



POPULATION SERVICES INTERNATIONAL (PSI)

BID NOTICE **PSI SOM**

PSI is a leading global health organization with programs targeting malaria, child survival, HIV and reproductive health. Working in partnership within the public and private sectors, and harnessing the power of the markets, PSI focuses on achieving measurable health impact in more than 50 countries worldwide. For over 40 years, PSI has provided life-saving products, clinical services and behavior change communications that empower the world's most vulnerable populations to lead healthier lives. Please visit our web site (www.psi.org) for additional background information about PSI, including a description of our major program areas and a list of the countries in which we operate

The Purpose of this Tender is to secure competitive bids to select a supplier, for the PSI SOM office for the provision of Multimodal transportation and customs clearance services in Somalia.

For any clarification of any part of the Tender Document shall be sought from email address somprocurement@psi.org and copy abomer@psi.org

Deadline for submission of bids is June 25, 2025, by 4.00 pm East African Time. Duly filled and completed Technical and Financial Bid documents into separate files should be sent to somprocurement@psi.org

Late submission of bids will not be accepted.

PSI is not bound to accept the lowest priced bid or any bid that is submitted.

Any form of canvassing will lead to automatic disqualification.



PAPULATION SERVICES INTERNATIONAL (PSI)

INVITATION TO BID: No. PSI/ITB/004/2025

ESTABLISHMENTS OF FRAMEWORK AGREEMENT
FOR PROVISION OF MULTIMODAL TRANSPORTATION AND CUSTOMS
CLEARANCE SERVICES IN SOMALIA

INVITATION TO TENDER TIMETABLE	
Advertisement of the tender	June 10, 2025
Pre-bid meeting	None
Questions from Suppliers due date	June 20, 2025
Last date on which clarifications are issued by PSI	June 20, 2025
Deadline for submission of Bids	June 25, 2025– 4:00pm EAT
Bid Opening and Evaluation date	June 29, 2025
Suppliers visit if applicable	June 30, 2025
Notification of award to the successful tenderer	July 1, 2025
Contracts start	July 1, 2025

1.0 Introduction

1.1 Population Services International (PSI) is a leading global health organization with programs targeting malaria, child survival, HIV and reproductive health. Working in partnership within the public and private sectors, and harnessing the power of the markets, PSI focuses on achieving measurable health impact in more than 50 countries worldwide. For over 40 years, PSI has provided life-saving products, clinical services and behavior change communications that empower the world's most vulnerable populations to lead healthier lives.

1.2 Purpose of The Tender: Population Services International (PSI) invites prospective Suppliers to compete for framework agreement for the provision of multimodal transportation and customs clearance services in Somalia for a period of two years with possibility to extend for one year based on performance and availability of funds. All qualified and interested suppliers are invited to submit their proposals.

1.3 Donor Guidelines and Policies.

The procedures followed by PSI in making any award(s) and contract(s) resulting from this ITB, as well as the terms and conditions of such award(s) and contracts, will be based of PSI's procurement procedures and policies and/or the Procurement Policies and Procedures outlined by the Donor

1.4 Part I. This Part I, Bidding Instructions and Procedures, will not form part of any resulting award or contract. It is intended solely for the information of prospective Suppliers.

1.5 Definitions and Headings. Except as otherwise specifically provided herein, all time periods specified shall be consecutive calendar days. The term ITB is used throughout this ITB to refer to the entire document, including all attachments thereto. Any headings contained in the text of the ITB are for reference only, and do not alter, limit, or waive the content of the full provisions. Except where the context indicates otherwise, (a) terms in the singular include plural, and vice versa; and (b) references to masculine, feminine or neutral are interchangeable.

1.6 Bidding Costs. Prospective Suppliers are under no obligation to prepare or submit bids in response to this ITB and do so solely at their own risk and expense. PSI will not undertake to reimburse any costs incurred therefore.

1.7 Review of ITB. Prospective Suppliers are solely responsible to examine carefully all of the terms and conditions of this ITB -- including, but not limited to, this Part I, Bidding Instructions and Procedures, and Part II, Technical Specifications and Standards for the goods or services as described in Schedule A of Annex B -- and to comply fully therewith. Failure to do so will be at the prospective Supplier's risk and expense. Any patent ambiguities in the Technical Specifications and Standards or inconsistencies between or among the various provisions of the ITB shall be resolved against the Supplier if it fails to seek clarification of same prior to award.

1.8 Language. All documents submitted in response to this ITB, as well as all correspondence in connection with the ITB, shall be in the English language.

1.9 **Inquiries.** Inquiries concerning this ITB must be submitted in writing, to be received sufficiently in advance on or before **June 20, 2025**, to permit a thorough and accurate response by PSI. Such inquiries shall be sent by email, to **Somprocurement@psi.org** copying **abomer@psi.org**. PSI is under no obligation to consider or respond to questions that are not received in a timely manner.

2.0 Procurement Procedure: Competitive Bidding

2.1 **ITB.** This ITB constitutes an invitation to prospective Suppliers to submit bids for the goods and services described herein. It consists of (1) The ITB, (2) Technical Specification and Schedule of rates, (3) Bid Form, (4) Vendor registration form. All of the foregoing is fully incorporated herein and form an integral part of this ITB.

2.2 **Documents Comprising the Bid** The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration

- **Company profile illustrating the structure and history of the company**
- **Valid business license from the Federal Government of Somalia**
- **Valid Business License from the respective federal member state**
- **Valid Tax compliance certificate from FGS**
- **Copies of recent POs and Contracts from your clients in relation to this service (attach at least three contracts and/or POs)**
- **Proof of availability of transport assets**
- **Proof of financial capacity (Audit report for the last three years of last 6 months bank statement)**
- **Schedule of rates**

2.3 **Bid Prices.** The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the ITB response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

2.4 **Bid Currency:** All financial rates and amounts entered in the Bid Form and Schedule of rates in annex 1 and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **(United States Dollar (USD))**.

2.5 Form and Content of Bids.

- (a) All bids must be signed and dated by an authorized employee of the bidder (the original

must be manually signed). Bidders must use the Bid Form provided in Annex A of this ITB. The Bid Form should be fully completed, with all the information required therein (Note: in case of a discrepancy between per unit and total prices, the per unit price shall govern, and the total will be corrected by multiplying the per unit price by the specified quantity).

(b) The bid validity period should be at least **90 days** following the Last Bid Receipt Date.

2.6 Submission and Handling of Bids.

Proposal should be submitted by email and all attachments should be in PDF format to somprocurement@psi.org no later than **June 25, 2025, by 4.00 pm East African Time**

Proposal should be sent in two separate files as follows:

- Technical proposal
- Financial proposal

2.7 Evaluation of Bids.

(a) Evaluation of bids submitted pursuant to this ITB will be carried out by PSI in accordance with this section.

(b) In evaluating bids, PSI will seek the best value or value for money rather than merely the lowest priced bid.

(c) A two-stage procedure is utilized in evaluating the offers, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal will be opened only for offers that passed the **minimum technical score of 40 out of the maximum obtainable score of 70 points** in the evaluation of the technical offer for each part. Proposals shall be evaluated in accordance with the provisions of this ITB and in accordance with the following,

Criteria	Maximum points
Technical offer	70%
Financial offer	30%
Total maximum points to be attributed	100%

Technical Criteria	Maximum Points
A. Company Profile and General Experience	
Years of relevant logistics experience	10
5+ years = 10 pts; 3–4 years = 7 pts; 1–2 years = 5 pts; <1 year = 2 pts	
2. Organizational structure, staffing, fleet ownership/leasing and experience for handling and transporting medical commodities	5
B. Technical Capability and Infrastructure	
Availability of transport assets (air/sea/land) aligned with the LOT	5
- Proof of access to planes, ships, trucks (list of owned, leased or in a relationship/contracts)	
Tracking and cargo safety mechanisms (e.g., GPS, insurance)	5
C. Past Performance and References	

6. Similar past assignments with reputable organizations	
- 3 or more valid contracts/POs in past 3 years = 20 pts	
- 2 contracts = 15 pts; 1 contract = 10 pts; none = 0 pts	20
D. Legal and Regulatory Compliance	
8. Valid business registration/license in country of operation	10
9. Valid tax compliance certificate	10
E. Financial and Operational Capacity	
10. Audited financials or 6-month bank statements	5
Total Technical Score	70 Points

Financial offer
The maximum number of points of the financial offers will be allocated to the lowest price financial proposal. Financial proposals from other offerors will receive points in reverse proportion according to the following formula: $\text{Points for the Financial offer being evaluated} = \frac{[\text{Maximum number of points for the financial offer}] \times [\text{Lowest price}]}{[\text{Price of offer being evaluated}]}$

(d) PSI may reject any bid that is not substantially responsive to the terms and conditions of the ITB.

2.8 Amendments. If at any time prior to the award PSI deems there to be a need for a significant modification to the terms and conditions of this ITB, PSI will issue such a modification as a written ITB amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any ITB term or condition, and no bidder shall rely on any such statement.

2.9 Post-Tender and Iterative Negotiation. PSI reserves the right, in its sole discretion, to conduct post tender and/or iterative negotiations.

2.10 Extension of Bid Validity Dates. When necessary and appropriate under the circumstances, PSI may request bidders, in writing, to extend the validity period of their bids. A bidder may refuse to extend; however, its bid will be disqualified. A bidder agreeing to extend will not generally be permitted or required to modify its bid in any manner other than to extend it.

2.11 Responsibility. Bidders which have been provided with this ITB were previously prequalified by PSI. Notwithstanding such prequalification, an otherwise successful bidder may be required, in order to be awarded a Contract pursuant to this ITB, to demonstrate to the satisfaction of PSI that it is a responsible firm with regard to the specific transaction described in this ITB. In order to be determined responsible, a bidder must (1) have adequate personnel, financial resources, equipment and material to perform the Contract, or the ability to obtain them; (2) be able to comply with the required or proposed delivery schedule; and (3) have a satisfactory record of performance, business ethics and integrity. PSI reserves the right to request additional information relevant to responsibility at any time prior to award.

2.10 Rejection of Award.

(a) PSI is not bound to accept the lowest or any tender and reserves the right to accept any tender in whole or in part and to reject any or all tenders without assigning any reason there for and to Contract on any of the terms offered or on different terms. Circumstances in which rejection of all bids may occur include, without limitation, the following: (1) none of the bids is adequately responsive to the specifications, (2) there is evidence of insufficient competition, or (3) the lowest bid exceeds the estimated value or funds available by a significant amount and cannot be reduced by negotiation.

ANNEX A

BID FORM,

BASIC INFORMATION

DATE OF BID: _____

BIDDER'S FULL LEGAL NAME: _____

BIDDER'S ADDRESS: _____

Contact Name: _____

Contact Position: _____

Fax No.: _____

Phone No.: _____

E-mail Address: _____

BIDDER'S UNDERTAKINGS

The above-mentioned bidder hereby undertakes as follows:

- A. to hold this bid valid through **90 days**
- B. to supply services per ITB number (**PSI/ITB/005/2025**), to the order of PSI.

Authorized signature _____

Name and title of signatory:

Name of supplier: _____

Address/Email: _____

Stamp

ANNEX B: Specifications and Schedule of Rates

Lot 1: Airfreight Transportation Services

S/N	Description	Unit	Unit Price (USD)
1	Airfreight from Nairobi to Mogadishu (per kg)	Per Kilogram	
2	Airfreight from Nairobi to Garowe (per kg)	Per Kilogram	
3	Airfreight from Mogadishu to Garowe (per kg)	Per Kilogram	
4	Airfreight from Nairobi to Kismayo (per kg)	Per Kilogram	
5	Airfreight from Nairobi to Dhusamareeb (per kg)	Per Kilogram	
6	Airfreight from Mogadishu to Kismayo	Per Kilogram	
7	Airfreight from Mogadishu to Dhusamareeb (per kg)	Per Kilogram	
8	Airfreight from Mogadishu to Baidoa	Per Kilogram	
9	Airfreight from Mogadishu to Dollow	Per Kilogram	
10	Airfreight from Mogadishu to Bardhere	Per Kilogram	
11	Airfreight from Mogadishu to Afmadow	Per Kilogram	
12	Airfreight from Mogadishu to Luuq	Per Kilogram	
13	Airfreight from Mogadishu to Jowhar	Per Kilogram	
14	Airfreight from Mogadishu to Barawe	Per Kilogram	
15	Local handling charges in Nairobi	Per Shipment	
16	Local handling charges in Mogadishu	Per Shipment	
17	Delivery to PSI Office in destination city	Per Shipment	
18	Customs clearance for air shipments in Mogadishu airport	Per shipment	

Lot 2: Sea Freight Transportation Services

S/N	Description	Unit	Unit Price (USD)
1	Sea freight from Mombasa to Mogadishu (40 ft)	Per container (40ft)	
2	Sea freight from Mombasa to Mogadishu (20 ft)	Per Container (20ft)	
3	Sea freight from Mombasa to Berbera (40 ft)	Per Container (40ft)	
4	Sea freight from Mombasa to Berbera (20 ft)	Per Container (20ft)	
5	Sea freight from Mombasa to Bosaso (40 ft)	Per Container (40ft)	
6	Sea freight from Mombasa to Bosaso (20 ft)	Per Container (20ft)	
7	Sea freight from Mombasa to Garacad (40 ft)	Per Container (40ft)	

8	Sea freight from Mombasa to Garacad (20 ft)	Per Container (20ft)	
9	Sea freight from Mombasa to Hobyo (40 ft)	Per Container (40ft)	
10	Sea freight from Mombasa to Hobyo (20 ft)	Per Container (20ft)	
11	Sea freight from Mombasa to Kismayo (40 ft)	Per Container (40ft)	
12	Sea freight from Mombasa to Kismayo (20 ft)	Per Container (20ft)	
13	Port handling fee – destination port	Per 40ft Container or Shipment	
14	Port handling fee – destination port	Per 20ft Container or shipment	
15	Clearing and documentation charges in Mombasa	Per Shipment	
	Clearing and documentation charges in the destination port	Per Shipment	
19	Transportation of cargo from the destination port to PSI warehouse	Per 40 ft container	
20	Transportation of cargo from the destination port to PSI warehouse	Per 20 ft container	
21	Transportation of cargo from the destination port to PSI warehouse	Per shipment	

Lot 3: Land Transportation Services (Nairobi to Garowe via Ethiopia)

S/N	Description	Unit	Unit Price (USD)
1	Nairobi to Garowe (via Ethiopia)	40ft container	
2	Nairobi to Garowe (via Ethiopia)	20ft container	
3	Clearing and documentation charges in Nairobi	Per shipment	
4	Offloading charges in Garowe	Per Truckload	

Lot 4: Tax Exemption Processing in Mogadishu

S/N	Description	Unit	Unit Price (USD)
5	Processing of tax exemption certificate from Somalia Ministry of Finance	Per Certificate	

ANNEX C
Pre-Selection Questionnaire (PSQ)
for PSI Network Members

1. Supplier information

1.1 Supplier details	Answer			
Business category, with PSQ reference number				
Full name of the Supplier completing the PSQ, as per registration documents				
Registered company physical address				
Registered company number				
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	ii) a limited company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iii) a limited liability partnership	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iv) other partnership	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	v) sole trader	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	vi) other (please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	ii) Small or Medium Enterprise (SME)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iii) Sheltered workshop	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iv) public service mutual	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

1.2 Contact details	
Suppliers contact details for enquiries about this PSQ	
Name	
Title	

Physical address	
District	
Office Phone	
Mobile Phone	
E-mail Address	
1.3 Licensing and registration (please mark 'X' in the relevant box)	
1.3.1	<p>Registration with a professional body <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the respective line ministry.</p> <p>If Yes, please select institution(s) that you have registered in from the below stated list.</p> <p>1. Chamber of commerce <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>2. Ministry of planning & international cooperation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>3. Local municipality <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>4. Ministry of commerce <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>5. Ministry of aviation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>6. Other specify <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

Mandatory documents to be submitted:

1. Company profile illustrating the structure and history of the company
2. Valid business license from the Federal Government of Somalia
3. Valid Business License from the respective federal member state
4. Valid Tax compliance certificate from FGS
5. Copies of recent POs and Contracts from your clients in relation to this service (attach at least three contracts and/or POs)
6. Proof of availability of transport assets
7. Proof of financial capacity (Audit report for the last three years of last 6 months bank statement)
8. Schedule of rates

2. Grounds for mandatory exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found

a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

[PSI or network member name] reserves the right to later disqualify any pre-qualified vendors who have been found to answer the questions of this section untruthfully.

2.1 Within the past five years, has your organization (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) the common law offence of bribery;		
(b) the offence of cheating the Revenue;		
(c) the offence of conspiracy to defraud;		
(d) money laundering		
(e) Any other offence		
2.2 Within the past five years, has your organization (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control had any issue in relation to not filing or paying taxes by the due date?		

If you have answered “yes” to question 2.2 on the non-payment of taxes and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your company/organization is in that position, please provide details using a separate Appendix. You may contact the Procurement focal point for advice before completing this form.

3. Grounds for discretionary exclusion

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organization.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organization is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		

(b) your organization is guilty of grave professional misconduct, which renders its integrity questionable;		
(c) your organization has entered into agreements with other economic operators aimed at distorting competition;		
(d) your organization has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		
(e) your organization—		
(i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		
(iii) your organization has undertaken to		
(aa) unduly influence the decision-making process of the contracting authority, or		
(bb) obtain confidential information that may confer upon your organization undue advantages in the procurement procedure; or		
(g) your organization has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Taking Account of Bidders’ Past Performance

The authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). PSI may consider any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. PSI may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, PSI may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

4. Economic and Financial Standing

	FINANCIAL INFORMATION
--	------------------------------

4.1	<p>The Procurement committee will carry out an independent financial check on all suppliers as deemed necessary. Please check off which of the following you have provided to evidence your organization having the required financial strength by ticking the appropriate box(es). <i>Please attach to the application submission.</i></p> <p>(a) A copy of the audited accounts for the most recent two years (if available)</p> <p>(b) A copy of bank statement for the last six months</p> <p>(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p> <p><u>Please specify:</u> _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>				
4.2	<p>(a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1" data-bbox="321 1283 1208 1457"> <tr> <td data-bbox="321 1283 764 1352">Name of the organization</td> <td data-bbox="769 1283 1208 1352"></td> </tr> <tr> <td data-bbox="321 1358 764 1457">Legal relationship to the Supplier completing the PSQ</td> <td data-bbox="769 1358 1208 1457"></td> </tr> </table> <p>If yes, please provide ultimate / parent company accounts if available.</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>	Name of the organization		Legal relationship to the Supplier completing the PSQ		<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
Name of the organization						
Legal relationship to the Supplier completing the PSQ						

5. Technical and Professional Ability

5.1	Relevant experience and contract reference			
	<p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the authority's requirement. Contracts for supplies or services should have been performed during the past <u>three</u> years, <i>and be attached to the application submission.</i></p> <p>The named customer contact provided should be prepared to provide written evidence to the procurement committee to confirm the accuracy of the information provided below.</p>			
		Contract 1	Contract 2	Contract 3
5.1.1	Name of organization			
5.1.2	Point of contact Position E-mail address Telephone number			
5.1.3	Contract start date Contract completion date Contract value			
5.1.4	If you cannot provide at least one example, please briefly explain why (100 words max) N.B. Please attach contracts (purchase orders, framework agreements, etc)			

5.2	Submit at least two recommendation letters from organizations for work done of a similar size and scope. These should be on company letterhead and signed and/or stamped by authorized employee.
5.3	Summarize the Company's qualifications and experience for the provision of transportation and customs clearance services
5.4	Describe the Company's experience dealing with <insert information.> Describe the Company's capability to <insert information.>

6. Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct.

I understand that the information will be used in the selection process to assess my organization's suitability to be invited to participate further in this procurement, and I am signing on behalf of.....

(Insert name of supplier)

I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the authority's requirement.

PSQ COMPLETED BY	
Name	
Role/Title in organization	
Date	
Signature	