

# BIDDING DOCUMENT

Screening of Refractive Errors in Primary and Secondary Schools  
Banadir, Galmudug, Jubaland and Baidoa region, Somalia

---

Screening of Refractive Errors in Primary and Secondary  
Schools in Banadir, Galmudug, Jubaland and South West  
State, Somalia

---

**HA/SOM/TOR/0012/2026**

Prepared by:



**Human Appeal –Somalia**

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

**17<sup>th</sup> March 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
4. The selection criteria: .....	6
B. The bidding documents .....	7
1. Content of bidding documents .....	7
2. Clarification of bidding documents.....	7
3. Amendment to bidding documents.....	7
C. Preparation of bids .....	8
1. Cost of bidding .....	8
2. Language of bid.....	8
3. Bid propose .....	8
4. Bid prices.....	8
5. Bid currency .....	8
6. Period of validity of bids .....	9
D. Submission of bids .....	9
1. Channel of bids submission .....	9

E. Deadline for submission of bids.....	9
F. Late bids.....	9
G. Opening and evaluation of bids.....	9
1. Opening of bids (downloads).....	9
2. Clarification of bids and contacting bidders.....	10
3. Preliminary examination.....	10
4. Evaluation and comparison of bids.....	10
5. Clarification of bids and contacting HA-Somalia.....	11
6. Post-Qualification.....	11
7. Purchaser’s right to accept any bid and to reject any or all bids.....	11
H. Award of contract.....	12
1. Award criteria.....	12
2. Purchaser’s right to vary quantities at time of award.....	12
3. Notification of award.....	12
4. Signing of contract.....	12
I. Other associated conditions.....	12
SECTION II.....	13
Schedule of requirements.....	13
Project Title: Eyecare for Empowering Children in Africa (EYECA) in Somalia.....	13
SECTION III.....	18
Questionnaire/contact form.....	18

Bidders questionnaire/contact form .....	18
1. Organizational information:.....	18
2. Contact information:.....	18
3. List of directors: (give full names and contact address) .....	18

## SECTION I

### INSTRUCTIONS TO BIDDERS

#### A. GENERAL

##### 1. Scope of Bid

1.1 **HA-Somalia** invites bids from Eye hospitals or hospitals with ophthalmology departments are invited to provide screening of refractive errors in Primary and Secondary Schools Banadir, Galmudug, Jubaland and Baidoa region, Somalia for alliance to fight avoidable blindness second generation. The requirements for the consultant is specified in greater details in the Sub Section of the Bid Documents.

1.2 The successful Bidder is expected to complete the services 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 Eye Hospital or hospital with ophthalmology department with experience in providing Screening of Refractive Errors in Primary and Secondary Schools in Banadir, Galmudug, Jubaland and Baidoa region, Somalia

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, consultant or distributors, observe the highest standard of ethics during the consultancy and execution of all the services. **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:

- Eye Hospital or hospital with ophthalmology department including the medial team should be experienced and qualified eye screening, surgeons with specialization in ophthalmology and cataract surgery. They should demonstrate the CVs of the Ophthalmologist doctors who will be carrying out the screening and cataract surgery. Other CV for nurses, public health officer, clinicians and ophthalmologist must be attached to the bidding documents which is mandatory.
- The Eye Hospital or hospital with ophthalmology department should submit the company profile and registration whose is registered as medical practioners
- Evidence of previous cataract campaigns that indicates satisfactory, high-quality and safe cataract removal and intraocular lens implantation procedures (i.e. recommendation letters, contract, etc.) must be attached
- Must have skilled and well trained nurses for pre-operative, intraoperative, and post-operative patient care.
- Should be well-equipped with specialized cataract surgery, equipment's microscopes and instruments
- Sterilization equipment to ensure a sterile surgical environment
- Should make robust data collection and analysis to monitor surgical outcomes and patient satisfaction.
- Should submit the list of all the beneciaries screened and patients operated with signature/thump print on monthly basis and combined list once the work is completed successfully.
- Safe and efficient procurement of essential consumables and drugs for screening and cataract surgery
- Bidders should not supply expired medicines and consumables or which the expired date is due.
- Eye Hospital or hospital with ophthalmology department can apply.
- Its mandatory that the Eye Hospital or hospital with ophthalmology department must have physical hospital where the referred patients and surgeries will be conducted
- Its also mandatory that at the regional level the ophthalmologist must identify other health facilities to undertake the surgery of the operated students and place to make referrals

## **B. THE BIDDING DOCUMENTS**

### **1. Content of Bidding Documents**

Eye Hospital or hospital with ophthalmology department 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) Eye Hospital or hospital with ophthalmology department profile with detailed physically verifiable contact address such as hospital or health facility
- c) Evidence of past experience in a similar work (School Screening Project) eye cataract with International NGO, government institutions, public and private hospitals, & Local NGOs, international NGOs (References; i.e. Certificates, recommendations letters, PO, Contract, and so on).
- d) Legal registration certificates
- e) Valid Tax Compliance Certificate/Letter
- f) Bank statement for the last one year
- g) Passport copy of the medical doctor

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 email contact: [tenders@humanappeal.org.uk](mailto:tenders@humanappeal.org.uk)

### **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. 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 (\$).

## 6. Period of Validity of Bids

- a. Bids shall remain valid for a period of **14 calendar days** after the date of bid opening prescribed by **HA- Somalia procurement team**. A bid valid for a shorter period shall be rejected by **HA-Somalia** as non-responsive.

## **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-26-316.tender@humanappeal.org.uk](mailto:SO-26-316.tender@humanappeal.org.uk)
- b. Only COMPLETED SCANNED copies of Section II. Schedule of Requirements/PROJECT TITLE:  
**HA/SOM/TOR/0012/2026**
- 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 ministry of health, Commercial certificate from the ministry of Trade, bank statement, 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 **30<sup>th</sup> March 2026 at 23:59:59 EAT**.

**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 **31<sup>th</sup> March 2026** by an internal Committee consisting of HA and FMOH. No bid shall be rejected or accepted before bid opening.

## 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 the services must be 100% technical according to the specifications, quantity and quality services as required
- 2) Bids should be included Carriage and Transportation/Delivery charges
- 3) Payment will be through bank Transfer
- 4) Kindly attach of your experience with other organization, NGOs or INGOs and recommendation letter
- 5) Avail a bank statement for the last one year 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: Eyecare for Empowering Children in Africa (EYECA) in Somalia**

S#	Item Description	Unit	Quantity	Unit Price	Total Amount
1.	<b>Training of trainers:</b> Two days training for 20 ophthalmologists and ophthalmic technicians to train teachers in detecting visual impairments and referring students for appropriate care. (refreshments, venue and allowances)	Person	20		
2.	Training of teacher's, principals inspectors, and ophthalmic technicians to detect visual impairments and refer students for appropriate care. (420 Mogadishu, 100 Baidoa, 100 Kismayu, Galkacyo south 100),	Person	720		
3.	Screening of least 200,000 students in primary and secondary schools. ( Mogadishu 155,000 students , 15,000 Baidoa, 15,000 Kismayu, Galkacyo south 15,000)	Student	200,000		
4.	Distribution of 7,500 spectacles to students with visual impairment/eye problems.(detection ,distribution and facilitation cost only ) NB: HA Somalia will provide the glasses in kind	Students	7,500		
5.	Production of Acquisition of laminated AV charts	AV Chart	3,000		
6.	2,000 teachers to be screened and 1,000 teachers (850 teachers in Mogadishu , 50 in Baidoa and 50 in Kismayu, 50 in Galkacyo south) to receive corrective glasses tailored to	Teachers	2,000		

	their identified needs during follow-up examinations.				
7.	Provide MEALS/Refreshments and Incentives to teachers and school inspectors to conduct preliminary screenings and refer students with vision problems to specialists for comprehensive screening	Person	720		
8.	1,500 students (750 in Mogadishu, 250 Baidoa and 250 in Kismayu, Galkacyo south 250) receive medical treatments for common eye infections.	Students	1,500		
9.	80 students undergo surgical interventions for complex eye problems requiring advanced correction. 80 cataract surgeries will be conducted during campaigns)	Students	80		
10.	<p><b>Setting up of mobile teams</b> Responsible for advanced screenings and distribution of eyeglasses (Recruitments of medical personnel, nurses, educationist , ophthalmologist )</p> <p>One(1)administrator/Team Leader</p> <p>ONE – Ophthalmologist in each location (Mogadishu , Baidoa, Kismayu and Galkacyo)</p> <p>One eye health worker for each location (Mogadishu , Baidoa, Kismayu and Galkacyo)</p> <p>One optician in each location (Mogadishu , Baidoa, Kismayu and Galkacyo)</p> <p>Six (8) Nurses in Mogadishu and 4 each location (Mogadishu , Baidoa, Kismayu and Galkacyo)</p>	Lump sum	1		

	1 Public health officer in each location(Mogadishu, Baidoa, Kismayu and Galkacyo)  Two vehicle hire with driver and fuel to provide transport for each location (Mogadishu , Baidoa, Kismayu and Galkacyo)				
11.	Carry out referral for further assessment and care to 7500(3,750 in Mogadishu,1,250 in Baidoa, 1,250 in Kismayu, 1,250 in Galkacyo South	Students	7500		
12.	Transport cost- flights , per diem and other cost for the consultant staffs	Lump sum	1		
Total cost					

**N.B:** All quotations per patient should include treatment, consultation and any other related costs. Please note that the selected service provider will be responsible for delivering the following activities:

### Planned Activities

#### ➤ Training:

- A total of **720 teachers** will be trained to detect visual impairments and refer students for appropriate care:
  - 420 in Mogadishu
  - 100 in Baidoa
  - 100 in Kismayo
  - 100 in Galkacyo South
- Additionally, **120 school principals** will receive training:
  - 75 in Mogadishu
  - 15 in Baidoa
  - 15 in Kismayo
  - 15 in Galkacyo South

- Inspectors and ophthalmic technicians will also be trained to support screening and referral processes.
- **Student Screening:**
  - **200,000 students** in primary and secondary schools will be screened:
    - 155,000 in Mogadishu
    - 15,000 in Baidoa
    - 15,000 in Kismayo
    - 15,000 in Galkacyo South
- **Referral and Follow-up:**
  - **7,500 students** will be referred for further assessment and care:
    - 3,750 in Mogadishu
    - 1,250 in Baidoa
    - 1,250 in Kismayo
    - 1,250 in Galkacyo South
- **Teacher Screening and Eyeglasses:**

1000 teachers will be screened

  - **2,000 teachers** will be screened.
  - **1,000 teachers** will receive corrective glasses based on their identified needs:
    - 850 in Mogadishu
    - 50 in Baidoa
    - 50 in Kismayo
    - 50 in Galkacyo South
- **Medical Treatment:**
  - **1,500 students** will receive medical treatment for common eye infections:
    - 750 in Mogadishu
    - 250 in Baidoa
    - 250 in Kismayo

- 250 in Galkacyo South

➤ **Surgical Interventions:**

- **80 students** will undergo surgical interventions for complex eye conditions requiring advanced correction.

➤ **Mobile Ophthalmic Clinic:**

- Deployment of a fully equipped **mobile ophthalmic clinic** to conduct screenings, provide on-site treatment, and support outreach activities in underserved areas.

## SECTION III

### QUESTIONNAIRE/CONTACT FORM

#### Bidders Questionnaire/Contact Form

**1. Organizational Information:**

<b>Organization Name</b>	
<b>Legal Status of Organization</b>	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) _____
<b>NTN Number</b>	
<b>Postal Address</b>	

**2. Contact Information:**

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

**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:** \_\_\_\_\_