

iRISE HUB FOUNDATION

TERMS OF REFERENCE (TOR)

Call for Expression of Interest (EOI)

Pre-Qualification of Hotels and Conference Facilities

Afgoye District, Lower Shabelle, Somalia

Reference No.	iRise/PROC/EOI/2026/003
Issue Date	04/08/2026
Closing Date	11/08/2026
Submission Mode	Sealed envelope or electronic submission

1. Background

iRise Hub Foundation is a Somali national organization committed to promoting innovation, economic resilience, youth empowerment, climate resilience, entrepreneurship, and community development across Somalia.

As part of the implementation of the NAGAASHO Programme and other current and future donor-funded interventions, iRise Hub regularly organizes meetings, trainings, workshops, stakeholder consultations, community dialogues, planning sessions, and review meetings within Afgoye District.

To ensure quality, cost-effectiveness, and timely procurement of hospitality services, iRise Hub Foundation invites eligible hotels and conference facilities located in Afgoye District to submit Expressions of Interest (EOI) for pre-qualification to provide accommodation, conference, catering, and related hospitality services.

Hotels included on the resulting pre-qualified list may be invited to provide services on a call-off basis throughout the agreement period, in accordance with the specific requirements of each event.

2. Objective

The objective of this assignment is to identify and pre-qualify hotels and conference facilities in Afgoye District that are capable of providing professional hospitality services - conference space and catering - for iRise Hub meetings, workshops, trainings, conferences, and other official events.

3. Scope of Services

The selected hotels shall be able to provide one or more of the following services:

A. Conference Facilities

The hotel should provide:

- Venue Rent Hall

Conference facilities should comfortably accommodate groups ranging from:

- 10 participants
- 20 participants
- 30 participants
- 50 participants
- 100 participants or more

B. Catering Services

Hotels should be able to provide:

- Morning/afternoon Refreshment
- Lunch

D. Conference Equipment

Hotels should provide, where available:

- LCD projector
- Projection screen
- Sound system
- Wireless microphones
- White boards
- Extension cables

- High-speed internet/Wi-Fi

4. Minimum Eligibility Requirements

Interested hotels must submit the following:

1. Company profile
2. Valid business registration certificate
3. Municipality operating license
4. Tax Identification Number (TIN), where applicable
5. Physical location and contact details
6. At least two references from NGOs, UN agencies, government institutions, or private organizations
7. Price quotation for conference packages

5. Technical Requirements

Hotels should demonstrate:

- Experience hosting NGO or development partner events
- Professional conference management
- Clean and hygienic facilities
- Reliable electricity
- Adequate security
- Good sanitation
- Availability of trained staff
- Timely customer service
- Flexible scheduling

6. Pricing Requirements

Applicants should provide their price schedule (see Annex B), including:

Conference Package

- Venue Rent Hall

Catering

- Morning/afternoon Refreshment
- Lunch

Equipment Rental

Where equipment is charged separately from the conference package.

Prices should remain valid for at least twelve (12) months from the closing date of this EOI.

7. Evaluation Criteria

Applications will be evaluated using the following criteria:

Scoring %	#	REQUIREMENTS	
			Score
20.00%	1	Quotation Validity (NO less than 3 years)	20.00
20%	1	Previous similar experience (attach POs & Contracts with previous organizations)	20.00
10%	4	valid Tax clearance certificate	10.00
10%	5	valid company registration	10.00
10.00%		bank statement for the last year	10.00
Sub-total (Total Score * %):			70

Only hotels achieving the minimum technical score may be considered for inclusion in the pre-qualified supplier list, all the bidders should indicate in their quotation validation period

8. Duration of Framework Agreement

Successful hotels will be pre-qualified for a period of one (2) year, and one year extension subject to satisfactory performance and organizational requirements, with the possibility of renewal.

9. Payment Terms

Payment shall be made after:

- Completion of the assignment
- Submission of the original invoice
- Acceptance of services by iRIse Hub Foundation

Payments shall be processed in accordance with iRIse Hub Foundation's financial procedures.

10. Ethical Standards

Hotels shall:

- Maintain confidentiality of participants
- Comply with safeguarding principles
- Prevent sexual exploitation and abuse (PSEA)
- Avoid discrimination
- Observe health and safety standards
- Comply with applicable Somali laws

11. Submission Requirements

Interested hotels should submit:

- Quotation Validity (NO less than 3 years)
- Previous similar experience (attach POs & Contracts with previous organizations)
- valid Tax clearance certificate
- valid company registration
- bank statement for the last year
- Price Schedule (Annex B)
- References (Annex C)

Applications should be submitted in a sealed envelope or electronically before the closing date indicated in the advertisement.

Late submissions shall not be considered.

12. Reservation of Rights

iRIse Hub Foundation reserves the right to:

- Accept or reject any application
- Request clarification from applicants
- Conduct site visits
- Verify submitted information
- Cancel the procurement process without assigning any reason
- Award framework agreements to multiple hotels

Submission of an application does not guarantee selection.

Annexes

Applicants should complete and attach the following annexes:

- Annex A – Company Information Form
- Annex B – Price Schedule
- Annex C – Client Reference Form
- Annex D – Declaration of Eligibility.

ANNEX A – Company Information Form

Hotel / Company Name	
Business Registration No.	
Municipality Operating License No.	
Tax Identification Number (TIN)	
Physical Address (Afgoye District)	
Year Established	
Contact Person / Title	
Phone Number	
Email Address	
Bank Name	
Bank Account Name	
Bank Account Number	
Swift Code / Branch (if applicable)	
Number of Years Serving NGOs / UN Agencies	

ANNEX B – Price Schedule

Prices quoted must remain valid for at least twelve (12) months from the closing date of this EOI. All prices should be quoted in USD (or SOS with USD equivalent).

No.	Item Description	Measurement Type		Restaurant	
		UOM	QTY	Price/Unit	Total
3	Training Venue/Hall with (a good cooling system, speakers, projector, with capacity of minimum 10- 45 person	Day	1.00		
5	Training Venue/Hall with (a good cooling system, speakers, projector, with capacity maximum 50-100 person	Day	1.00		
6	Video conference This is charged separate per day	Day	1.00		
7	Refreshment for training participants	Person	1.00		
8	Lunch for training participants	Person	1.00		

ANNEX F – Client Reference Form

Applicants must provide at least two references from NGOs, UN agencies, government institutions, or private organizations.

Reference 1

Organization Name	
Contact Person / Title	
Phone Number	
Email Address	
Nature of Engagement (event type)	
Dates of Engagement	

Reference 2

Organization Name	
Contact Person / Title	
Phone Number	
Email Address	
Nature of Engagement (event type)	
Dates of Engagement	

ANNEX G – Declaration of Eligibility

I, the undersigned, being duly authorized to represent the hotel/company named below, hereby declare that:

8. The information provided in this Expression of Interest and its annexes is true, accurate, and complete to the best of my knowledge.
9. The hotel/company is legally registered and licensed to operate in Somalia and holds all necessary permits.
10. The hotel/company has not been involved in any fraud, corruption, or unethical practice in its dealings with NGOs, UN agencies, government institutions, or other clients.
11. The hotel/company agrees to comply with iRise Hub Foundation's safeguarding principles, including the prevention of sexual exploitation and abuse (PSEA), and will not discriminate against any individual or group.
12. The hotel/company understands that submission of this Expression of Interest does not guarantee selection or award of any framework agreement.
13. The hotel/company consents to verification of the information submitted, including site visits by iRise Hub Foundation or its representatives.

Signed on behalf of the Hotel/Company:

Full Name	
Position/Title	
Signature	
Official Stamp	
Date	

How to Apply

Interested hotels should submit their completed application, together with all required supporting documents, to ali@irisehub.so no later than **11 August 2026**.