

ADVERTISEMENT: EXPRESSION OF INTEREST (EOI)
FOR OFFICE SUPPLIES

Date: 4th November 2025

The Nordic International Support (NIS) Foundation is a Norwegian-registered non-profit organization engaged in stabilization and reconciliation initiatives in conflict and post-conflict locations. Our primary areas of intervention are institutional development, public service delivery and conflict resolution. Headquartered in Oslo, Norway, NIS recently finalized a project in Sri Lanka and currently implements projects in Somalia, Myanmar, and the Sahel.

NIS is looking for qualified company to procure and deliver office supplies- dry food and cleaning materials to NIS Somalia office. The main specifications/criteria of selection/ categories include in table 1:

Procurement of	Office supplies- dry food and cleaning materials
Location	NIS office in Mogadishu-Somalia
Delivery schedule	01/01/2026 - 31/12/2026

All interested suppliers are hereby invited to participate and required to meet the following minimum set conditions: -

1. A **company profile** detailing their years of experience as prime suppliers of office supplies, contact information, address etc.
2. **List of minimum 3 company clients** e.g. INGOs, UN, Government; contact details in the last 3 years as per the table below. Attach the Purchase orders/Contracts.

Table 1

S/N	Client name	Service provision	# of years	Total Amount	Contact details
1.					
2.					
3.					

3. Share details of your core employees (minimum 2 CVs should be attached).
4. **Valid operating permits or licenses** from Ministry of commerce, Federal Government of Somalia, and Mogadishu Municipality.
5. **Bank statement, or financial commitment letter** confirming prefinancing.
6. **Tax Clearance Certificate:** 2025 Q3 tax clearance letter from Ministry of Finance, Federal Government of Somalia.
7. **Statement of ownership:** The company shall submit a signed public notary document stating the ownership of the company (Name, position contacts and shares)
8. **Price quotation** as per below table- see table 2. Please use NIS table.
9. **Company's support documents:** the Company Must Possess support financial Documentations (please Attach stamped blank Invoice, Receipt voucher.
10. Confirmed **delivery schedule** to NIS Foundation in Mogadishu, Office.
11. Defects liability and guarantee period.

Other requirements

1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
2. The Offer shall be valid for two years and all prices of the items should be consistent and **stamped**.
3. All quoted prices shall be in **USD currency**.
4. The Nordic International Support Foundation (NIS)'s determination of a Bid's validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviations or omissions.
5. NIS is not subject to VAT; therefore, all quotations should be exclusive of VAT costs.
6. Nordic International Support Foundation (NIS) may, at its discretion, ask any Bidder for a clarification of its Bid. The Nordic International Support Foundation (NIS)'s request for clarification and the response shall be in writing.

7. All pricing shall be guaranteed not to increase, based on an order placed within the proposal due date and intended for delivery in accordance with the specified delivery schedule.
8. NIS reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations, which do not comply with our conditions, will not be considered.
9. Bidders may be requested to formally present their bid proposal to NIS in order to clarify any questions or queries regarding their bid offer.
10. Confidentiality: the NIS agrees to maintain in confidence and not disclose, reproduce, copy any materials, documentation or specification which are provided to NIS hereunder. NIS shall take all reasonable steps to ensure that its employees, agents, and sub-contractors are bound by the same obligation.
11. All suppliers doing business with NIS should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, women, and adult at risk, and give fair working conditions to their staff.
12. Quotes will be rejected if any illegal or corrupt have taken place in connection with the award.
13. NIS aims to purchase products and services that has minimum environmental impact.

Table 2.

No	Item description	item specification	Unit	Qty	Price
1.	Powder milk	Hilwa Milk 2500g (6tins)	Crt	1	
2.	Liquid milk	Al marai milk full fat 1ltr 12pcs	Crt	1	
3.	Liquid milk	Al marai milk skimmed 1ltr 12pcs	Crt	1	
4.	Liquid milk	Al marai milk half fat 1ltr 12pcs	Crt	1	
5.	Eggs	Basket eggs (24pcs)	Box	1	
6.	Dates	Dry dates Saad Emirati -10kg	crt	1	
7.	Sugar	Brown sugar- 50kg	Sack	1	
8.	Oil	Hilwa sunflower cooking oil-5ltr	Crt	1	
9.	Oil	Sesame oil- Saliid macsaro	Ltr	1	
10.	Oil	Arjan extra virgin olive oil 1Ltr	Crt	1	
11.	Canned fish	Canned fish- Omaar 95kg	Crt	1	

12.	Rice	Mahmood Indian 1121 Sella Rice 10Kg	Sack	1	
13.	Rice	Hamza rice- 50 kg	Sack	1	
14.	Flour	All-purpose flour- mara- 50kg	Sack	1	
15.	Flour	Wheat flour chakki fresh atta 5kg	Sack	1	
16.	Pasta	Mutlu spaghetti- pasta fiino	Crt	1	
17.	Pasta	Hilwa spaghetti- pasta balbalaar	Crt	1	
18.	Pasta	Hilwa macaroni- Cidiyo	Crt	1	
19.	Pasta	Hilwa macaroni- Dhudhub	Crt	1	
20.	Cinnamon	Cinnamon- Qorfe	Kg	1	
21.	Clothes	Cloves- Dhagayare	Kg	1	
22.	Cardamom	Cardamom- hayl	Kg	1	
23.	Black paper	Black paper-Filfil	Kg	1	
24.	Beans	Red beans- digir gaduud	Kg	1	
25.	Beans	Primo bucket beans-400g 24pcs	Crt	1	
26.	Peas	Mara processed boiled peas 400g 24pcs	crt	1	
27.	Raisin	Yellow raisin-sabiib jaale	Kg	1	
28.	Tea	Kericho gold tea bags-100g	Box	1	
29.	Ginger powder	Banadiria ginger powder	Kg	1	
30.	Coffee	Banadiria coffee grade 2	Kg	1	
31.	Coffee	Banadiria Somali coffee- Qaxwo	Kg	1	
32.	Coffee	Nescafe gold coffee No7 200g	Crt	1	
33.	Tomato paster	Bella Zahra tomato paste 50g	Box	1	
34.	Breadcrumbs	American garden425g 12pcs	crt	1	
35.	Plastic toothpick	Plastic toothpick	Pcs	1	
36.	Yeast	Primo yeast- 450g	Box	1	
37.	Oats	Rino oats 400g 24pcs	Crt	1	
38.	Mung beans	Mung beans-Salbuko	Kg	1	
39.	Beans	Red kidney beans- bebeshay	Kg	1	
40.	Wheat	Qamadi	Kg	1	
41.	Soor	Saafi soor	Kg	1	
42.	Honey	Saafi natural honey- malab 250mg- 12pcs	Crt	1	
43.	Uunsi	Uunsi local made	Pcs	1	
44.	Cloth freshener	Carfiso dhar comfort 3L	Crt	1	
45.	Cleaning shampoo	Reem all-purpose cleaner-5ltr	Crt	1	
46.	Chlorine liquid cleaner	Clorox Quart 950ML	Crt	1	
47.	Chlorine powder	Chlorine powder	kg	1	

48.	Floor shampoo	Bilan clean shampoo with active enzyme 2L	Crt	1	
49.	Flash	Reem flash toilet cleaner 1L	Crt	1	
50.	Disinfectant	Bana clean disinfectant -750ml	Crt	1	
51.	Disinfectant	Apex Disinfectant All Purpose 3L	Crt	1	
52.	Detergent	Fasclean detergent- omo	Pcs	1	
53.	Detergent	Pearl high foam detergent omo	Crt	1	
54.	Soap	B29 soap bars-100pcs	Crt	1	
55.	Soap	Dove soap bar	Pcs	1	
56.	Handwash	Dettol skincare hand wash-200ml	Crt	1	
57.	Tissue	Duco Napkin 40pcs	Crt	1	
58.	Sanitary pads	Bilan sanitary pads	Crt	1	
59.	Toilet paper	Papillon toilet paper 10 regular rolls	Pcs	1	
60.	Dish wash liquid	Pearl dishwashing liquid lime 1L	Crt	1	
61.	Steel wire	Steele wire for dishes	Box	1	
62.	Hair shampoo	Tresemme hair shampoo-28oz	Pcs	1	
63.	Lotion	Nivea body lotion nourishing-400ml	Pcs	1	
64.	Perfume	Exchange Unlimited Perfume 100ML	Pcs	1	
65.	Air fresher	Shaikh air fresher 500ml	Crt	1	
66.	Air fresher	Ahlam Al Arab air fresh 300ml	Crt	1	
67.	Insect killer	Hacker Warrior Insect Aerosol 400ML Killer	Crt	1	
68.	Cloth pins	Plastic cloth pin-12pcs	Dzn	1	
69.	Mop	Mop -tirtiro	Pcs	1	
70.	Mop	Spin floor mop 7 liter	Pcs	1	
71.	Iskobe birimo	Iskobe birimo	Pcs	1	
72.	Toilet brush	Toilet brush	Pcs	1	
73.	Toilet blunger	Toilet blunger	Pcs	1	
74.	Squeegee	Floor squeegee- Biyo jiid	Pcs		
75.	Cleaning cloth	Cleaning cloth small size	Pcs	1	
76.	Shukuman yaryar	Shukuman yaryar	Pcs	1	
77.	Garbage bag	Shinex garbage bag 78cmx67cm	Roll	1	
78.	Garbage bag	Shinex garbage bag 85cmx110cm	Roll		
79.	Desk pin	Plastic desk pin small size- qashin qaad shabaqle	Pcs	1	
80.	Rubber gloves	Rubber gloves	Box	1	
				Total	

How to Apply

The above documents should be sent through procurement.somalia@nis-foundation.org latest on **16th November 2025 before/on 11:59 PM**. Those who qualify will be contacted. Any enquiries or questions may be addressed to NIS Mogadishu via the above email.