



WARDI Relief and Development Initiatives

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Terms of References/RFQ

Procurement of Hygiene kits in Ceel-Bur and Burhakaba of Galmudug and South-West States of Somalia

Procurement / Tendering Reference No: SOM/MIP/PG0066/2026/001

Timeline

No	Description	Date / Days
1	Publication / sending date of the call for tender	21/09/2026
2	Deadline for the submission of the the offer	30/09/2026
3	Date of the opening of the offers	01/10/2026
4	Minimum validity period of the offers	60 days
5	Planned evaluation date of offers with participation	Until 06/10/2026
6	Notification of contract awarding / Conclusion of contract	Until 08/10/2026
7	Proposed date for contract signing (a mere formality)	Until 10/10/2026
8	Delivery of products or service	2 weeks after notification

The contact person for this tender is:

Abdirahman Mohamud, Procurement and Logistics Coordinator, derow@wardi.org

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1. About WARDI and IOM

WARDI is a national non-governmental organization in Somalia with operational presence across six regions in South Central. Founded in 1993 and duly registered with the Federal Government of Somalia, WARDI's mission is to provide dignified support to people affected by crises to enable them lead a dignified and prosperous life. WARDI has offices in Mogadishu, with regional offices in South Central regions as well a liaison office in Nairobi. WARDI specializes in responding to humanitarian emergencies, bridging the gap between crisis and resilience as well as long-term developmental projects with track record in implementing high-quality health and nutrition, food security and livelihood, education, protection and WASH interventions. Our programming has the distinct attributes of applying bottom-up approach that puts the communities at the center of our programs.

The International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is part of the United Nations system. Established in 1951, IOM works with governments, UN agencies, civil society organizations, and local communities to promote humane and orderly migration, provide humanitarian assistance, and support sustainable development. IOM operates in more than 170 countries worldwide, delivering programs in emergency response, health, water, sanitation and hygiene (WASH), shelter, protection, livelihoods, and community stabilization

2. Background information

With funding from the United Nations Central Emergency Response Fund (CERF), IOM has partnered with WARDI Relief Organization (WARDI) to implement the Provision of Lifesaving WASH Services to Disaster-Affected People in Somalia (Ceel Buur and Buurhakaba). The project aims to improve access to safe water, sanitation facilities, hygiene promotion, and essential hygiene supplies for vulnerable communities affected by displacement, drought, and conflict. The intervention is expected to benefit 45,164 people (6,452 households) through the provision of emergency water services, sanitation facilities, hygiene promotion activities, and distribution of hygiene kits. The project commenced on 08 September 2026 and is scheduled to be completed by 07 January 2027.

3. Description of the goods/services/trade or construction work

Type: Delivery of goods

As part of project implementation, WARDI is seeking to procure 6,652 hygiene kits for distribution to disaster-affected households in Ceel Buur (2,652 households) and Buurhakaba (4,000 households) districts of Galmudug and South West State (SWS), Somalia. The hygiene kits are intended to promote safe hygiene practices and reduce the risk of waterborne and communicable diseases. Each hygiene kit will contain the following items:

- One (1) 20-litre plastic bucket
- One (1) 20-litre non-collapsible jerrycan
- Bathing soap (250g)
- Laundry soap (200g)
- Water treatment tablets (Aqua-tabs 67mg)
- Disposable sanitary pads

Interested suppliers with proven experience in the supply of WASH kits or NFIs are invited to submit their bids in accordance with the requirements set out in this solicitation.

Alternative offers are not accepted.

a. (If applicable) Bill of quantity / description of the service

It includes a description of all of the articles, as well as the unit and quantities demanded as described in the table below:

S/N	Item description	Unit	Qty	Unit Price	Total Price
1	Plastic Bucket min. 20L	Piece	1		
2	Brand New Non-Collapsible Jerry Can (Capacity 20L)	Piece	1		
3	Body soap-250gm	Piece	3		
4	Soap (for Laundry) 200gm	Bar	5		
5	Aqua tabs (Water treatment tablets (67mg tablets)	Piece	200		
6	Female sanitary pads (Disposable sanitary pads)	Pack	1		
Sub-total of one kit					
Total of 6652 kits					
Delivery costs					
Sub-total					
VAT (5%)					
Grand total					

b. Technical requirements

Technical specifications include all requirements for the hygiene kits;

S/N	Item description	Specification	
1	Plastic Bucket (min 20L) 	Type	With Handle and Lid that fits the bucket
		Material	Virgin HDPE high density polyethylene, and virgin LDPE low density polyethylene
		Shape	Round
		Condition	Suitable for water storage and carrying
2	Jerry can 	Type	Brand New Non-Collapsible Jerry Can
		Material	Virgin HDPE plastic
		Color	Light-colored (white or yellow), UV-treated.
		Form	Suitable for water storage and dispensing; withstands five 2m drops when full.
3	Body Soap 	Type	Antibacterial or multipurpose toilet soap
		Weight	200 grams
		Shape	Bar, wrapped in waterproof packaging
		Fragrance	Mild or unscented (culturally appropriate)
4	Bar (Laundry) Soap 	Type	Laundry bar soap
		Weight	250 grams
		Form	Rectangular block, wrapped in durable packaging
		Lather	High-foaming, suitable for cold water use
5	Aqua tabs 	Type	Water treatment tablets (67mg tablets)
		Condition	Should be free from physical defects
		Packaging	Each strip should have min. 10 dissolving tablets
		Expiry	Min 3 years of expiry date after the delivery.

6	Sanitary Pads (Non-reusable) 	Type	Disposable sanitary pads
		Size	Regular (approx. 240mm length)
		Absorbency	Medium to high
		Packaging	Individually wrapped; 8–12 pads per packet
		Materials	Hypoallergenic top sheet, leak-proof back

c. Division into lots

The products are not divided in lots.

4. Application process, formal and technical requirements

This procedure is a public tender procedure.

a. Instructions for the bidder

- All correspondence and documents related to the quotation procedure, contracts and reporting must be made in English.
- All bids must be submitted per sealed envelope at the following address:
WARDI Mogadishu office: Laami-yare road, Buulo Hubey, Wadajir district, Mogadishu
- Please send all further questions and inquiries to the following address procurement@wardi.org
To maintain equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.
- The price of the offer must be indicated in US Dollars
- Offers must include all taxes and transportation costs as well as any other fees that may be incurred.
- Contract performance by subcontractors is only permissible with the prior written consent of the client.
- The bidder can withdraw and change its offer at any time until the deadline for the submission. All offers sent at the moment of the submission deadline are final and binding.
- Delivery locations; Ceelbur and Buurkhaba districts of Galmudug and SWS of Somalia
- **The kits should be delivered within a maximum period of two weeks from the date of receiving the official Notification of Award.**

b. Formal requirements

The bid must contain the following documents

- **The Quotation** including delivery costs and applicable VAT, duly signed by the authorized representative and indicating the validity period of the offer, which shall be no less than the required bid validity period.
- The **Supplier's declaration (annex I)**, filled and signed
- The **Declaration of honor (annex II)**, filled and signed
- The **Supplier code of conduct (annex III)**, filled and signed
- The **Anti-fraud and corruption declaration (annex IV)**, filled and signed
- **Company Profile**
- **Minimum three (3) years of proven experience** in supplying WASH kits or similar NFIs.
- **Business Registration** from Ministry of Commerce, BRA, or Local authorities (Galmudug and SWC).
- Signed and stamped technical specification sheet on the company's letterhead, including clear sample photos.

Bids must comply with requirements a. to c.

According to legal stipulations, we must exclude at this stage of formal and technical review:

- **Offers received after the submission deadline**
- Offers where the changes made by the bidder are doubtful
- Offers without prices
- Offers that do not meet specifications outlined in this ToR

5. Bidder Eligibility

This tender addresses to WASH/hygiene kits suppliers in Somalia. Bidders must meet the following eligibility criteria to be considered for the award:

No	Description
1	Signed and stamped financial offer on the company's letterhead
2	Filled, signed and stamped annex I of supplier declaration
3	Filled, signed and stamped annex II of declaration of honor
4	Filled, signed and stamped annex III of supplier code of conduct declaration
5	Filled signed and stamped annex IV of anti- fraud and corruption declaration
6	Company profile
7	Minimum three (3) years of proven experience in supplying WASH kits or similar NFIs.
8	Registration from Ministry of Commerce, BRA or local authorities (Galmudug and SWC)
9	Signed and stamped technical specification sheet on the company's letterhead, including clear sample photos.

Under applicable law, bidders that do not meet these criteria must be excluded from the tendering process at this stage.

In addition, bidders must be excluded if the contracting authority/buyer becomes aware that a person whose conduct is attributable to the bidder's company has been convicted of a criminal offence by a court or if a fine has been imposed on the company for a criminal offence or if proceedings are currently pending.

6. Incomplete offers

If offers are incomplete:

- ☐ the bid will be excluded from the evaluation process.
- ☒ the tenderer will ask the bidder to complete their offer within 48 hours after this request is made. If the offer is still incomplete after this deadline, the offer will be excluded from the evaluation process.

7. Evaluation and award criteria

The award will be made according to the following criteria:

No	Criteria	Description	Weight (%)
1	Supplier Experience	More than 5 years proven experience in supplying humanitarian/WASH kits or similar NFIs, references from previous contracts	15%
2	Technical Compliance	Compliance with all required kit specifications	15%
3	Quality of Items	Quality standards, durability and samples	20%
4	Delivery Capacity	Ability to deliver the required quantity within the quoted delivery days to the project sites	10%
5	Price	Evaluated cost and value for money	40%

The successful bidder will be informed by written award notification. Through this notification, the contract is concluded and becomes legally effective.

8. Contracting conditions

a. The contract

The contract is included in the annex V. By submitting your offer, you agree to its terms. Divergent contractual conditions such as delivery periods, payment modalities, etc. are inadmissible and cause the exclusion of the bidder. The conclusion of the contract occurs at the award of the bid. The signing of the contract, done after the award of the tender, is only a mere formality.

b. Defects

In the event of delivery of defective or inadequate products or services, the tenderer shall be obliged to replace them within a maximum of two weeks from the date of detection of the defect and the tenderer shall be obliged to bear all costs of analysis and destruction of the defective products. The customer/organization, in turn, undertakes to report any defects to the contractor without delay after becoming aware of them.

c. Payment conditions

Payment will be made in US Dollars after fulfillment of the contractual obligations within 14 days after presentation of the invoice, and after completion of all the agreed upon services.

Further information on the payment conditions can be found in the contract in the annex V.

d. Cancellation or modification of the procedure

Changes to deadlines or the ToRs, as well as a transfer back to a previous state of the procedure are possible at any time.

A cancellation, transfer back or modification to the procedure is possible at any time and may occur for example if:

- the bidding procedure has been unsuccessful, for example if no qualitatively or financially worthwhile quotations have been received or there has been no response at all,
- the economic or technical parameters of the project have been fundamentally altered,
- exceptional circumstances or force majeure render normal performance of the project impossible or all technically compliant quotations exceed the financial resources available,
- there have been irregularities in the procedure, in particular if these irregularities have prevented a fair competition
- modifications to the requirements would require an adjustment or cancellation of the tender procedure.

In the event of the procedure's cancellation, WARDI will notify the contractors. If the quotation procedure is cancelled before any bid has been opened, all data will be deleted.

In no circumstances is WARDI liable for damages, whatever their nature (in particular damages for loss of profits) due to the modification of the procedure or the cancellation of a bid, even if WARDI has been advised of the possibility of damages. The publication of a procurement notice does not commit WARDI to implement the program or project announced.

Annexes

- Annex I- Supplier's declaration
- Annex II- Declaration of honor
- Annex III- Supplier Code of Conduct Declaration
- Annex IV- Anti-fraud and corruption Declaration

ANNEX I- SUPPLIER'S DECLARATION

To be completed and signed by the contractor/supplier.

In response to your letter of invitation to bid for the above contract, I, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the request for invitation to framework contract for procurement of hygiene kits in Ceelbur and Buurhakaba of Galmudug and SWS of Somalia. We hereby accept its services in their entirety, without reservation or restriction.
2. We offer to deliver, in accordance with the terms of the quotation request and the conditions and time limits lay down, without reserve or restriction.
3. This bid is valid for a period of 60 days from the final date for submission of application.
4. I am submitting this application in our own right and confirm that I am not bidding for the same contract in any other form.
5. I also understand that if I fail to provide this proof within 14 calendar days after receiving the notification of award, or if the information provided is proved false, the award will be considered null and void.
6. I agree to abide by the ethics clauses that we have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
7. I will inform WARDI management immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by action IOM/WARDI.
8. I note that WARDI is not bound to proceed with this invitation to bid and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Surname: (_____)

Duly authorized to sign this tender on behalf of:

(_____)

Place, date and stamp: (_____)

ANNEX II-DECLARATION OF HONOR STATEMENT

Herewith, I declare that there is no established conviction by final judgment for one of the following grounds for any responsible person of the organization. Further, I declare that there is no severe breach of regulations, which renders its integrity questionable: Participation in a criminal organization, corruption, fraud, terrorist offences, money laundering or terrorist financing, child labour and other forms of trafficking in human beings.

Optional exclusion grounds exist:

Breach of social, labour or environmental law	☐ Yes ☐ No
Bankrupt	☐ Yes ☐ No
Insolvency	☐ Yes ☐ No
Guiltiness of grave professional misconduct	☐ Yes ☐ No
Occupational ban	☐ Yes ☐ No
Distortion of competition, bid rigging	☐ Yes ☐ No
Breach of confidentiality	☐ Yes ☐ No

I declare that the organization fulfilled all obligations of payments of taxes or social security contributions.

Moreover, in response of your letter of invitation to bid for the above contract, I, the undersigned, hereby declare that all the works offered will be realized in accordance with International Rules against exploitation of child labour and gender discrimination, as well as in the respect of basic social rights and working conditions.

Surname, family name and signature

Stamp

Date, place

ANNEX III- SUPPLIER CODE OF CONDUCT DECLARATION

WARDI Relief and Development Initiatives (WARDI) is committed to ethical, transparent, and accountable procurement practices. All suppliers, contractors, and service providers engaged by WARDI are expected to comply with the following principles:

- Comply with all applicable laws and regulations.
- Conduct business with integrity and avoid fraud, corruption, bribery, or conflicts of interest.
- Respect human rights and prohibit child labor, forced labor, and discrimination.
- Maintain safe and fair working conditions for employees.
- Adhere to WARDI's zero-tolerance policy on Sexual Exploitation and Abuse (PSEA).
- Protect confidential information obtained through engagement with WARDI.
- Operate in an environmentally responsible manner.
- Cooperate with any audits, inspections, or compliance reviews conducted by WARDI.

Declaration

I _____ hereby confirm that we have read, understood, and agree to comply with this Supplier Code of Conduct and acknowledge that non-compliance may result in disqualification or termination of any contract with WARDI.

Supplier Name: _____

Authorized Representative: _____

Signature & Stamp: _____

Date: _____

ANNEX IV- ANTI-FRAUD AND CORRUPTION GUIDELINES AND DECLARATION

Introduction

WARDI Relief and Development Initiative enforces a **zero-tolerance policy** toward fraud and corruption to safeguard its resources, reputation, and mission. Fraudulent or corrupt acts undermine organizational integrity, deplete funds, and erode donor trust. WARDI ensures that all stakeholders, including staff, vendors, and partners, are committed to ethical conduct.

Scope

This policy applies to all WARDI staff, non-staff personnel, vendors, and implementing partners. Fraud and corruption include acts such as forgery, misrepresentation, collusion, and misuse of resources. All incidents must be reported and will be investigated as per established guidelines.

Fraud Prevention Measures

- **Awareness:** Staff and stakeholders are educated about fraud risks and responsibilities.
- **Risk Management:** Fraud risk assessments are integrated into program and project designs, with measures to mitigate risks.
- **Internal Controls:** Strong policies, procedures, and monitoring systems are enforced to detect and prevent fraud.
- **Ethical Standards:** Staff recruitment and vendor selection prioritize integrity and compliance with codes of conduct.

Reporting Mechanisms

WARDI has established a confidential Hotline for reporting fraud. Reports should include specific details such as the nature of the wrongdoing, involved parties, and supporting evidence. Anonymous reporting is allowed, and whistleblowers are protected from retaliation.

Investigation and Action

All allegations are thoroughly investigated. Substantiated cases may lead to disciplinary actions, contract termination, or referral to national authorities. WARDI also implements lessons learned to strengthen future fraud prevention.

Transparency

WARDI is committed to transparency, reporting annually on fraud prevention, investigations, and outcomes.

Declaration

I, _____, hereby declare that I have been informed about and understand the anti-corruption guidelines of WARDI Relief and Development Initiative.

I commit to reporting any incident of fraud or corruption to the WARDI Relief and Development Initiative.

Supplier Name: _____

Authorized Representative: _____

Signature & Stamp: _____

Date: _____