



Version 1.0 /110621

INVITATION TO TENDER

SOMALIA

8th December 2025

Tender ref. MoIS-08/12/2025 -PR119098.

Construction and Rehabilitation of Xerodhagaxley Police Station in Galmudug State of Somalia under **JSB II**

SUBMISSION DEADLINE: 11:59 pm ON 15th December 2025

PRE-SUBMISSION CLARIFICATION MEETING: <<NA>

➤ **QUESTIONS / CLARIFICATIONS: precurement@mois.gm.so**

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1 : INVITATION TO TENDER

- Introduction to MOIS
- Introduction to MOIS
- Project Overview and Requirements
- Award Criteria
- Instructions & Key Information

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

Detailed description of MOIS specific requirements (e.g. volumes, delivery dates/locations, product specifications, etc).

PART 3 : BIDDER RESPONSE DOCUMENT

Template to be used to submit a response to this Invitation to Tender.



PART 1 – INVITATION TO TENDER

INTRODUCTION TO THE MINISTRY OF INTERNAL SECURITY OF GALMUDUG STATE OF SOMALIA

This Ministry of Internal Security is determined to lead a unified effort to secure the Galmudug state of Somalia and preserve the freedoms, rights, and values of the people. The Ministry of Internal Security was created for the first time immediately after the formation of the Galmudug state and tasked to maintain law and order as well as address problems related to the security of people and their property, so that development programs hinge on consolidated security. Since the formation of the ministry, there has been remarkable progress aimed at enhancing the ministry's capacity to deliver its core mandates, bolstering public safety, and nurturing a robust relationship between security stakeholders in the state.

The Ministry of Internal Security is responsible for the implementation of its core strategies to improve the security sector and the institutionalization of the police infrastructure of police. MoIS is the leading entity for the formation and implementation of strategies, policies, laws, that ensure the provision of professionalism of the security sector in person and infrastructurally and services for all people in the Galmudug State of Somalia.

Galmudug MoIS Vision:

Secure and Safe Galmudug state of Somalia and fosters peaceful coexistence, economic growth and sustainable development and reliable long-lasting peace.

Galmudug MoIS Mission:

We will lead a cohesive effort to secure the Galmudug state of Somalia by building the capability of ministry institutions, preventing and deterring any security threats. We guarantee safety and the security of all persons and their property while safeguarding the rule of law.

1. AWARD CRITERIA

MoIS is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against three weighted categories of criteria: Essential Criteria, Capability Criteria including Sustainability Criteria and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidder's ability, skill, and experience in relation to the requirements. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Capability Criteria.

3.2.1 SUSTAINABILITY CRITERIA (10%)

Construction and Rehabilitation of Xerodhagaxley Police Station in Galmudug State of Somalia



Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.3 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. All bids which pass the Essential criteria will be evaluated against the same pre-agreed Commercial Criteria.

2. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), MoIS may withdraw their award decision.

3. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	8 th December 2025
Deadline for questions from Bidders	15 th December 2025
Deadline for Bid Submission	20 th December 2025
Bid opening	21 th December 2025
Award Contact	25 th December 2025
Relocation	26 th December 2025

The above dates are for indicative purposes only and are subject to change. However, MoIS commits to ensure all Bidders receive notification of changes to timescales fairly and transparently.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. In addition to the Bidder Response Document, bidders may also be required to submit supporting documentation. Instructions on how to do this, and how to complete the Bidder Response Document can be found within the document in Part 3 of this pack.

Bids can be submitted by:

Electronic Submission via Email

- Email should be addressed to procurement@mois.gm.so
- Cc to maslah180@mois.gm.so
- Note – this is a sealed tender box, which will not be opened until the tender has closed. Therefore, do not send tender-related questions to this email address, as they will not be answered.



The subject of the email should be **/MoIS-08/12/2025 -PR119098.**

- Bidder Response – ‘Bidder Name’, ‘
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other MoIS email addresses into the email when you submit it, as this will invalidate your bid.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received no later than **20th December 2025**. Bids must remain valid and open for consideration for a period of no less than **60 days**.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Procurement Committee	procurement@mois.gm.so

Please be advised that local working hours are **7:30 am -3:30 pm**. Please allow up to 2 working days for a response.

Where the enquiry may have an impact on other bidders within the process, MOIS will notify all other Bidders to maintain a fair and transparent process.



PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

Rehabilitation of Xerodhagaxley police station in Galmudug State of Somalia

1. SPECIFIC REQUIREMENTS

Name of police station	Rehabilitation of rooms	Construction of new rooms	Toilet construction	Toilet rehabilitation
Xerodhgaxley police station	4 offices and External boundary wall	2 inmate cells	2 public toilets	0
Total				

2. SPECIFICATIONS

BoQs and Designs are attached separately.

3. WAYS OF WORKING

a. Site safety protocol & Security

- i. MoIS expects all suppliers to ensure protection of the site, staff, and visitors (including community and children) during the time of construction.
- ii. Suppliers should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises
- iii. Suppliers should provide appropriate Protective Personnel Equipment for all labourers
- iv. Controlled access should be implemented at the site of construction
- v. MOIS expects the successful supplier to provide latrine facilities for labourers, which should be segregated by gender, but this is not mandated.
- vi. MOIS expects the successful supplier to provide all appropriate signage required for the project, including but not limited to warning of danger, no unauthorised access, etc.

b. Staff

- i. Depending on the nature of the construction project, MoIS considers the following core roles for the delivery of a successful project.
 1. Engineer
 2. Site Foreman
 3. Any other skilled personnel as required for the project e.g. Carpenter, stabilised soil block expert, safety agent.All proposed staff for core roles should be fully qualified as per the Country requirements e.g. bachelor's degree in civil engineering, Foremanship certificate etc.
- ii. Suppliers should provide a full and signed Curriculum Vitae (CV) for the above core roles. The personnel performing core roles must be able to read and interpret all technical documents written in the national language
- iii. *For minor construction projects:* MoIS accepts that the Supplier may propose resources that combine the site agent/foreman roles as well as any additional skilled personnel, as long as training, skills, and experience required to complete the work can be demonstrated



c. Site Visits

The constructor should provide evidence as part of the supplier response to confirm that they have visited the proposed site and appropriately budgeted and planned for all additional requirements (including time)

d. Workplan

- i. Supplier is expected to provide a detailed work plan which includes mobilization and temporary works, e.g., site hoarding, scaffold and signage, inspection dates, milestones for payment and quality processes.
- ii. Suppliers are encouraged to indicate timelines for quality procedures, e.g. curing of concrete
- iii. Work plans should also include milestones for inspection e.g., steel reinforcing and form work before casting concrete
- iv. The work plan should be included in the Bidder Response Document.
- v. An example workplan layout is below; suppliers should use a similar format.

NO	WORK ITEM	DURATION (Days)												
1														
2														
3														
4														
5														
6														
7														
8														

e. Method Statement

- i. It is expected that the contractor should provide a Method Statement as part of the their response and should a minimum, include the following content:
 - Brief description of the works, task, or process
 - Start and completion dates
 - Site contact details, including an emergency contact
 - Summary of known hazards and control measures to mitigate
 - Personal protective equipment (PPE) that is mandated for labourers to wear for the duration of the project
 - Applicable environmental or quality procedures
 - Statement of actions that must be taken to ensure the tasks can be performed safely
 - Total lead time
 - Mobilization and procurement/sourcing of materials. In particular provide information about supplier selection, transportation requirements and recognition of site-specific constraints to be overcome e.g. rocky ground).
- ii. Method statement for site safety protocol should include as minimum:
 1. Protection of site, staff and visitors
 2. Health and safety on site
 3. Signage
 4. Traffic calming
 5. Incident reporting.



f. **Drawings, Bill of Quantities and Specifications**

- i. Suppliers should familiarise themselves with all the documentation (drawings and bill of quantities (BOQ) for the works) provided to ensure their priced bid is in accordance with the designs, BOQ, and specifications.

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections, detailed below:

- [Section 1 - Key information](#)
- [Section 2 – Essential Criteria](#)
- [Section 3 – Capability Questions](#)
- [Section 4 – Commercial Questions](#)
- [Section 5 – Bidder Submission Checklist](#)
- [Schedule 1 – Terms & Conditions of Bidding](#)

The Bidder is required to sign a copy of the Check list in Section 5 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by MoIS. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children by using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 – KEY INFORMATION

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Construction and Rehabilitation of Xerodhagaxley Police Station in Galmudug State of Somalia



KEY INFORMATION

Organisation Name			
Please provide details of the primary products/services supplied by your organisation			
Please explain your experience of providing the goods/services requested in this tender document.			
Website address			
Address	Main Address	Registered Address (if different)	Address for Payments (if different)
Company Registration Number		Tax Number	
Year of Registration		Country of Registration	
Type of Business <i>(e.g. Manufacturer, Distributor, Retailer)</i>		Primary Country of Operation	
Total Annual Revenue <i>(please state the currency)</i>	2024	2023	2022
Annual Revenue <i>(from goods and services requested in this tender)</i>			
Have you supplied goods/services to UNDP/ MOIS previously? If so, please provide a brief summary.			

KEY CONTACT DETAILS

	Primary Contact	Secondary Contact
Name		
Job Title		
Phone / Mobile		
Email		



Address		
OTHER KEY INFORMATION		
Provide details of what insurance cover you have and what the maximum value is.		
SUB-CONTRACTORS		
If the goods / services will be delivered through sub-contractors or partners of the suppliers, please provide the following information.	Sub-Contractor / Partner Name	Type of Business (e.g. Manufacturer, Distributor, Retailer)
		Description of Relationship with Supplier

SECTION 2 - ESSENTIAL CRITERIA

INSTRUCTIONS - Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Supplier accepts MoIS 'Rehabilitation Contract' included within Section 5 of this pack and that any work awarded from this tender process will be completed under the 'Rehabilitation Contract also found in Section 5 of this pack'.	Yes / No	Comments / Attachments
2	The Supplier and its staff (and any sub-contractors used) agree to comply with MoIS all Policies attached and listed in Section 5 of this document, throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	The Supplier confirms it is fully qualified, licensed, and registered to trade with MoIS (including compliance with all relevant local Country legislation).	Yes / No	Comments
		Requirement	Bidder Response / Attachments
	A. Valid Ministry of Public Works certificate from Galmudug State of Somalia.	Valid Certificate	
	B. Submission of Valid Tax Clearance Certificate from Ministry of Finance of Galmudug State of Somalia.	Valid Tax clearance	
	C. Valid security clearance from the Ministry of Internal Security of the Galmudug state of Somalia.		
		Valid security clearance	



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SECTION 3 – CAPABILITY & SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response			
1	REFERENCES Supplier shares three examples / references, during the last three years, of their experience in providing construction services similar to those requested within this tender.	Client Name	Contact Details (Name & Email)	Project Description	
1	Experience 20 Marks ✓ Bidders must submit 3 (Four) works contract(s) (Rehabilitation & new constructions of similar nature and capacity-above USD 20,000) with clear description & fully signed and stamped by parties from INGO, UN & Government.	Bidder Response			Remarks



	<ul style="list-style-type: none"> ✓ System Generated Purchase Orders (POs) are acceptable as proof of experience. ✓ Contracts or Purchase Orders shouldn't be older than 4 years (December 2021 - December 2025). Any contract or Purchase Order older than 4 years will not be considered. ✓ Any contract that was signed before 2021 and for which services were delivered fully or partially within 2021 (within four years period) will be considered as falling within the specified four-year period <p>Note - MoIS has the right to undertake due diligence to verify the references before award.</p>		
2	<p>RESOURCES; EQUIPMENT & STAFF - 10% (5 Marks for the Engineer & 5 marks for the Equipment)</p> <ul style="list-style-type: none"> - Bidder to submit the CV and Certificate of one civil engineer with degree in Civil engineering and at least 3 years' experience - Bidder to submit the List of relevant equipment proposed for the works <ol style="list-style-type: none"> 1. Concrete mixer-at least 1 2. Concrete Helicopter- at least 1 3. Concrete Vibrator Machine- at least 1 4. Tipper Truck at least 1. 5. Steel Bar Cutting Machine 1. <p>NB: The proposed Engineer should be available throughout the contract period for the winning bidder.</p>	Bidder Response	Attachment(s)
3	<p>FINANCIAL STRENGTH - Financial health 10%</p> <ul style="list-style-type: none"> - Bidder to share an Official Original Bank statement with traceable contracts/transactions from 	Bidder Response	Comments



	<p>December 2021 to December 2025 with similar traceable contracts as shared.</p> <ul style="list-style-type: none"> - The contracts mentioned in the experience section above will be checked for traceability, and the deposits for the contract milestones will be verified against the bank statements 		
4	<p>WORK PLAN - 10%</p> <ul style="list-style-type: none"> - Bidder to provide a sufficiently detailed Workplan for the project which outlines the overall project duration 	Bidder Response	Attachment(s)
5	<p>SUSTAINABILITY CRITERIA - 10%</p> <ul style="list-style-type: none"> - Bidder submits their company's own sustainability policy 	Bidder Response	Attachment(s)

SECTION 4 – COMMERCIAL QUESTIONS

PRICING SUBMISSION

The lowest acceptable evaluated financial proposal passed from Essential and Capability criteria will be awarded the maximum commercial criteria score of 40%.

The commercial criteria score for all other bidders will be calculated using the formula below:

$$\left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$$

OTHER COMMERCIAL CONSIDERATIONS

Duration for which pricing can be fixed	All Bids must remain valid and open for consideration for a period of not less than 60 days from the Closing Date
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NOTICE TO BIDDERS:

Summary Pricing from the Detailed BOQ cost breakdown.

Item	Description	Unit	Quantity	Amount USD
1		LS	1	
Total Cost				



We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii	
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

We confirm that MoIS may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date:

Stamp: