

BIDDING DOCUMENT

PROCUREMENT OF COWS, GOATS AND SHEEP FOR
QURBANI IN BANADIR, BAIDOA, BALCAD AND
AFGOOYE-1447/2026

SUPPLY OF

Cows, Goats And Sheep For Qurbani In
Banadir Region, Baidoa, Balcad South West
State, Afgooye, Hirshabeelle State, Somalia

HA/SOM/TOR/0016/2026

Prepared by:



Human Appeal –Somalia

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

4th May 2026

Table of Contents

SECTION I.....	5
Instructions to bidders.....	5
A. General.....	5
1. Scope of bid.....	5
2. Eligible bidders	5
3. Corrupt, fraudulent, collusive and coercive practices	5
1. General sharia compliance.....	6
A. Cattle (cow) requirements	6
Age and eligibility	6
Health and physical condition	6
Transportation, slaughter, and meat handling.....	6
Meat weight and verification.....	7
B. Goat and sheep requirements	7
Age and eligibility	7
Health and physical condition	7
Transportation, slaughter, and meat handling.....	7
Meat weight and verification.....	8
C. Additional conditions	8
B. The bidding documents.....	9
1. Content of bidding documents	9
2. Clarification of bidding documents	9
3. Amendment to bidding documents.....	9
C. Preparation of bids	10
1. Cost of bidding	10

2. Language of bid.....	10
3. Bid propose	10
4. Bid prices	10
5. Bid currency	10
D. Submission of bids.....	10
1. Channel of bids submission.....	10
E. Deadline for submission of bids	11
F. Late bids.....	11
G. Opening and evaluation of bids	11
1. Opening of bids (downloads)	11
2. Clarification of bids and contacting bidders	11
3. Preliminary examination	11
4. Evaluation and comparison of bids	12
5. Clarification of bids and contacting HA-Somalia	12
6. Post-Qualification.....	12
7. Purchaser’s right to accept any bid and to reject any or all bids	13
H. Award of contract	13
1. Award criteria.....	13
2. Purchaser’s right to vary quantities at time of award	13
3. Notification of award.....	13
4. Signing of contract	14
I. Other associated conditions	14
 SECTION II.....	 15
 Schedule of requirements.....	 15
Project title: Somalia Qurbani 2026.....	15

Project code: SO-26-503-01 15

A. Procurement of cows, Goats and Sheep in Mogadishu, Banadir Region, Somalia (Ration Scale)..... 15

B. Procurement of Sheep in Baidoa, South west Somalia (Ration Scale)..... 16

C. Procurement of Sheep in Afgooye, South west Somalia (Ration Scale) 16

D. Procurement of Sheep in Balcad, Hirshabeelle State, Somalia (Ration Scale)..... 16

SECTION III..... 17

Questionnaire/contact form..... 17

 Bidders questionnaire/contact form 17

 J. Organizational information: 17

 K. Contact information: 17

 L. List of directors: (give full names and contact address) 17

Annex I 19

Supplier conflict of interest declaration..... 19

SECTION I

INSTRUCTIONS TO BIDDERS

A. GENERAL

1. Scope of Bid

- 1.1 **HA-Somalia** invites bids for the Procurement of cows, goats and sheep for Qurbani in Banadir, Baidoa, Balcad and Afgooye-1447/2026.
- 1.2 The material/goods are specified in greater details in the Sub Section of the Bid Documents.
- 1.3 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 Procurement of cows, goats and sheep for Qurbani in Banadir, Baidoa, Balcad and Afgooye-1447/2026.
- 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 Qurbani Distribution:

- **Qurbani Livestock Technical and Quality Requirements:**

1. General Sharia Compliance

- Bidders must ensure that all livestock supplied fully complies with **Islamic Sharia requirements** governing the selection of animals for Qurbani purposes.

A. Cattle (Cow) Requirements

Age and Eligibility

- The **minimum age for cattle** shall be **no less than two (2) years**, suitable for **seven (7) people's Qurbani**.

Health and Physical Condition

- All cattle supplied under the Qurbani Project must be **free from any apparent defects** that would render them unfit for human consumption, including but not limited to the following:
 - ✓ Animals must not be blind in one or both eyes, nor have lost one-third (or more) of their eyesight.
 - ✓ Animals must not be missing one-third (or more) of their ear or tail, whether by birth defect or injury.
 - ✓ Horns must not be broken from the root.
 - ✓ Animals must not have a lame leg that prevents proper walking.
 - ✓ Animals must not be excessively thin or emaciated.
 - ✓ Animals must be able to walk independently to the slaughter site.
 - ✓ There is no preference between male or female Qurbani animals. While **castrated male animals are preferred**, this is **not mandatory**.

Transportation, Slaughter, and Meat Handling

- All cattle must be **humanely transported** from the marketplace to the slaughterhouse.
- Slaughter must be conducted humanely in an **abattoir, slaughterhouse, or another clean and acceptable location**, as agreed with **Human Appeal Somalia management and relevant local authorities**.
- All meat obtained from slaughtered animals must be **hygienically handled, packed, preserved, and distributed** to beneficiaries.

Meat Weight and Verification

- The **net meat weight per cow must be 110 kg**.
- The supplier must ensure that the **selected animal weighs not less than 110 kg** after slaughter.
- **Human Appeal's team will measure the meat weight before and after slaughter.**
- If the final net meat weight is **less than 110 kg**, Human Appeal reserves the right to **deduct the equivalent value of the missing kilograms from the supplier's payment**, in accordance with this TOR.

B. Goat and Sheep Requirements

Age and Eligibility

- The **minimum age for goats and sheep shall be no less than one (1) year**, sufficient for **two (2) households**.

Health and Physical Condition

- All goats and sheep supplied must be **free from any visible defects** that would make them unsuitable for human consumption, including:
 - ✓ Blindness in one or both eyes or loss of one-third (or more) of eyesight.
 - ✓ Missing one-third (or more) of the ear or tail, by birth or injury. Horns broken from the root.
 - ✓ Lameness preventing normal walking.
 - ✓ Excessive thinness or poor body condition.
 - ✓ Inability to walk independently to the slaughter site.
 - ✓ No preference between male or female animals. Castrated males are preferred but not compulsory.

Transportation, Slaughter, and Meat Handling

- All animals must be **humanely transported and slaughtered**.
- Slaughter shall take place in an **abattoir, slaughterhouse, or other acceptable clean location**, as approved by **Human Appeal Somalia management**.
- All meat must be **handled, packed, stored, and distributed hygienically** to beneficiaries.

Meat Weight and Verification

- The **net meat weight per goat or sheep must be 12 kg.**
- The supplier must ensure that the **selected animal weighs not less than 12 kg.**
- **Human Appeal’s team will verify the meat weight before and after slaughter.**
- If the net meat weight is **less than 12 kg**, Human Appeal will **deduct the value of the missing kilograms from the supplier’s payment**, as per this TOR.

C. Additional Conditions

- All items supplied must strictly comply with the **specifications and descriptions outlined in Section III** of this TOR.
- The supplier must ensure that all items are delivered with **required quality, at the right time, and to the correct locations.**
- Qurbani meat must be **properly and securely packed** for distribution.
- The supplier/vendor must demonstrate a clear commitment to animal welfare and environmental sustainability.
- The **number of animals may increase**, and the supplier must be **prepared to provide additional animals upon request**, subject to availability and approval.
- **Human Appeal shall not purchase any animals without prior approval** from the Technical Committee, comprising:
 - ✓ A Veterinary Doctor
 - ✓ Logistics & Procurement Team
 - ✓ Representative of the Ministry of Endowments and Religious Affairs
- In accordance with the **laws and regulations of the Federal Government of Somalia, Ministry of Finance**, Human Appeal will:
 - ✓ Share the official **list of approved contracts**,
 - ✓ Proceed with **payments to the supplier** in line with contractual and regulatory requirements.

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 (Southwest State, Federal and Hirshabelle registration)
- c) Valid Tax compliance Qtr. one. and VAT requirement (Southwest State, Federal and Hirshabelle)
- d) Bank statement: From Nov 2025 to 10 May 2026
- e) Experience and past performance (Only we consider the relevant experience-Qurbani)
- f) Company profile.
- g) 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

Any prospective bidder requiring clarification of the bidding documents may submit inquiries through the official email address: tenders@humanappeal.org.uk. This email address is available during working days (**Monday to Friday**) and official working hours, from **8:00 AM to 4:00 PM (UK time)**.

Please note that any requests for clarification regarding this bid will be accepted and responded to between **30 April 2026 and 15 May 2026**.

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-26-503-01.tender@humanappeal.org.uk

- b. Only COMPLETED SCANNED copies of Section II. Schedule of Requirements/PROJECT TITLE: **HA/SOM/TOR/0016/2026**
- 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 13 May 2026**. **HA-Somalia may**, at its discretion, extend this deadline for the submission of bids.

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 **14 May 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, work completion certificate, 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 7 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 Qurbani 2026

Project code: SO-26-503-01

A. Procurement of cows, Goats and Sheep in Mogadishu, Banadir Region, Somalia
(Ration Scale)

S#	Item Description	Unit	Quantity	Unit kg	Age	Unit Price	Total Amount
1	COST OF COW <i>(Including purchasing, slaughtering, packaging, transportation, distribution, security, etc.)</i>	Cow	133	120	2-4		
2	VAT 5%	LMS	1				
Note: each will be divided into 7 shares/packs (Cow) The valid of this quotation should be 70 days starting from 12 May 2026 to 10 July 2026.							

S#	Item Description	Unit	Quantity	Unit kg	Age	Unit Price	Total Amount
1	COST OF Goats <i>(including purchasing, slaughtering, packaging, transportation, distribution, security, etc.)</i>	Goats	60	15	1-2		
2	VAT 5%	LMS	1				
Note: Each cow will be divided into 2 equal packs. This quotation is valid for 70 days, from May 12, 2026, to July 10, 2026.							

S#	Item Description	Unit	Quantity	Unit kg	Age	Unit Price	Total Amount
1	COST OF Sheep <i>(including purchasing, slaughtering, packaging, transportation, distribution, security, etc.)</i>	Sheep	710	15	1-2		
2	VAT 5%	LMS	1				
Note: Each cow will be divided into 2 equal packs. This quotation is valid for 70 days, from May 12, 2026, to July 10, 2026.							

B. Procurement of Sheep in Baidoa, South west Somalia (Ration Scale)

S#	Item Description	Unit	Quantity	Unit kg	Age	Unit Price	Total Amount
1	COST OF Sheep (including purchasing, slaughtering, packaging, transportation, distribution, security, etc.)	Sheep	800	15	1-2		
2	VAT 5%	LMS	1				
<p>Note: Each cow will be divided into 2 equal packs. This quotation is valid for 70 days, from May 12, 2026, to July 10, 2026.</p>							

C. Procurement of Sheep in Afgooye, South west Somalia (Ration Scale)

S#	Item Description	Unit	Quantity	Unit kg	Age	Unit Price	Total Amount
1	COST OF Sheep (including purchasing, slaughtering, packaging (plastic packs), transportation, distribution, security, etc.)	Sheep	500	15	1-2		
2	VAT 5%	LMS	1				
<p>Note: Each cow will be divided into 2 equal packs. This quotation is valid for 70 days, from May 12, 2026, to July 10, 2026.</p>							

D. Procurement of Sheep in Balcad, Hirshabeelle State, Somalia (Ration Scale)

S#	Item Description	Unit	Quantity	Unit kg	Age	Unit Price	Total Amount
1	COST OF Sheep (including purchasing, slaughtering, packaging, transportation, distribution, security, etc.)	Sheep	500	15	1-2		
2	VAT 5%	LMS	1				
<p>Note: Each cow will be divided into 2 equal packs. This quotation is valid for 70 days, from May 12, 2026, to July 10, 2026.</p>							

All Suppliers/ vendors are invited to apply location by location (Mogadishu, Banadir Region, Baidoa, South west, Afgooye, South west and Balcad, Hirshabeelle State, Somalia).

SECTION III QUESTIONNAIRE/CONTACT FORM

Bidders Questionnaire/Contact Form

J. Organizational Information:

Organization Name	
Legal Status of Organization	1- Public Limited <input type="checkbox"/> 2-Private Limited <input type="checkbox"/> company 3-Partnership <input type="checkbox"/> 4-Sole Trader <input type="checkbox"/> 5- Other(Please specify) _____
NTN Number	
Postal Address	

K. Contact Information:

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

L. 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: _____

ANNEX I

SUPPLIER CONFLICT OF INTEREST DECLARATION

Project title: Somalia Qurbani 2026

Project code: SO-26-503-01

Tender Title: Procurement of cows, goats and sheep for Qurbani in Banadir, Baidoa, Balcad and Afgooye-1447/2026

Tender Reference No.: HA/SOM/TOR/0016/2026

Confidential – Mandatory Submission with Tender Documents

Supplier Information	
Company Name:	
Company Registration No.:	
Address:	
Authorized Representative Name:	
Position/Title:	
Email:	
Phone:	

Conflict of Interest Declaration

I, the undersigned, acting on behalf of the above-named company, hereby declare that:

1. No Conflict of Interest

Our company, its directors, managers, staff, or affiliates do not have any actual, potential, or perceived conflict of interest with Human Appeal, its staff, consultants, procurement committee members, or partners in relation to this tender.

2. No Undisclosed Relationships

We confirm that no family, personal, financial, or business relationships exist between our company and any Human Appeal staff involved in the preparation, evaluation, approval, or award of this tender, which could improperly influence the procurement process.

3. No Improper Influence

We confirm that we have not offered, promised, given, or attempted to give any gift, hospitality, favor, inducement, or improper benefit to any Human Appeal staff or representatives in connection with this tender.

4. Commitment to Disclosure

We undertake to immediately disclose in writing any situation that may arise during the tendering or contract execution period which could be considered a conflict of interest.

5. Acceptance of Consequences

We understand and accept that failure to disclose a conflict of interest, or providing false or misleading information, may result in disqualification from the tender, termination of contract, and possible exclusion from future procurement opportunities.

Declaration

I hereby certify that the information provided in this declaration is true, accurate, and complete to the best of my knowledge.

Company Name:	
Authorized Representative Name:	
Position/Title:	
Date:	
Signature:	
Company Stamp:	

OFFICIAL USE ONLY

Received by: *(for HA-Somalia Staff)*

Name: _____

Designation: _____

Signature, Stamp and Date: _____