invites sealed tender (s) for Consultancy is to Design and Conduct a Knowledge, Attitude and Practice Study on Health Services in Kadha District Somalia. Bidding will be conducted through the Request for Proposal procedures specified in AAMIN Procurement manual.

Interested eligible bidders may obtain further information from AAMIN organization office and inspect the bidding documents at the address given below, Saturday to Thursday between 0900hrs to 1600hrs except on public Holidays or download from AAMIN organization website <https://aamin.so>. Documents downloaded are free of charge and bidders are advised to forward their particulars/contacts to the procurement manager, Aamin Organization, through the email address info@aamin.so before the closing date for records and for purposes of receiving clarifications and/ or addendums.

Duly completed tender documents should be submitted on or before **20th August, 2023** not later than **16:00 Hours (Mogadishu local time)** at the address mentioned below in a plain, sealed envelope clearly labeled with the tender name and reference number to be deposited in the tender box in the procurement Office of Aamin Organization or by E-mail to procurement@aamin.so. Late Bids will be automatically rejected.

The Procurement Officer
AAMIN Organization
Afgooye Street, Opposite Pizza House, Hodan District
P.O Box 234 Mogadishu, Somalia Tel: +252619520460,
Email: info@aamin.so

AAMIN Organization reserves the right to accept or reject any or all bids without incurring liability to the affected tenderers.

Yours sincerely

Aweis Abdelah Werseme
CEO- AAMIN ORGANIZATION

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2.1 Introduction

2.1.1 The Client named the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix.

2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal Appendix.

2.1.4 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client’s address indicated in the Appendix “ITC”.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

2.3.2 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm’s organization and an outline of recent experience on assignments of a similar nature.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) A detailed description of the proposed methodology,
- (viii) Any additional information requested in Appendix “A”.

2.3.5 The Technical Proposal shall not include any financial information

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D).

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the subconsultants and their personnel, unless Appendix "A" specifies otherwise.

2.4.3 Consultants shall express the price of their services in USD.

2.4.5 The Proposal must remain valid for 30 days after the submission date

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "ITC". Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened on the date and time specified in the "ITC".

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

	<u>Points</u>
a Specific experience of the consultant related to the assignment	(20)
B Understanding the Terms of Reference (TOR)	(40)
c Qualifications and competence of the key staff for the assignment	(30)
D Domestic preference	(10)
Total	100

2.8 Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall proceed to open the financial proposals of the consultants who have secured the minimum qualifying mark, or were considered responsive to the RFP and Terms of Reference. The Client shall not open the financial proposals of those bidders those consultants whose proposals did not meet the minimum qualifying mark

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

2.10.3 To qualify for contract awards, the tenderer shall have the following:

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

2.11 Termination

2.11.1 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.11.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.12 Confidentiality

2.12.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.13 Corrupt or fraudulent practices

2.13.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.13.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.13.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future procurement with AAMIN.

SECTION II: APPENDIX TO INFORMATION TO CONSULTANTS (ITC)

#	ITT reference clause	Particulars
1.	The name of the Client is:	Aamin organization
2.	Name of assignment	Consultancy is to Design and Conduct a Knowledge, Attitude and Practice Study on Health Services in Kadha District Somalia RFP NO: AO/004/2023/HEALTH/ SHF 25075
3.	The method of selection is: QCBS:	Quality Cost Based Selection (QCBS)
4.	Technical and Financial Proposals are required	Yes
5.	Clarifications	There will be NO Pre-bid meeting. However, bidders are invited to submit any queries on or requests for clarification in writing (e-mail accepted). All queries should be addressed to the address below and received on or before 20th August 2023: Procurement Officer AAMIN ORGANIZATION Office Email: procurement@aamin.so
6.	The estimated number of professional staff days required for the assignment is	5 days
7.	The minimum required experience of proposed professional staff	as provided in terms of reference (see terms of reference)
8.	Currency	The currency of the tender must be in US Dollars
9.	Mandatory requirements	<ul style="list-style-type: none"> • Incorporation certificate • Tax Compliance certificate • Fully filled and stamped Declaration form
10.	Language	The language of all correspondence and documents related to the tender is English
11.	Preparation and submission of the Tender	Required number of copies of the tender: 1 original Tenderers may submit their tenders in sealed envelopes indicating the name of the tender and the tender number and addressed to: The Procurement Officer AAMIN Organization Afgooye Street, Opposite Pizza House, Hodan District P.O Box 234 Mogadishu, Somalia Tel: +252619520460, Or

		<p>Electronically through Email: procurement@aamin.so and Copied to info@aamin.so. The subject of the email will be the tender name and reference number.</p> <p>All Bids MUST be received to the address above by 4:00 PM on 20th August 2023 and deposited in the tender box located in AAMIN procurement office.</p> <p><i>If the envelope is not sealed and marked as instructed above, AAMIN ORGANIZATION will assume no responsibility for the misplaced or premature opening of the tender. A tender opened prematurely for this cause will be rejected by the client and returned to the tenderer.</i></p>
12.	Late submissions	Tenders, which are not delivered by 4:00 PM on the closing date will be treated as late tenders and shall not be accepted.
13.	Tender Opening	There will be no tender opening.

SECTION III: TERMS OF REFERENCE

3.1 About AAMIN

Aamin Organization is a Not-for-Profit Organization in Somalia established in 2006 by Somalia professionals to address important sectors for the livelihood of the Somali community including Food, Health, Education and Water and Youth Livelihood programs as well to enable them seek and secure sustainable jobs and employment that has equitable access to all opportunities. The organization has experienced exponential growth and currently employs 48 full time staff.

AAMIN is also engaged in provision of free ambulance services to the communities in Somalia. Aamin provides the ambulance service in Benadir, Middle Shebele, Lower Shebelle, Hiran and Galgadud Regions of Somalia. The free ambulance service was initiated in response to lack of a stable and reliable health emergency response service in Mogadishu. AAMIN first introduced and implemented the Ambulance service in Mogadishu and Af-goi corridor and received positive response from the communities. Currently AAMIN has the largest single fleet of ambulances (16 ambulances) with unparalleled record of quick response to health emergencies. Our modernized communication network is equipped with the latest system and covers the remotest and hard to reach areas in Mogadishu.

3.2 Background

AAMIN Organization has received finances from Somali Humanitarian Funds (SHF) to implement a health project “Provision of lifesaving primary health care services through fixed health facilities and outreach activities in Kahda”.

Under this project, AAMIN seeks to conduct a KAP Survey to assess the knowledge and practises of the people in charge of the households regarding health, as well as the overall practice behavior in seeking health care services.

Aamin is thus seeking the services of a research consultant with significant experience.

3.3 Objective

The study will aim, but not limited:

- Assess baseline levels of knowledge, practices, and attitudes of caretakers regarding health-seeking behavior
- Validate the effectiveness of the implemented health education programs in influencing caretaker behavior
- Evaluate the gender-specific aspects of health-seeking behavior within the caretaker population.
- Identify knowledge gaps, cultural beliefs or behavioral patterns and practices that create barriers to infant and young child feeding and care practices.

The KAP survey will generate strategy that will help promote positive behaviors that are appropriate to the setting and also to provide a supportive environment that will enable the community to initiate and sustain positive behaviors on health practices.

The KAP survey result must also include appropriate methodology for upcoming health campaigns for the community with the set of messages and recommended ways of delivery, including the main messages for informative brochures and posters that will be used during the health campaign.

The KAP expert main responsibility will be to oversee data collection (quantitative) and generate a report with

actionable recommendations. The KAP expert still is the overall responsible for the quality of the data collection and volunteers.

The result of the KAP survey will be used as **baseline** to design activities to increase awareness and knowledge on identified gaps and needs to improve the health outcomes of the target population.

The intending consultant will prepare a draft proposal on how they intend to conduct the survey. The consultant is also expected to propose and design a suitable methodology for gathering information and delivering results.

3.4 Scope

The services to be provided by the consultant include;

1. Submit an inception report which will include an interpretation of the tasks and methodologies which will be used in the KAP study;
2. Develop appropriate tools and instruments for gathering information by using ODK.
3. Present the KAP Methodology to the AAMIN Organization team.
4. Conduct a desk review (nutrition Survey reports, DHIS Reports etc.) relevant to
5. the survey;
6. Conduct KAP survey: Train data enumerators and ensure quality of data being
7. collected on daily basis.
8. Undertake consultations with key stakeholders and conduct field data collection (i.e. focus group discussions and key informant interviews)
9. Process and analyse the data, write and submit a draft report of the survey;
10. Present the draft report of the findings to AAMIN management for comments and feedback
11. Revise and submit a final copy of the survey report including recommendations

3.5 Target Population

Host Community, IDPs and Refugees in Kadha District. The target population under this project is 31,169 comprising of (men: 4,138, women: 12,496, boys: 6,823, girls: 7,712). The project also indirectly benefits pastoralist men and women of all ages through health and nutrition services including health promotion. Other target groups include; Community health Committees (CHCs), Female health Workers (FHWs) and re-oriented Traditional birth attendance (TBAs), BRA and health care workers.

3.6 Methodology and Approach

The KAP survey methods will be a cross sectional quantitative and qualitative survey by design targeting supported 2 outreach HCs and 1 fixed facility. The survey data will be obtained through interviews with target of between 300-740 respondent who will consent to provide the information and have received service at the target facility not more than a month in the target facility. The quantitative data will be triangulated with qualitative generated through FGDs as well as in-depth interviews with Key informants and beneficiaries. The data collected is expected to be analyzed, disaggregated by age and sex as well as by health facility catchment area, using appropriate methodology.

3.7 Experience of the consultant in carrying out related project

The consultancy firm must have been in existence for the last three (3) years. The firm must provide proof of having undertaken at least One (1) similar assignment. The firm will also be required to provide at least one

reference letter/LPO/contract from the client(s) they have worked for within the last 3 years.

3.8 Qualification and competence of the personnel proposed

Aamin will identify a competent consultant to this short assignment with a team possessing the following minimum qualifications:

- Experience in Public Health, Nutrition and related fields
- Experience to conduct KAP survey.
- Good analytical skills
- Good communication and diplomacy skills
- Ability to deal with local partners
- Fluent English language skills (report should be written in English) and minimum working knowledge of Arabic.
- Experience with international NGOs
- Experience in Somalia context.

3.9 Expected Tasks to Be Completed By The Consultant

The consultant(s) will be expected to undertake tasks including the following:

- Develop a survey protocol that clearly defines the methodologies for sampling, data collection procedure, entry, cleaning, compilation, analysis and report writing. (Aamin will approve proposed methodologies, procedures and instruments).
- Develop appropriate survey instruments that will collect both qualitative and quantitative data. Prior to implementation of the survey, Aamin will review and approve the tools and methodologies. The tools will be field tested before the actual survey and inputs of the field test incorporated.
- Train, supervise and manage data collectors
- Organize and implement the survey.
- Compile and collate the data collected, both qualitative and quantitative.
- Make a comparative analysis of the findings with regional and national estimates.
- Develop draft survey report and submit to Aamin for feedback.
- Produce final reports incorporating Aamin feedbacks.

3.10 Report

The consultant shall develop a final report written in English. The report should follow the following format:

- Title page
- Acronym list
- Executive Summary
- Introduction/context
- Objectives
- Methods
- Limitations of the Study
- Findings
- Conclusions
- Recommendations
- Annexes (may include data collection tools, list of people consulted and photos)

The report may include quotes, photos, graphs, case studies etc. The report will be sent to the Program Manager and the Monitoring and Evaluation Officer 2 weeks after the completion of the review exercise. They will provide the feedback into the report which the consultant(s) will be expected to respond to. Any final feedback at this stage only needs to be provided by Aamin. A final report will then be returned to the above staff within 1 week of receiving this feedback.

Application Process

Interested applicants should present an application, as follows:

1. A Technical proposal with: - Technical reference of previous similar works - Methodological note with a proposition regarding organisation of survey, planning, etc.
2. A Financial proposition with a detailed budget taking into consideration the conditions mentioned in this ToR.

3.12 Timing

The evaluation is planned to take place in July 2023. The preparation, fieldwork and draft report writing will take maximum 15 days.

3.13 Logistics

Aamin will not provide office space, computer, copying and printing services, telephone service or facilities for workshops. It is hence advisable to include all these costs with prices in the financial proposal.

3.14 Preparations of the Proposal

3.14.1 Technical Proposal

While preparing the Proposal, applying consultants must give attention to the following:

- The proposed study team members must, at minimum, have qualifications and experience indicated above. Provide the profile of each of the study team members including an outline of the members' recent experience & duration of involvement on assignments of work of similar nature. The names and addresses of two references, including examples of two pieces of past similar surveys must be provided.
- The technical proposal shall provide a description of the consultant/firm including an outline of the consultant's/firm's recent experience on similar undertakings.
- A detailed methodology of how the KAP survey will be conducted.

3.14.2 Financial Proposal

- The financial proposal should list itemized details of costs associated with the survey.
- Should express all proposed costs in US Dollar (USD).
- The Financial proposal should be submitted together with the technical proposal

3.15 Deliverables

1. A Detailed inception report and tools.
2. Final survey reports: (soft copies).
3. All Primary data records and database used for analysis of the data collected

3.16 Terms of Payments

The consultant fees shall be paid Lumpsum (100%) upon approval and acceptance of the final survey report. Late submission of the final report and survey documents will attract penalties

3.17 Bid Application

Interested parties should submit:

- Letter of expression of interest and demonstration of capability
- A technical proposal outlining:
 - Proposed methodology
 - Proposed date and activity schedule
 - A curriculum vitae of the consultant/s or firm portfolio;
 - Evidence of past experience in undertaking similar assignments
 - A copy of at least two previous assessment reports
 - At least two references from previous assignments
- A financial quotation
- Institution or company registration certificate
- Signed and stamped Bidder Information form (Form A), Form of Tender (Form B), Tender Declaration Form (Form C)

These documents should be sent by email to procurement@aamin.so quoting the Reference Number **PROC/AO/010/HEALTH/ SHF 25075** on or before 20th August 2023 by 1600 hours East Africa time.

All enquires and questions should be addressed in writing to: info@aamin.so . For all correspondence, please specify RFQ number **PROC/AO/010/HEALTH/ SHF 25075** on the email subject line.

SECTION IV: EVALUATION CRITERIA

A) Preliminary Examination

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below.

#	Mandatory Requirements	Pass/Fail
1.	Duly Completed Bidder Information Form – Form A	
2.	Tax Compliance Certificate	
3.	Certificate of Incorporation/Registration	
4.	Signed and stamped tender declaration- form C	

NOTE: Failure to comply with Mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the next stage of evaluation.

B) Technical Evaluation

#	Criteria	Marks
1	Experience of firm The Bidder to provide at least Two reference letter/certificate of completion/contract/PO from previous/Current Clients duly signed and stamped for provision of similar assignment	20
2	Qualifications of proposed staff for assignment: 1) Team leader: Post graduate qualifications in Public Health, Monitoring and Evaluation, Nutrition or related field <i>(Below Masters = 0 mark)</i>	15
	CV detailing years of experience in undertaking KAP surveys or similar assignments 5+ years = full marks 3-4 years = 5 Marks (Below 3 years= 0 marks)	15
3	2) Other staff: At least undergraduate qualifications	5
	CV detailing years of experience in program evaluations and KAP surveys 3+ years = full marks 1-2 years= 3 marks (Below 3 year= 0 marks)	5
4	Methodology of undertaking the assignment	30
5	Domestic preference: <ul style="list-style-type: none"> • Experience in Somalia • Having over 50% of the team being Somali Nationals 	10
	Total	100
	Weight of Technical Evaluation	80

NOTE: *Only bidders who have passed 60% at this stage will proceed to financial evaluation.*

C) Financial Evaluation (weight = 20)

Bidders who are successful at preceding stages of evaluation will have their prices compared and award recommended to the lowest evaluated responsive bid. The financial score will be computed as follows;

$$\text{Financial Score} = \frac{\text{Lowest priced bid} \times 20}{\text{Price of the bid being considered}}$$

N/B: Please be aware that Aamin prioritizes the quality of work and will not compromise it for the sake of the financial proposal.

SECTION V: TECHNICAL PROPOSAL

Notes in preparing Technical Proposal

4.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP.

4.2 The technical proposal shall provide all required information and any necessary additional information as follows;

1. **Methodology:** The consultant will prepare a detailed methodology of how they are going to undertake the Survey. This will include approaches they will use based on their understanding of the Terms of reference.
2. **Firms References:** The Consultant Firm will indicate the clients they have provided similar activities in the last 3 years. The information to be provided include;
 - Name of the client
 - Description/name of the assignment
 - Year of completion
 - Value of the contract
3. **Curriculum Vitae of Staff:** The consultant shall provide updated CVs of personnel with the following qualification(s):
 - Holder of Bachelor's degree or Master's degree in Public Health, Monitoring and Evaluation Nutrition and related fields, or a related field from an accredited university.
 - Have a minimum Ten (10) years' experience in undertaking similar assignments/surveys
 - Have excellent report writing skills, with ability to express ideas clearly, concisely and effectively in writing.
 - Proven experience in conducting KAP surveys

Note: The Technical Proposal shall not include any financial information.

SECTION VI: FINANCIAL PROPOSAL

Notes on preparation of Financial proposal

- 5.1 The financial proposal prepared by the consultant should list the costs associated with the assignment. Three costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc. as may be applicable.
- 5.2 The financial proposal shall be in USD
- 5.3 The financial proposal shall be prepared based on the format below;

Item	Price (USD)
Remuneration	
Reimbursable Costs	
Miscellaneous costs	
Tax	
Total	

- 5.4 The total price shall be transferred to the Form of Tender (Form B)

SECTION VII: STANDARD FORMS

FORM A: BIDDER INFORMATION FORM

Name of Bidder: _____ Date: _____
 Name of Tender: _____
 Tender Ref: _____

Legal name of Bidder	
Legal address	
Year of registration	
Bidder's Authorized Representative Information	Name: Title: Telephone numbers: Email:
Countries of operation	
No. of full-time employees	
Contact person that AAMIN may contact for requests for clarifications during Bid evaluation	Name: Title: Telephone numbers: Email:
Please attach the following documents: [As per Section IV – Evaluation Criteria]	<ul style="list-style-type: none"> • Tax Compliance Certificate • Certificate of Incorporation/Registration (Firms) • Signed and stamped tender declaration- form C

FORM B– FORM OF TENDER

Tender No: **RFP NO: AO/004/2023/HEALTH/ SHF 25075**

Tender Name: **Consultancy is to Design and Conduct a Knowledge, Attitude and Practice Study on Health Services in Kadha District Somalia**

**AAMIN Organization
Afgooye Street, Opposite Pizza House, Hodan District
P.O Box 234 Mogadishu,
Somalia Tel: +252619520460,**

Dear Sir or Madam,

Having examined the tender documents, we, the undersigned, offer to supply essential drugs, medical consumables Laboratory Equipment and Reagent in conformity with the said tender documents for the sum of (Insert total tender amount in figures and in words)

.....
.....

1. We will grant a discount of (0%), or {.....} of overall price in the event of being awarded this tender or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Instruction to Tenderers.
3. We agree to abide by this Tender for a period of 60 days from the date fixed for tender opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
5. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, AAMIN ORGANIZATION reserves the right to terminate the contract with immediate effect.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of 20..... Signed.....

In the capacity of **[insert: title or position]**

Duly authorized to sign tender for and on behalf of [insert: name of tenderer]

FORM C- TENDER DECLARATION FORM

Item	Question	Bidder Response
		Yes/No
1	Supplier accepts Aamin Terms and condition of Purchase process and that any work awarded from this tender process will be completed as per the Terms of Reference	
2	The Supplier and its staff (and any sub-contractors used) agree to comply with Aamin policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. Please find the Aamin policies from: www.aamin.so	
	Codes of Conduct:	
	Bribery and Corruption	
	Whistle blowing policy	
	Child protection policy	
3	The supplier confirms that it is not on any prohibited parties or Government Blacklist.	

Name of duly authorized person to sign for and on behalf of the Tenderer.....

Designation of the duly authorized person.....

Signature of the duly authorized person.....

FORM D - PAST EXPERIENCES

Provide a brief summary of previous work (*attach LPO or contract Award letter*) for at least two clients

#	Name of Client (Organization)	Client Contact Person (Name, Title, Telephone Number and Email address)	Description of Service	Value of Contract
1				
2				
3				