

Terms of Reference (TOR) for Supply of 1,814 food packages

Location: Lasanod - Somalia.

Donor: QRCS

Job Title: Food Basket items.

REF №: Somalia/MOG/00096/2025

Background

Qatar Red Crescent Society (QRCS) is Humanitarian Organization working in more than 17 countries around the globe. Since its inception, QRCS has worked to improve people life, increase agricultural productivity, raise the standard of living within disaster affected and poor communities in rural populations and contribute to their economic recovery and resilience. Achieving food security for all is at the heart of QRCS's efforts to make sure people have regular access to enough quality food to lead active, healthy lives.

To achieve its goals, QRCS cooperates with thousands of partners worldwide, from farmers' groups, to traders, from non-governmental organizations to other UN agencies

In this regard, QRCS is looking for a competent bidder to supply Basket food items to (Lascanood)

Overall Objective of the Procurement

The Overall purpose of the Procurement is.

- To get potential food suppliers to supply good quality food items to QRCS project sites.
- To ensure the right type, quality and quantity of food items are procured, and delivered to QRCS project site, (Lascanood) the focus would be considering the type quality and Quantity of food supplies; company credibility and potential to supply the required items.

Based on the Objectives, the QRCS will aim at capturing the following from the supplier.

Effectiveness	Suppliers can manage the time and perform the activities as per the plan.
Relevance	The supplier has qualified personnel who could run the delivery process with fewer difficulties and has relevant documents that explain its operation in the field of food procurement and supply in Somalia. Has experience in supplying food items.
Efficiency	The supplier should be delivering the services at a reasonable cost and has resources that perform work efficiently.

Scope of the Assignment and Methodological Aspects

The supplier will be responsible for carrying out the entire process of the procurement and supply chain including distribution to the target beneficiaries at designated three (3) distribution sites while the supervision and final decision on how and when to distribute shall be the responsibility of QRCS.

The supplier should consider the following.

- a) Specifications of the food items given by QRCS
- b) Quality and quantity of food items are supplied.
- c) Transportation to the project sites.
- d) All the procured food is to be supplied to the project site (Lascaanood).
- e) The vendor shall deliver the Basket food items to 3 distribution sites identified by QRCS.

1. TENDER BASIS:

- All Tender Documents must be completed in full; otherwise, the application will be disqualified
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in original papers.
- If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid
- Each bid shall be valid for the period of 30-days from its date of submission.
- Bids shall be made in writing calculated in USD only and clearly stated on the appropriate forms
- The price schedule must include all information requested, including origin of materials
- The applicant shall attach a detailed timetable for carrying out the works and propose ways and means to realize the works
- Qatar red crescent will not be liable for any damage to the applicant person or property in the event that something should occur
- Qatar red crescent strongly recommend that all applicants take extra precaution when visiting/delivering supplies to a project site

2. PERFORMANCE STANDARDS:

The work must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in Somalia

3. ELIGIBILITY OF APPLICANTS:

Applicants cannot apply if they:

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.

- Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Qatar Red Crescent)
- Were declared at serious fault of implementation owing to a breach of their contractual obligations

The bidder/supplier requirements: -

- Detailed Company Profile for supply and trading
- Latest Certificate of incorporation (A valid registration certificate preferable from ministry of commerce)
- Taxi certificate last quarter 2025 federal state – Somalia ministry of finance
- Most recent Bank statements produced last six months (showing transactions/ account movement and current balance).
- Previous relevant experience working with NGOs and UN agencies in Somalia
- Quotation price (Price will be inclusive with all transportation, Loading and offloading and applicable tax)
- Delivery Location: IDP camps in Lasanod as the primary location - Somalia.
- Currency: US Dollars

Basket Food Supplies

Food items (package) per household:

SNO	Item	Unit	Location	Remarks
1	Wheat Flour	Bag of 25kg	1,814	25kg/household
2	Rice (India)	Bag of 25kg	1,814	25kg/household
3	White Sugar	bag of 10kg	1,814	10kg/household
4	Cooking oil	3liters bottle	1,814	3liters/household
5	Powder Milk	2.5Kg	1,814	1Tin 2.5kg/household
6	Dates	1kg	1,814	1kg/household

Note to All Tender Participants:

All quoted prices **must include loading, offloading, and applicable taxes.**
Any omission of these costs will result in the offer being considered incomplete.
Prices should be valid for the duration of the procurement process and subject to confirmation before final contracting.

Language of the Bid

The bid, all correspondence & documents relating to the bid shall be in English language.

Cost of Bidding

The bidder/s shall bear all costs associated with preparation and submission of its bid. QRCS will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process

Clarification of Bidding Documents

A consultant/contractor requiring any clarification shall notify QRCS in writing or by telephone & QRCS will respond in writing to any request prior to the deadline.

Amendment of Bidding Document

At any time prior to the deadline for submission of bids QRCS may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents. The amendment will be notified in writing or by email or letter to all prospective bidders, who have received the bidding documents & will be binding on them

To allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, QRCS may, at the discretion, extend the deadline for the submission of the bids

Bid Currencies

The bids prices shall be quoted in US Dollar (USD)

Bids Prices

- The bidders shall indicate the unit price where possible and the total bid price of the Work separately (for each work) including transportation cost to the project location.
- Prices quoted by the bidder shall be fixed for a period of three months i.e., during evaluation, contract award and implementation.

Criteria Award

The contract shall be awarded to the most economically advantageous tender/bid that meets quality, specification, delivery, price, and good terms of payment most, preferable from the locality. QRCS is not bound to accept the highest, lowest or any other tender or bid and is not bound to give any reasons thereof.

QRCS right to vary quantities at the time of the award

QRCS reserves the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification.

QRCS right to accept any bid and reject any or all bids

QRCS reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to the award of the contract.

Should you be interested and have the capacity to provide the service above, QRCs request you to collect the Terms of reference (TOR) documents from the following address: link <https://somalijobs.net/> or contact, procurement person at Qatar Red Crescent Society via 0616989691.

Hard documents of the application with Subject of “**QRCS food Packages for Sanag**” should be submitted to QRCS main office in Mogadishu-Somalia; behind Qatar Embassy Next Peace University Wadajir District Mogadishu. The deadline for submission of bids is **26thOctober 2025 at 4.00 PM.**

Logistic officer

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