

Mogadishu, 5th November 2020

EMERGENCY INTERVENTION TO ADDRESS THE HUMANITARIAN CRISIS IN SOMALIA – THIRD PARTY MONITORING SERVICES

INVITATION TO TENDER

The Italian Agency for Development Cooperation, Mogadishu Office, invites all interested suppliers to submit a tender proposal for **Third Party Monitoring Services – Emergency Intervention to Address the Humanitarian Crisis, Somalia.**

The full Tender Dossier is attached to this communication and includes:

- A. Administrative Compliance Grid
- B. Draft Contract
 - General Conditions (Annex 1)
 - Terms of Reference (Annex 2)
 - Organization and Methodology (Annex 3)
 - Key Experts (Annex 4)
 - Budget Global (Annex 5)
 - Financial Identification (Annex 6.a)
 - Legal Entity for Companies (Annex 6.b)
- C. Contract Notice
- D. Instructions to Tenderers
- E. Tender Application Form

The submitted proposals must include **a technical offer and a financial offer in separate envelopes, both within a larger outer envelope clearly marked THIRD PARTY MONITORING SERVICES - EMERGENCY PROGRAM, AICS SOMALIA.**

Each technical offer and financial offer must contain 1 (one) original, clearly marked "Original", and 1 (one) copy marked "Copy".

ENVELOPE A – TECHNICAL OFFER

The following documents must be submitted as part of the technical offer:

1. **Tender submission form** including:
 - a. **Signed statements of exclusivity and availability** (using the template included with the tender submission form) for each key expert.
 - b. **Signed "Declaration on honor on exclusion criteria and selection criteria"** from each legal entity identified in the tender submission form, using the format attached to the tender submission form.
 - c. **Financial identification form** (Annex VIa to the draft contract)
 - d. **Legal entity file** (Annex VIb to the draft contract) and supporting documents.
 - e. **Duly authorized signature:** statutes, power of attorney, notary statement, etc. proving that the person who signs on behalf of the company/joint venture/consortium is duly authorized to do so.
2. **Organization and methodology form** duly filled in all required fields
3. **Key experts** (Annex IV to the draft contract). The key experts are those whose involvement is considered to be instrumental to achieve the contract objectives.
4. **Documentary proof or statements** required under the law of the country in which the company (or each of the companies for consortia), are effectively established, to show that they are not in any of the exclusion situations listed in Section 2.6.10.1 of the EU Practical Guide (i.e. registration, for more information refer to the Instruction to Tenderers).
5. **Documentary evidence of the financial and economic capacity and technical and professional capacity** according to the selection criteria specified in the contract notice (for more information refer to the Instruction to Tenderers).

ENVELOPE B – FINANCIAL OFFER

It must be submitted using the template provided in **Annex 5** to the draft contract.

Envelope A and B should be included in an outer larger envelope clearly marked **THIRD PARTY MONITORING SERVICES - EMERGENCY PROGRAM, AICS SOMALIA** and sent either **by courier service or delivered by hand no later than 4th of December 2020 at 5 pm CET** to:

Italian Agency for Development Cooperation, Mogadishu Office
c/o Italian Embassy
UN Crescent, Gigiri,
Nairobi, Kenya

For further information on modalities to participate to the tender and the specific formats to be used, kindly refer to Instructions to Tenderers. By submitting a tender proposal, the suppliers accept to receive notification of the outcome of the procedure by electronic means.



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Mogadiscio Office