

**Date: 19th May 2024**

**INVITATION TO QUOTE No: NoFYL/CISP/ITQ/001/24**

**CLOSING DATE: 8th June 2024 – 11.00 hrs. Somalia Time.**

NoFYL invites potential suppliers to urgently submit a quotation for:

|  |  |
| --- | --- |
| **Item** | **Destination** |
| **Procurement of stationeries & office supplies for CISP WW2 Project in Wadajir & Wabeeri districts, Mogadishu. BL 1.6, 2.2, 2.3, 5.2, 5.3, & 7.2.14** | NoFYL Mogadishu Office |

In preparing your quotation, you should take into account the status and activities of NoFYL by submitting your best commercial terms.

Your bid shall be based on the following requirements:

1. Full name, address, and telephone numbers of your company and contact persons.
2. Acceptance of the General Terms and Conditions Applicable to NoFYL Contracts, including the payment terms of NoFYL Representation including payments by cheque or money vendor transfers or bank transfer within 30 days from the receipt of your invoice and a statement from the consignee(s) acknowledging receipt of the goods.
3. Unit prices and total price to the indicated destination should be inclusive of taxes.
4. **Prices:** Your Unit Prices should be inclusive of **delivery to NoFYL Somalia Office, Mogadishu, Somalia**. Goods are required urgently; therefore, please quote your best delivery terms in days after receipt of an eventual Purchase order.
5. Suppliers should submit **Annex A: Price Offer Template** in their own letterhead.
6. **NoFYL** is under no obligation to award contracts to the lowest bidder.
7. **Validity:** Quotations must remain valid with firm and fixed prices **for 30 days** after the Closing Date.
8. **Closing date:** Quotations should be sent not later than **8th June 2024 – 11.00 hrs, Somalia Time**.

Contact Person: Admin/Procurement Department - Tel +252 616345252

Email: [tenders@nofyl.org](mailto:tenders@nofyl.org)

**PART 1: TENDER INFORMATION**

EVALUATION AND AWARD CRITERIA

The selection of the successful company/companies will be carried out by an assessment panel. The criteria are not arranged hierarchically. The common criteria retained by the contracting authority will include the price, experience and capacity of the company, the duration for completion of works and internal procedures.

Vendors are invited to take note of the below schedule for this procurement process:

**Provisional timetable for the supply of stationeries & office supplies.**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue Tender Notice and Invitation to Quotation | 19th May 2024 |
| Return of tenders (Closing Date) | 8th June 2024 |
| Tender Review Committee | 11th to 13th June 2024 |
| Offer letter | 15th June 2024 |
| PO / Contract | 23rd June 2024 |

1. Article 1
   1. The object of the contract is for the supply of **Stationeries & Office Supplies.**
   2. The supplier must respond without any restrictions to the technical specifications mentioned in the ToR and in this document and be in conformity to the rules of your profession.
   3. The award of the contract will be in 1 lot.
   4. Variation: NoFYL reserves the right to alter, at the time of the contract signature, the envisaged quantities.
2. Article 2
   1. The prices for the contract are fixed and not subject to revision.
   2. Offers must be presented in USD Dollars.
   3. The offers must be submitted in English.

**Award criteria.**

Award of the contract will be based on the following criteria:

a) ESSENTIAL CRITERIA:

Bidders must meet the following criteria:

* Bidders should submit a written quotation in their company letter head.
* Bidders should submit a duly filled Annex A: Price Offer Template in there company letter head.

Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, PSEA policy signed.

b) PREFERRED CRITERIA

The following criteria are considered very important in the evaluation of this tender:

* Bidder’s prices demonstrate an economically advantageous position for NoFYL.
* Bidder’s capacity to supply NoFYL, particularly in terms of lead times.
* The Bidder provides a company profile.
* Bidder provides satisfactory client references.