



ADRA

INVITATION TO TENDER (OPEN)

REF: PRN000989

PROJECT	ECW – MYRP II
Task	Supply of Teaching & Learning Materials for Schools in Beletweyne – Hirshabelle State of Somalia
Description	The Education Cannot Wait Multi-Year Resilience Program (ECW-MYRP) is running from September 2025 to August 2028 and is being implemented by a consortium of ADRA Somalia, Save the Children, Concern Worldwide, and FENPS in partnership with the Ministry of Education, Culture and Higher Education (MOECHE). ADRA is seeking a qualified supplier to supply and deliver teaching and learning materials for schools in Beletweyne Hirshabelle.
Invitation Start Date:	30th July 2026
Application submission Deadline:	12th August 2026
Submission of Tenders	Completed, signed and stamped tender bid documents should be scanned and saved in PDF format and sent by email to the bidding email address: Tenders@adrasom.org by close of day on 12th August 2026. The title of the email should be: “Supply and Delivery of Scholastic Materials- Beletweyne” All tender emails received after the close of day on 12th August 2026 will not be considered. IMPORTANT: Offers submitted in any other manner than that indicated above will not be considered.
Essential Evaluation Criteria	These are criteria which bidders must meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are scored as Pass or Fail; and bidders who fail will not be evaluated against capability and commercial criteria. The essential criteria are listed below: a) Bidder submits Business Registration Certificate b) Bidder submits Tax Registration Number & Compliance Certificate



CAPABILITY CRITERIA (60%)

The maximum score for capability criteria is 60% - broken down as below. Only bids with a Capability score of 48% or more will be considered for Commercial evaluation.

1. Previous experience in supply of schools teaching and learning materials -20%

Provide past signed and stamped contracts as evidence

- a) 20 Points for three or more supply contracts for supply of similar schools teaching and learning materials. Copies of signed contracts with official signature and stamp to be submitted.
- b) 10 points for two supply contracts.
- c) 5 points for points for one supply contract.
- d) 0 Points for no supply contract

2. Financial Capacity (20%)

Provide an official bank statement for the last 1 year as evidence with genuine transactions.

- a) 20 points for more than three payments or balances of value comparable to estimated value of current tender,
- b) 10 points for two payments or balances of value comparable to estimated value of current tender,
- c) 5 points for one payment or balances of value comparable to estimated value of current tender,
- d) 0 points for no payment of value comparable to estimated value of current tender.

3. Lead Time 20%

Provide the deliverable lead-time.

Note: Delivery lead-time is the time from date contract is signed to delivery of supplies to the agreed location in full compliance with contract terms and conditions. Ranking and scoring will be based on most realistic lead time for delivery at place. Most reasonable time scores highest points.

COMMERCIAL CRITERIA (40%)

The lowest evaluated financial proposal will be awarded the maximum commercial criteria score of 40%.

The commercial criteria score for all other bidders will be calculated using the formula below:

$$\text{Commercial criteria score} = 100 \times \left[\frac{\text{Lowest bid value}}{\text{Current bid value}} \right] \times 0.4$$

All Capability and Commercial Criteria will be weighted accordingly to reflect their importance. The Commercial Criteria will account for at least 40%. The Capability Criteria will account for up to 60% of the score.

Delivery & Incoterms

- **Incoterm:** Delivered At Place (DAP)
- Delivery Location: **SAVE THE CHILDREN Offices - Beletweyne, Hirshabelle**



Further Information to bidders:

Currency of offer should be strictly in US Dollars

- **ADRA does not undertake to pay by letter of credit (LOC) or in advance of work completion.**
- ADRA reserves the right to accept or reject any offer before the award of a contract, or to cancel the bidding process and reject all offers at any time and is not bound to give reasons for its decisions. Canvassing or giving false information will lead to automatic disqualification.
- Incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
- It is the Agency's policy to keep all tender values in confidence.

ADRA SOMALIA





Supply and Delivery of Teaching & Learning Materials

Application Start: 30th July 2026

Application Deadline: 12th August 2026

TENDER PRICE FORM

Name of Tendering Entity/Company	
Name of Contact Person:	
Address of Tenderer:	
Email Address:	
Telephone Number:	
Validity Period of Tender Price:	

SNO	Description	Qty	Unit of Measure	Unit Cost	Total Cost
1	Exercise Books Single Ruled (120 pages) A5 Size	55,800	Pieces		
2	Exercise Books Squared (120 pages) A5 Size	23,250	Pieces		
3	Pencil (HB) with Eraser	3,888	Pieces		
4	Sharpener – Plastic @packet 24 pcs	6,000	Pieces		
5	Plastic Ruler 15 CM	6,000	Pieces		
6	Biro/Ball Pens – Blue colour	7,500	Pieces		
7	Biro/Ball Pens – Black colour	5,000	Pieces		
8	Lesson Planning Book – (Standard for teachers)	124	Pieces		
9	Chalk/whiteboard Dusters	124	Pieces		
10	Blackboard/chalkboard/whiteboard Ruler	180	Pieces		
11	Flip Chart Paper	100	Reams		
12	Permanent Marker Pen Assorted Colours	1,100	Pieces		
13	Biro/Ball Pens – Red Colour	3,500	Pieces		
14	Class register (1 per teacher)	300	Pieces		
	Total Cost				

Signature:

Stamp:



A. Bidding Instructions and Requirements

1. Bid Submission

- Each bidder may submit **only one bid**, either individually or as part of a joint venture. Multiple submissions will result in disqualification.
- All bids must be **typed or written in indelible ink**, signed by an authorized representative, and **initialled on all amended pages**.

2. Clarifications and Addenda

- Requests for clarification must be submitted **in writing** at least **three (3) days before the bid submission deadline**.
- ADRA will respond to all bidders who obtained the documents, without disclosing the origin of the query.
- ADRA may issue **addenda** to modify the bidding documents prior to the deadline.

3. Amendments and Corrections

- Bids must not contain unauthorized alterations. Corrections made to comply with ADRA's instructions or to fix errors must be **initialled by the authorized signatory**.
- ADRA may **extend the submission deadline** via an official amendment. All terms will adjust accordingly.

4. Submission and Contact Details

- For queries regarding this Invitation to Tender (ITT), contact the **Logistics Manager** at:
 **admin.procurement@adrasom.org**
(Include the ITT number in the subject line. Do not send bids to this email address.)

5. Bid Opening

- Bids will be opened **without bidder representatives present** on or around:
 **14th August 2026 at 10:00 AM EAT**

6. Evaluation and Clarification

- ADRA may request **written clarifications** from bidders during evaluation. No changes to bid price or substance will be permitted, except to confirm correction of arithmetic errors.

7. Notification of Award

- The successful bidder will be notified via the Notification of Award **email** before the bid validity period expires. The email will state the **Contract Price**.

