

I. INSTRUCTIONS TO BIDDERS

These instructions to tenderers set out the rules for the submission, selection and implementation of actions under this call for tenders.

The costs incurred by the tenderer in preparing and submitting their proposals will not be reimbursed.

By submitting their bid, bidders accept, without restriction, all the general and specific conditions governing this contract as the sole basis for this procedure, regardless of their own terms and conditions of sale, which they hereby waive. Bidders shall ensure that the document is signed and returned in the tender response file.

Tenderers are deemed to have carefully examined all the forms, instructions, contractual provisions and specifications contained in this tender dossier and to comply with them.

Tenderers who fail to provide all the necessary information and documents within the required time limit will have their bids rejected.

No reservations expressed in the tender in relation to the tender dossier will be taken into account; any reservations will result in the immediate rejection of the tender without further evaluation.

1.1 Services to be provided

As part of its humanitarian medical activities around the world, ALIMA wishes to identify potential suppliers and specialists in the field of Ready-to-Use Therapeutic Foods (RUTF, F100 milk, F75, food supplements (Nutrifer, Plumpy'doz, LNS, etc.) and vitamin supplements for ALIMA's humanitarian missions.

Interested suppliers will find all the documents relating to their submission in the file and must respond by 15/09/2025 at the latest.

1.2 Participation

Participation in the procedure is open to all legally constituted companies specialising in the supply of nutritional inputs and holding the required authorisations and certificates.

The following bidders are excluded from participating in this contract:

- (a)** are bankrupt or subject to bankruptcy proceedings, liquidation, judicial settlement or preventive measures, cessation of business, or are in any similar situation resulting from proceedings of the same nature under national laws and regulations;
- (b)** who have been convicted by a final judgment of a crime affecting their professional integrity;
- (c)** who, in their professional life, have committed a serious offence established by any means which the contracting authorities can justify;
- (d)** who have not fulfilled their obligations relating to the payment of social security contributions or their obligations relating to the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e)** who have been the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal organisation or any other illegal activity affecting the financial interests of the Communities;
- (f)** who, following another procurement procedure or a procedure for awarding a grant financed by the Community budget, have been declared to be in serious breach of their contractual obligations.

The contract may not be awarded to candidates who, during the procedure:

1) Are subject to a conflict of interest;

2) Are guilty of misrepresentation in supplying the information requested by the humanitarian organisation as a condition for participation in the contract procedures or have not supplied this information. For the successful tenderer(s), if, after signing the contract, ALIMA discovers or becomes aware of false declarations by the tenderer(s), the latter shall be subject to financial penalties representing 10% of the total value of the contract to be concluded. The rate may be increased to 20% in the event of a repeat offence within five years of the first violation.

To be eligible to participate in the tender procedure, candidates must prove to the Contracting Authority that they meet the necessary legal, technical and financial conditions and that they are willing to perform the contract effectively.

1.3 Timetable

Call for applications (publication)	01/08/2025
Clarification of questions from tenderers	04/08/2025 to 08/09/2025
Receipt of bids/deadline	15/09/2025 at midnight GMT
Review and evaluation of bids	From 22/09/2025 to 13/10/2025
Notification to applicants (Rejection / award)	From 17/10/2025 to 31/10/2025
Signature of the contract	1

*All times are indicated in Senegalese local time.

Please note that all dates are provisional and that ALIMA reserves the right to modify this schedule.

1.4 Quantity

Bidders understand and accept that the quantities specified in this tender represent an estimate of annual requirements. Similarly, bidders understand that ALIMA does not commit to any order frequency or minimum quantity. The quantities provided below are only estimates based on previous data and subject to available funding.

	ENOV MUM	SQLNS	PPN	F100	F15
TOTAL GENERAL / Annual	8000	7,000	50000	5000	5000

requirement					
-------------	--	--	--	--	--

1.5 Type of contract

Open international tender

1.6 Currency

Prices must be quoted in euros or US dollars. The tenderer shall specify whether the prices quoted are exclusive of VAT.

1.7 Validity period

- The validity period of bids shall be a minimum of three (03) months from the date of submission of bids.
- The successful bidder shall remain bound by this bid for a period of two (2) years from the date of signature of the contract by both parties.

1.8 Language of tenders

Tenders, correspondence and documents associated with tenders exchanged between the tenderer and the contracting authority must be written in French or English.

1.9 Presentation of the tender

Presentation of the file

The tender shall not contain any line spacing, deletions or overwriting, except for corrections made by the tenderer, in which case such corrections shall be initialled by the signatory or signatories of the tender.

Submission by email

The complete file should be sent by email to the following address: [Tenders ALIMA <tenders@alima.ngo>](mailto:Tenders_ALIMA<tenders@alima.ngo>) before the deadline, 15/09/2025 at 00:00 GMT

An acknowledgement of receipt will be sent to you electronically upon receipt of the file.

Please note that this address is only used to receive submissions and will not be consulted before the closing date of the call for tenders. Therefore, do not use it to ask questions about the call for tenders, as you will not receive a reply.

The subject line of the email must be "**LOG/AOI/HQ/2025/003**". The name of each attached document must clearly indicate what the document is about.

Emails must not exceed 15 MB – if the files are large, please divide the submission into two or more emails. Files should preferably be submitted in PDF format.

Do not copy other ALIMA email addresses into the submission email, as this will invalidate the offer.

1.10 Additional information before the deadline for submission of bids

- If ALIMA, on its own initiative or in response to a request from a potential bidder, provides additional information on the tender dossier, it will communicate this information in writing and simultaneously to all other potential bidders.

Tenderers may send their questions in writing to the following address during the period from **04/08/2025 to 08/09/2025**, specifying the publication reference and the title of the contract with the mention "Request for information AO No. LOG/AOI/HQ/2025/003.....":

- **Contact name:** Tender Response Department
- **Email address** ao@alima.ngo

No further clarification will be provided after 08/09/2025

Please allow up to 72 hours for a response.

Please note that local opening hours (Dakar) are as follows: 9:00 a.m. to 5:00 p.m. GMT, Monday to Friday.

If the question may have consequences for other bidders in the procedure, ALIMA will inform all other bidders in order to preserve the fairness and transparency of the procedure.

1.11 Lots

Suppliers are required to comply with all the conditions mentioned below and may bid for one or more lots.

- For transport

<i>Lots</i>	<i>Country</i>	<i>Potential delivery locations</i>	<i>Comments</i>
<i>Lot No. 1</i>	<i>Niger</i>	<i>Mirriah, Dakoro, Niamey</i>	
	<i>Niger</i>	<i>Yobe, Maiduguri and Katsina</i>	
	<i>Chad</i>	<i>N'Djamena</i>	
	<i>Cameroon</i>	<i>Yaoundé</i>	
	<i>Sudan</i>	<i>El Fasher/Tawila</i>	
<i>Lot No. 2</i>	<i>Burkina</i>	<i>Ouagadougou</i>	
	<i>Mali</i>	<i>Bamako</i>	
	<i>Mauritania</i>	<i>Nouakchott</i>	

Lot No. 3	DRC	Goma	
	CAR	Bangui	
	South Sudan	Juba	
	Ethiopia	Addis	
	Haiti	Port-au-Prince	

TECHNICAL SPECIFICATIONS OF PRODUCTS

Batch no.	Batch name
1	Ready-to-use therapeutic foods (RUTF) LNS-LQ
2	Ready-to-use supplementary foods (RUSF) LNS-LQ
3	Therapeutic milk (F-75 and F-100)
4	<p>Other products:</p> <ul style="list-style-type: none"> • LNS-LQ for pregnant and lactating women • LNS-MQ • LNS-SQ for pregnant and breastfeeding women • LNS-SQ for children aged 6 to 24 months • Powder for reconstitution for sick adults

1.12 Pricing

The market price is fixed and non-negotiable / negotiable with prior agreement.

1.13 Ownership of tenders

The contracting authority retains ownership of all tenders received in connection with this tender procedure. Consequently, tenderers may not request that their tenders be returned to them.

1.14 Modification of tenders

1. No additional information will be provided to candidates after the deadline for questions. If, on its own initiative, the contracting authority decides to provide additional information for the sake of clarity, this information will be sent to all candidates. Any candidate seeking to arrange individual meetings with a member of the contracting authority will be excluded from this tender.
2. Candidates may modify or withdraw their bids by written notification prior to the deadline for submission of bids. No bids may be modified after this deadline. Withdrawals must be unconditional and will terminate all participation in this bidding procedure.

1.15 Opening of tenders

The purpose of opening and examining tenders is to check that they are complete, that the tender guarantees have been provided, that the documents have been duly signed and that the tenders are, in general, in order.

Tenders will be opened in a restricted session during the period from 22/09/2025 to 13/10/2025 by the committee appointed for this purpose. Minutes will be drawn up by the committee and will be available upon formal request.

When the tenders are opened, the names of the tenderers, the amounts of the tenders, any discounts offered, the presence of the required tender guarantee and any other information deemed appropriate by the contracting authority shall be mentioned.

After the tenders have been opened, no information relating to the examination, clarification, evaluation and comparison of tenders, or to the recommendations for the award of the contract, shall be disclosed.

Any attempt by candidates to influence the evaluation committee during the examination, clarification, evaluation and comparison of tenders in order to obtain information on the progress of the procedure or to influence the Contracting Authority in its decision on the conclusion of the contract shall result in the immediate rejection of the tender.

All tenders received after the deadline for submission of tenders specified in the contract notice or these instructions will be retained by the contracting authority. Any guarantees provided may be returned to the tenderers on request. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

1.16 Evaluation of tenders

Tenders will be evaluated by an Evaluation Committee set up for this purpose on the basis of the following criteria:

- Administrative and technical compliance and product quality (articles of association, tax/social security certificates, product catalogue, technical data sheets, environmental policy, etc.).
- Competitive prices per lot
- Ability to deliver in several complex contexts

- Humanitarian or NGO references, UNs
- Delivery time

a. Review of administrative compliance 20% weighting

At this stage, the aim is to verify that the bids comply with the essential conditions of the tender dossier. A bid is considered compliant if it complies with the regulations in force on companies and satisfies all the conditions, procedures and specifications of the tender dossier, without deviating substantially from them or attaching restrictions to them.

Appendices	Documents	Instructions	Details
1	Specifications	To be completed, signed and stamped	Attach
2	Financial offer template	To be completed, signed and stamped	To be attached
3	Submission letter template	To be completed, signed and stamped	Appendices attached to the file to be signed by the tenderer
4	Declaration form for exclusion from EU-funded contracts	To be completed, signed and stamped	Appendices attached to the file to be signed by the tenderer
5	Declaration form on compliance with ethical standards	To be completed, signed and stamped	Appendices attached to the file to be signed by the tenderer
6	Supplier registration form	To be completed, signed and stamped	Appendices attached to the file to be signed by the tenderer
7	Company administrative documents (articles of association, tax/social security certificates, product catalogue, technical data sheets, environmental policy, etc.).	Please provide up-to-date documents.	Appendices attached to the file to be signed by the tenderer

Other			
-------	--	--	--

b. Technical compliance review

- Product quality 20%
- Delivery times 15%
- Logistical capacity 10%
- References (experience with NGOs/UN) / ethical compliance, environmental impact reduction 10%

c. Financial compliance review "PRICE" of bids 30% weighting

Total cost proposed (the **financial** evaluation of bids is carried out according to the following criterion: The lowest **bid** is awarded 25 points, and the scores of the other bids are calculated proportionally

$Nf = Po/P * 25$ where P: Total price offered. Po: Total price of the lowest **bid** selected.

- **Proposed reduction 5%**

To facilitate the examination, evaluation and comparison of bids, the evaluation committee may ask each candidate individually to clarify their bid, including any discounts offered. The request for clarification and the response must be in writing. However, no changes to the price or substance of the bid may be requested.

Financial evaluation: the rates and prices included in the invoice for the quantities must correspond to the conditions described in the tender documents. The economic and financial situation of the candidate will be assessed by the evaluation committee.

Decisions on whether a tender is administratively, technically or financially non-compliant shall be duly justified in the rejection letters and the minutes of the tender evaluation committee meeting.

The criteria used and their respective importance must be specified.

NB: The supplier shall ensure that the supplies are shipped in such a way as to prevent damage during transport in accordance with the agreed Incoterms. Each shipment must be accompanied by detailed delivery notes. ALIMA shall provide the supplier with the necessary details concerning the destination(s).

Once all evaluations have been completed, the committee will award the contract to the tenderer(s) whose bid is deemed to be technically and administratively compliant and the most advantageous in relation to all the criteria mentioned above.

1.17 Site visit

Following the evaluation of the bids by the committee members, ALIMA

may, at its discretion, carry out an inspection visit to the pre-selected service provider(s).

1.18 Notification and signing of the contract

- A.** The successful tenderer(s) will be notified in writing that their tender has been accepted (notification of contract award). Before the contract is signed between the contracting authority and the successful tenderer, the latter must provide the documentary evidence or declarations required by the legislation of the country where the company (or each company in the case of a consortium) is established, showing that it is not in any of the situations referred to in Article 1.3 above.

Such evidence, declarations or documents must bear a date no later than the deadline for submission of tenders. In addition, the successful tenderer must submit a solemn declaration that its situation has not changed since the date on which such evidence was established.

If the successful tenderer fails to provide these supporting documents or declarations within 10 calendar days of notification of the award of the contract or if it transpires that it has provided false information, the award of the contract shall be considered null and void. In this case, the contracting authority may award the contract to another tenderer or cancel the tender procedure.

The successful bidder shall sign, date and return the contract signed by the contracting authority with the performance guarantee within 10 days of receipt. Upon signature by the successful bidder, the latter shall become the contractor and the contract shall enter into force.

- B.** Tenderers not selected at the end of the tender selection process will also be notified in writing by ALIMA, and they will have 10 (ten) working days (after notification) to inform (in writing or by telephone) the contracting authority in order to collect the originals of their tender documents.

1.19 Ethics clauses

Any attempt by candidates to obtain confidential information, establish illegitimate agreements or influence the committee or the Contracting Authority during the examination, clarification, evaluation and comparison of tenders will result in the rejection of their application and may result in administrative penalties.

Without the prior written authorisation of the Contracting Authority, the tenderer and its staff or any other company with which the tenderer is associated or connected may not, even on a subcontracting basis, provide services, carry out work or supply equipment for the project.

When submitting an application or tender, the candidate must declare that they are not affected by any potential conflicts of interest and that they have no links with other candidates or other parties involved in the project. Should such a situation arise during the performance of the contract, the tenderer must immediately inform the Contracting Authority.

The tenderer must always act impartially and as a loyal advisor, in accordance with the code of ethics of their profession. The tenderer must refrain from making public statements about the project or services without the prior consent of the Contracting Authority. The tenderer may not in any way commit the Contracting Authority without its prior written consent.

Throughout the duration of the contract, the tenderer and its staff undertake to carry out their activities with the utmost respect for human rights and undertake not to offend in any way the political and cultural principles of the beneficiary State.

The tenderer may not accept any payment in connection with the contract other than that specified in the contract. The tenderer and its staff may not engage in any activity or receive any benefits that are contrary to their obligations towards the Contracting Authority.

The tenderer and its staff shall be bound by professional secrecy throughout the duration of the contract and after its completion. All reports and documents drawn up or received by the tenderer shall remain confidential.

The contract must define the form and use by the Contracting Parties of reports and documents drawn up, received or presented by them during the performance of the contract.

The tenderer shall refrain from any relationship that could compromise its independence or that of its staff. If the tenderer ceases to be independent, the Contracting Authority may, without prejudice and without written notification, terminate the contract immediately and without the tenderer being entitled to claim compensation.

The Contracting Authority reserves the right to suspend or cancel the financing of the contract if corrupt practices are discovered at any stage of the procurement procedure. The Contracting Authority reserves the right to take all appropriate measures to remedy the situation. This reservation includes the offer of bribes, gifts, gratuities or commissions to any person as payment or reward for the performance or abstention from any form of action related to the award of a contract or the performance of a contract already concluded with the Contracting Authority.

Anyone may report any theft, fraud, embezzlement or corruption of which Alima or a partner organisation is a victim to the following Alima email address: **alert@alima.ngo**.

This email address is under the responsibility of the Managing Director and the Human Resources Manager at Alima.

All offers will be rejected and contracts immediately terminated if it appears that the performance of the contract has given rise to extraordinary commercial costs.

Such extraordinary costs or expenses consist of commissions not mentioned in the main contract or arising from a contract related to the main contract, commissions that are not paid in accordance with a legitimate and legal service, commissions related to tax fraud practices, commissions paid to intermediaries or recipients who are not clearly identified, and commissions paid to fictitious companies.

The tenderer must provide the Contracting Authority, at its request, with all documents relating to the conditions of performance of the contract. The Contracting Authority may carry out any document checks or on-site inspections it deems useful and necessary in its search for evidence in the event of suspicions relating to this type of extraordinary costs and expenses.

By submitting an application or tender, the candidate formally undertakes not to use child labour. They undertake to comply with social rights and regulations relating to working conditions and occupational safety. The Contracting Authority may carry out any documentary or on-site checks it deems useful or necessary to verify the application of these principles.

1.20 Cancellation of the tender procedure

In the event of cancellation of a tender procedure, candidates will be notified by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of a tender is opened, the sealed envelopes will be returned to the candidates.

Cancellation may occur if:

- The tender procedure has failed, i.e. if no tenders received meet the requirements set out in the specifications, if these tenders exceed the maximum estimated amount by the contracting authority or if there is no response;
- The economic or technical parameters of the project have been substantially altered;

- Exceptional circumstances or force majeure have made it impossible to carry out the project as planned;
- All technically compliant bids exceed the available financial resources;
- There are irregularities in the procedure, particularly in cases where these prevent fair competition.

Under no circumstances shall the Contracting Authority be held liable for any damages that may result from this cancellation, regardless of their nature (in particular damages for loss of profit), even if the Contracting Authority has been informed of the possibility of such damages. The publication of a notice of service provision does not commit the Contracting Authority to implement the programme or contract announced.

Read and approved,

Name:

Position:

Date:

Company signature and stamp:

