

# Call for Expression of Interest



Expression of Interest No.: **EOI-SOM-CO-2024-002 –  
DRC SOMALILAND Supplier Pre-Qualification**

Dear Sir/Madam:

Founded in 1956, the Danish Refugee Council (DRC) is a leading international non-governmental organisation (INGO) and one of the few with a specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

DRC has been operational in Somalia and Somaliland since 1998 and is currently among the largest international (INGOs) in the country, with country-wide programmes implemented through its offices in South Central Somalia, and Somaliland, Puntland and Galmudug regions.

Danish Refugee Council (DRC) invites all interested and eligible suppliers, Contractors and Service providers to apply for prequalification by submitting fully completed document packages and up-to-date information before the closing date specified in the section below.

## I. EOI DETAILS

The objective of this expression of interest (EOI) is to pre-qualify and include suppliers, contractors, service providers and first line distributors of goods and services mentioned in Annex A to DRC Supplier database. This is to ensure that DRC obtains the best value for money on all its Purchases and Contracts.

DRC is committed to fostering partnerships with Suppliers, Contractors and Service providers who can **deliver high-quality products and services at competitive prices**, thereby maximizing the impact of our humanitarian interventions in Somalia/Somaliland

Selected Suppliers will be the preferred points of contact for all DRC RFQ Level Procurements.

The EOI Timeline details are as follows:

Line	Item	Time, date, address as appropriate
1	Call for Expression of Interest published	1 October 2024
2	Closing date for clarifications	13 October 2024
4	Closing date and time for receipt of EOI	17 October 2024 - 23:59 EAT (11:59 PM East African Time)
5	EOI Opening Location	DRC Office – Somaliland
6	EOI Opening Date and time	TBC

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Date: 01-10-2020 • Valid from: 01-10-2020

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- II. **WHO SHOULD APPLY?** – prospective Suppliers, Service Providers and Contractors must have successfully supplied and delivered similar services to institutions of similar size. Prospects should ideally be directly and actively involved in stocking and supplying/providing goods or services in categories of Interest. (DRC shall conduct site visits to ascertain the Suppliers capacity in chosen category)

**The intention of this Call for EOI is to shortlist potential suppliers that will be invited to participate in DRC Procurements through Request for Quotations (RFQs) under specific goods/service/works categories.**

- III. **QUERIES ABOUT THIS EOI** -For queries on this EOI, please contact the Supply Chain Manager through [rfq.som@drc.ngo](mailto:rfq.som@drc.ngo) - Only Questions regarding this Call for EOI will be received by this email, All Applications MUST be submitted VIA Channels mentioned in section V of this Document.

All questions regarding this EOI shall be submitted in writing to the above. On the subject line, please indicate the EOI number. **EOI responses shall not be sent to the above email.**

All questions during the EOI period, as well as the associated answers, will be shared with all suppliers, or for open Calls for Expression of Interest published at: [www.somalijobs.com/tenders](http://www.somalijobs.com/tenders)

**IV. SELECTION CRITERIA**

There shall be 2 stages of Pre-Qualification under this process as detailed below

- a. **Administrative Evaluation** - An Application shall pass the administrative pre-qualification stage before being considered for the technical Pre-Qualification. Applications that are deemed administratively non-compliant will be rejected and will not proceed to the technical assessment of the Pre-qualification process.

The documents listed below shall be submitted with your Application. **All Listed documents are mandatory** and non-submission of any of the documents will lead to exclusion from the pre-qualification process.

Administrative Criteria #	Administrative description	Criteria	Required documentation to be submitted
Annex A	List of Categories		Tick Category and indicate Location of interest sign and stamp and Submit.
Annex C	DRC Supplier Code of Conduct		Complete ALL sections in full, sign and stamp and submit
Annex D	Supplier profile and registration form		<b>Complete ALL sections in full, sign, stamp and submit.</b>
<b>Company's Legal documentations</b>			
<b>Companies Applying must provide valid Legal documentation</b>			
Legal/Registration documents for Somaliland	Valid and up to date registration should be submitted with the prequalification documents.		Attach valid copy of Business or Company registration. -
Business license	Valid and up to date business license should be submitted with the prequalification documents.		Attach valid copy of business license from the Ministry of Commerce and Industry, Ministry of Public Works, or other relevant Line Ministries -

Tax compliance clearance	Valid and up to date tax clearance from the ministry of Finance should be submitted with the prequalification documents	Attached Valid copy of the tax clearance – the bidder should submit the tax clearance from the Somaliland Ministry of Finance.
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- b. **Technical Assessment** - To be technically acceptable, the applicant shall meet or exceed the stipulated requirements below. An application is deemed to meet the criteria if it is confirmed that it meets all technical assessment conditions listed below. If an application does not technically comply, it will be rejected and excluded from being pre-qualified

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1	<p><b>Proof of past experience for similar Supplies / Services</b></p> <p>The Applicant shall share two (2) past contracts/purchase order and recommendation letters for Similar Supplies/Works or Services in the Category of Interest.</p>	30%
2	<p><b>Proof of Financial Capacity to handle high value contracts.</b></p> <p>Provide current bank statement for the last one-year (September 2023 to August 2024)) with an annual turnover of at least USD 20,000</p>	30%
3	<p><b>Company office (existence) and structure</b></p> <p>Provide evidence of vendor existence through photos of business premises/offices (Showing company Signages where available) and Warehouses or Storage facilities</p> <p>DRC shall conduct a Site visit to ascertain the existence of a Physical Company Office and Structure, and to confirm that the applicant deals in the line of business for the applied Category and Location</p>	40%

Please note that EOI submissions shall respond to all criteria, or they may be disqualified.

**Applicants are only allowed to Apply for a Maximum of 3 Categories.**

- V. **EOI SUBMISSION** - Your EOI submission must contain ALL the documents indicated above in section IV: A administrative criteria and IV: B – Technical Criteria

**(Note that non-submission of requested documents will result in disqualification of Application)**

**A. Email submission**

EOI submissions can be submitted by email to the following dedicated, controlled, & secure email address: [tender.som@drc.ngo](mailto:tender.som@drc.ngo)

This address should not be used for any other correspondence and questions to this address will not be answered.

When submissions are emailed, the following conditions shall be complied with:

- **The EOI number shall be inserted in the Subject Heading of the email as well as the Category Reference and Location being applied for.**
- **ALL** Required documents shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the submission being disqualified.
- Email attachments shall not exceed 4MB; otherwise, the supplier shall send his EOI response in multiple emails.

*Failure to comply with the above may disqualify the EOI submission.*

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of EOI submissions by email as part of the e-Tendering process.

**B. Hard Copy**

Hard copy EOI submissions shall be placed in a **sealed** envelope, marked as follows:

EOI No.: ***EOI-SOM-CO-2024-002*** –  
***CATEGORY REFERENCE - LOCATION***  
Company Name:  
To: Danish Refugee Council –  
Somaliland

Sealed envelope shall be delivered to the below address:

DRC Somaliland Office  
Road 1, Behind WHO Office  
Gacmadheere District  
Hargeisa, Somaliland

***Note: Category References and Locations can be found on Annex A***

**Applications can be submitted in one of two ways; hardcopy or electronically. If the Applicant submits Applications in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.**

**VI. REVIEW OF EOI SUBMISSIONS**

DRC will not be liable for any costs incurred by applicants through participation in the EOI process.

Under DRC's Anticorruption Policy all parties shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject an application if it determines that the Bidder, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

**VII. DISCLAIMER**

DRC is not committed contractually in any way to those applicants whose applications are accepted.

While the information contained in this request for EOI has been formulated with all due care, DRC does not warrant or represent that the information is free from errors or omissions. The information is made available on the understanding that the DRC and its respective employees and agents, shall have no liability (including liability by reason of negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, omission or misrepresentation in the information or otherwise.

We look forward to your participation.

Yours sincerely

DRC Somalia / Somaliland

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