BIDDING DOCUMENT

PROCUREMENT AND SUPPLY OF FOOD, BEVERAGE, AND EVENT SETUP MATERIALS FOR RAMADAN PROGRAMS

SUPPLY OF
FOOD, BEVERAGES & EVENT SETUP MATERIALS

HA/SOM/TOR/0006/2026

Prepared by:

Human Appeal –Somalia

Opposite Aden Adde International Airport (AAIA),
near the main/civilian gate, Airport Road, Wadajir
District, Mogadishu, Somalia.

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SECTION I
INSTRUCTIONS TO BIDDERS

A. GENERAL

1. Scope of Bid

1.1 **HA-Somalia** invites bids for the provision of food, beverage, and event setup materials for Ramadan Programs. The material/goods are specified in greater details in the Sub Section of the Bid Documents.

1.2 The successful Bidder is expected to complete the supply by the Intended Completion date which is given in the section II, effective from the signing of Contract.

2. Eligible Bidders

2.1 This Invitation for Bids is open to companies with experience in provision of food, beverage, and event setup materials for Ramadan Programs.

2.2 Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by **HA-Somalia**.

2.3 Bidders shall not be involved in criminal acts/activities or associated with individuals and/or entities associated with criminal activities.

3. Corrupt, Fraudulent, Collusive and Coercive Practices

3.1 **HA-Somalia** requires that all; **HA-Somalia** staff, bidders, suppliers or distributors, observe the highest standard of ethics during procurement and execution of all contracts. **HA-Somalia** shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices.

4. The selection criteria for food, beverage, and event setup materials for Ramadan Programs.

4.1 Compliance With Islamic and Nutritional Standards:

- All food items must fully comply with Islamic Sharia requirements, including halal preparation, handling, and packaging.
- Accurate net weight and portion sizes must be maintained, such as:
  - ✓ Cooked Rice: 0.25 kg per person
  - ✓ Cooked Meat: 0.25 kg per person
  - ✓ Fruit & Vegetables: As specified per serving
  - ✓ Desserts, Samosas, Drinks: As per itemized quantities
  - ✓ The supplier should provide conducive , safe and dignified place for the iftar where chairs, marts and other seating arrangements be provided during iftar period
  - ✓ Tents and other dignified shelter be provided at the venue of the iftar

4.2 Food Quality and Freshness:

- All cooked food (rice, meat, samosas, desserts, vegetables) must be fresh, hygienically prepared, and delivered at the appropriate temperature.
- Food items must not be mixed with different grades or lower-quality ingredients.
- Desserts and samosas must be properly prepared, clean, and free from contamination.
- Drinks (juice/water) must be sealed, safe for consumption, and of high quality.

4.3 Packaging, Sealing, Hygiene, and Safety:

- All food items must be provided in sealed, tamper-proof, and clearly labeled packaging.
- Cooked meals must be packed in clean, hygienic containers suitable for mass distribution.
- Fruit and vegetables should be washed, fresh, and packaged and handled hygienically.
- Drinks must be in sealed bottles/cups with no leakage or damage.

4.4 Expiry Date and Shelf Life Requirements:

- No expired or near-expiry food items will be accepted specially drinks
- All expiry dates must be clearly printed and valid through the distribution period.
- Suppliers must follow FEFO (First-Expired, First-Out) food safety principles.

4.5 Consistency in Portion Sizes and Pricing:

- Portions must meet the minimum specified quantities per person:
  - ✓ Rice: 0.25 kg
  - ✓ Meat: 0.25 kg
  - ✓ Samosas, desserts, drinks: As per itemized requirements
- Bidders must ensure consistent portioning and avoid quantity deviations.

4.6 Venue Setup Requirements:

- Bidders supplying venue-related items must meet the following criteria:
  - ✓ Chairs, tables, hall rental, and tents (outdoor) must be clean, stable, and delivered on time.
  - ✓ Tents must be safely installed and weather-appropriate.
  - ✓ Tables and chairs should be adequate for the number of participants and arranged per event needs.

4.7 Decoration and Ambience Standards:

- Ramadan-themed decorations must include appropriate Ramadan lights, tablecloths, centerpieces, and other ambience-enhancing items.
- Decorations must be clean, safe, and culturally appropriate.
- Tablecloths should match the event color theme, and centerpieces must be neat and durable.

4.8 Timeliness, Delivery, and Reliability:

- All food and non-food items must be delivered at the agreed time, especially as Ramadan events are time-sensitive (Iftar).
- Suppliers must show proof of logistical capability to deliver meals fresh and on time daily.

4.9 Supplier Experience and Capacity:

- Bidders must demonstrate experience in catering, food supply, or event logistics.
- Evidence of past contracts for similar Ramadan or mass-feeding activities is an advantage.
- Suppliers must have adequate staffing, equipment, and transportation capacity.

4.10 According to the laws set by the Federal Government of Somalia's Ministry of Finance, Human Appeal will not proceed any payment until the supplier provides proof of a VAT 5% sales tax payment—this includes a general receipt, a sales tax invoice, and a tax compliance certificate for the transaction with valid date.

B. THE BIDDING DOCUMENTS

1. Content of Bidding Documents

The material / goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

a) Bid Application with detailed specification and Instructions to Bidders (ITB)
b) Legal registration certificates (30 marks).
c) Valid Tax compliance Qtr. One. And VAT requirement (5 marks).
d) Bank statement: From August 2025 to 12 February 2026 (20 marks).
e) Experience and past performance (Only we consider the relevant experience of this project) (25 marks).
f) Company profile (5 marks).
g) Past engagement with Human Appeal-Somalia (15 marks).
h) Passport of Company Director.

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to finish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in the rejection of its bid.

2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify through the Office telephone number: 0610884438, this office line will available only working days (Sunday to Thursday) and working hours (8:00 Am to 4:00 PM). On 12th February 2026 office line will not be available.

3. Amendment to Bidding Documents

a. At any time prior to the deadline for submission of bids, **HA-Somalia**, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

b. All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.

c. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, **HA-Somalia**, at its discretion, may extend the deadline for the submission of bids (if required).

C. PREPARATION OF BIDS

1. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and **HA-Somalia** will not be responsible or liable for those costs.

2. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and **HA-Somalia** shall be written in English language.
Supporting documents and printed literature furnished by the Bidder may be in another language provided, the Bidder is ready to avail a translated copy at the Bidders cost if asked so.

3. Bid Propose

The Bidder shall propose the Bid with complete detail and the appropriate Price Schedule, indicating the shares to be supplied in line with the availed item/share descriptions.

4. Bid Prices

a. The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods it proposes to supply under the contract.

b. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

5. Bid Currency

Prices shall be quoted in US Dollars ($).

D. SUBMISSION OF BIDS

1. Channel of Bids Submission

a. All suppliers willing to apply can send their bids to the following email address: so-26-502.tender@humanappeal.org.uk

b. Only COMPLETED SCANNED copies of Section II. Schedule of Requirements/PROJECT TITLE: **HA/SOM/TOR/0006/2026**

c. Scanned copies of bid supporting documents requested should be attached in PDF form. These include, tax compliance certificate, registration certificates from Banadir region and Commercial certificate from the ministry of Trade, bank statement, and maximum of 3 pager profile and evidence of experience.

E. DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by **HA-Somalia** at the email address specified above no later than **23:59:59 EAT** on **15th February, 2026**

F. LATE BIDS

Any bid received by **HA-Somalia** after the deadline for submission of bids prescribed will be rejected and will not be forwarded for the bid opening processes. The Bidder will assume the responsibility of un-possession of the bid documents.

G. OPENING AND EVALUATION OF BIDS

1. **Opening of Bids (Downloads)**

   a. Bids will be opened on **16th February, 2026** by an internal Committee consisting of HA procurement team. No bid shall be rejected before bid opening, except for late bids.

2. **Clarification of Bids and Contacting Bidders**

   During evaluation of the bids, **HA-Somalia** may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing or phone call by a designated staff and no change in the prices or substance of the bid shall be sought, offered, or permitted.

3. **Preliminary Examination**

   HA-Somalia will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required guarantee have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

4. **Evaluation and Comparison of Bids**

   HA-Somalia's evaluation of a bid

   a) In the case of goods/material, sales and other similar taxes will be responsibility of vendor, which will be payable on the goods if a contract is awarded to the Bidder.

   b) In the case of goods/materials of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder.

   HA-Somalia's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with one or more of the following factors:

   a) Delivery schedule offered in the bid.

   b) Deviations in payment schedule from that specified in the Conditions of Contract.

   c) Other specific criteria indicated and/or in the Technical Specifications, examination of samples (if needed).

   d) Ability to supply items in all the targeted locations.

5. Clarification of Bids and Contacting HA-Somalia

a) No Bidder shall contact **HA-Somalia** on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of **HA-Somalia**, it should do so in writing by email.

b) Any effort by a Bidder to influence **HA-Somalia** in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

6. Post-Qualification

a) In the absence of pre-qualification, **HA-Somalia** will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.

b) The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as **HA-Somalia** deems necessary and appropriate.

c) Prior to the award, **HA-Somalia** shall verify and validate any documents/information submitted and if necessary shall conduct physical inspection of the Bidder's office, plant/warehouse and equipment.

d) An affirmative determination will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event **HA-Somalia** will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

7. Purchaser's Right to accept any Bid and to reject any or All Bids

HA-Somalia reserves the right to accept or reject any bid, and to annul the bidding process and reject

all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or bidders of the grounds for **HA-Somalia**' section.

H. AWARD OF CONTRACT

1. Award Criteria

HA-Somalia will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2. Purchaser's Right to Vary Quantities at Time of Award

HA-Somalia reserves the right at the time of contract award to increase or decrease, the

quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

3. **Notification of Award**

   a) Prior to the expiration of the period of bid validity, **HA-Somalia** will notify the successful Bidder in writing, that its bid has been accepted.

   b) The notification of award will constitute the formation of the contract.

4. **Signing of Contract**

   At the same time as **HA-Somalia** notifies the successful Bidder that its bid has been accepted, **HA-Somalia** and successful bidder will sign agreements.

I. Other Associated Conditions

1) All material/items must be 100% according to the specifications, quantity and quality as required.
2) Payment will be through bank transfer.
3) Payment will be made within 30 working days after completion of delivery on the provision of bills, Delivery Note (DN) and Good Received Note (GRN).
4) Kindly attach of your experience with other organization, NGOs or INGOs and recommendation letter
5) Avail a bank statement for the last six months to confirm liquidity solvency of the bidder.
6) Prices must be provided according to the same format and specifications below.

SECTION II.

SCHEDULE OF REQUIREMENTS

PROJECT TITLE: SOMALIA GRAND IFTAR

PROJECT CODE: SO-26-502-01

PROVISION OF FOOD, BEVERAGE, AND EVENT SETUP MATERIALS FOR RAMADAN PROGRAMS

S#	Item Description	Unit	Quantity	BNF	No of Meals	Unit Price	Total Amount
1.	Cooked Rice per persons	Kg	0.25	1	1		
2.	Cooked Meat per persons	Kg	0.25	1	1		
3.	Fruit and vegetable	Pcs	0.20	1	1		
4.	Desserts	Pcs	1	1	1		
5.	Samosas	Pcs	1	1	1		
6.	Drink	LMS	1	1	1		
7.	Venue & Setup (Hall rental Chairs + tables, Tents(if outdoor))	LMS	1	1	1		
8.	Decoration & Ambience (Ramadan lights, Tablecloths, Centerpieces, Banners	LMS	1	1	1		
9.	Sales tax 5%	LMS	5%	1	1		
Total Cost per Food basket including loading, offloading, transportation and security. **N.B: Please note that this price is valid up to 30-April-2026.**							

SECTION III
QUESTIONNAIRE/CONTACT FORM

Bidders Questionnaire/Contact Form

1. **Organizational Information:**

Organization Name	
Legal Status of Organization	**1- Public Limited** ☐ **2-Private Limited company** ☐ **3-Partnership** ☐ **4-Sole Trader** ☐ **5-Other(Please specify)**_____
NTN Number	
Postal Address	

2. **Contact Information:**

	Main Contact (Executive head)	**Focal Person**
Name		
Designation		
Telephone (with city code)		
Mobile Phone		
E-Mail		

3. **List of Directors: (Give full names and contact address)**

Names	**Position**	**Contact Address**

Bid Document Completed by:

Name: _____

Designation: _____

Date: _____

Signature and Stamp: _____

OFFICIAL USE ONLY

Bid Document Downloaded by: *(for **HA-Somalia** Staff)*

Name: _____

Designation: _____

Date: _____

Signature and Stamp: _____