



WARDI Relief and Development Initiatives

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Terms of Reference

For framework contract for the provision of catering and venue rent for training sessions in Beledweyne district, Hiran region, Somalia.

Tender reference #: WARDI/Care /Nagasho project/ Procurement process -03.

Tendering procedure: Negotiation procedure with a call for competition.

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1. About WARDI

WARDI is one of the leading national non-governmental organizations 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, Beledweyne and Bulaburte in South Central, Wanlaweyn in Lower Shebelle 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, local authorities and governments (National and Federal states) we work with at the Centre of our programmers. For more information about our work please visit: <https://wardirelief.org>

2. About the project

WARDI is implementing through Care a project titled Nagaasho - Integrated Solutions for Preventing Displacement and Strengthening Rural Resilience in Somalia and Somaliland. The Nagaasho project aims to strengthen resilience and prevent displacement in rural communities in Somalia and Somaliland by addressing three core displacement push factors: the impacts of climate change and limited adaptive capacity, a lack of economic opportunities, and weak institutional capacities to prevent and manage conflict. The project will directly target 46,000 rural individuals, at least 60% of whom are women, in high-risk districts across the Gedo, Hiraan, Lower Shabelle, Sool, and Sanaag regions. The project is implemented through a consortium of partners, each contributing their specialized expertise. CARE leads the activity domain on climate resilience and environment, drawing on its extensive experience in climate adaptation, environmental management, and livelihood support. iRise Hub, a local hub for youth entrepreneurship, leads the activity domain related to resilient livelihoods and inclusive economic opportunities, leveraging its expertise in fostering food systems innovation, promoting financial inclusion, and strengthening value chains through local entrepreneurship. Safer world leads the activity domain focused on conflict prevention, social resilience, and inclusive governance, utilizing its solid track record in peacebuilding, conflict sensitivity, and governance strengthening in conflict-affected contexts. WARDI and WAAPO, local implementing partners, bring extensive experience in community-driven resilience building. WARDI leverages its deep community networks, established over three decades of work in livelihoods, climate adaptation, and humanitarian response, particularly in Hiran, Middle Shabelle, and Lower Shabelle. Its deep community networks ensure the project's interventions are inclusive and contextually relevant. WAAPO, a women-led organization, is a vital partner for advancing peace, protection, and gender equality, drawing on its long-standing engagement with local authorities and community leaders and its ability to access hard-to-reach areas. WFP, through its IGNITE Innovation Hub (RBN), serves as the consortium's knowledge partner, responsible for action

research, cross-domain learning integration, and advancing policy recommendations for national level influence.

WARDI Relief and Development Initiatives invite interested bidders to place their bids for provision of catering and venue rent for training sessions in Beledweyne district, Hiran region, Somalia.

Bidders are required to use this sample detailing catering items and hall rent quote per unit, quantity, and unit costs in USD and total cost in USD including Human resource, Maintenance, taxes or other costs that will be incurred.

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

Type of service tendered: Framework contract

a. Definition of framework contract

Please note that only the framework contract is tendered at this point and not the service/product directly. A framework contract defines the regulations that are applicable to all individual call-offs that could be made in the future. The bidders who are awarded a contract are not granted the amount for the entire term automatically. Rather, they have the opportunity to enter into a short price competition for each call-off, which is offered on the basis of the existing contract conditions.

A framework contract will be concluded with all winning bidders (up to a maximum of 3) of this tender, making them contractual partners for the duration of the framework contract Call-offs are planned for the next three years. Only these winning bidders of this tender will then be asked to submit current prices for the services described below. The contractual partner with the lowest price will be selected to carry out this specific call-off. Further terms and conditions apply, please see the Annex IV.

b. Description of the service

As part of 3-year project implementation, framework agreements for the provision of catering and venue rental services to support project training sessions in Beledweyne, Somalia. The selected providers will ensure the timely and professional delivery of services, accommodating various dietary needs and offering suitable venues that meet the logistical and technical demands of the training events.

Quality of the refreshment (food) should meet these criteria:

- Food shall be properly prepared in accordance with acceptable hygiene standards
- Well covered based on the number of the persons indicated in BOQ

Quality of the refreshment (halls) should meet these criteria:

- The venue shall have a functional air conditioning system.
- A flipchart paper
- Alternative offers are not accepted.

c. Bill of quantity / Description of the service

Item #	Description	Quantity	Unit of Measurement)	Unit Price (in USD)
1	Training Venue/Hall with (a good cooling system, speakers, projector, with capacity of minimum 50- 100 person	1	Per day	
2	Refreshment for training participants	1	Per person	
3	Lunch for training participants	1	Per person	
	Total			

4. Application Process

This procedure is a negotiation procedure with a call for competition.

a. Relevant dates

No	Description	Date / Days
1	Publication / sending date of the call for tender	07/04/2026
2	Deadline for the submission of the (final) offers	14/04/2026
3	Date of the opening of the offers	15/04/2026
4	(if applicable) Period of negotiation	3 days
5	Minimum validity period of the offers	60 days
6	Date of the opening& evaluation of the offers/quotations	15/04/2026
7	Notification of contract awarding / Conclusion of contract	Until 15/04/2026
8	Proposed date for contract signing (a mere formality)	Until 16/04/2026
9	Deadlines for delivery of products or service	Need Basis

These dates are fixed by WARDI, **offers submitted after the deadline will not be considered.**

b. Form of the bid

The bid must contain the following documents

- A financial offer
- Technical Compliance Checklist.(annex I)
- Contractor declaration (annex II), filled, signed and stamped
- Declaration of honor (annex III), filled, signed and stamped
- Anti-fraud and corruption declaration (annex IV), filled, signed and stamped
- Framework contract agreement(Annex V)
- Company profile
- Proof of registration from Local Authority
- Tax compliance

- Optionally, bank account details

Bids must comply with formal requirements; the following bids will be excluded from the tender process:

- Bids received after the submission deadline
- Bids in which changed entries made by the tenderer are not beyond reasonable doubt
- Bids in which changes and/or additions were made to the tender documents
- Offers without prices
- Not authorized alternative offers

☒ the tenderer will ask the bidder to complete its offer in 2 days after notification by WARDI. If the offer is still incomplete after this deadline.

All types of documents related to the economic evaluation of the offer on the basis of the award criteria cannot be submitted or completed after the deadline for the submission. Offers missing such documents will be excluded of the tender process.

c. 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 electronically in PDF format to jabir@wardi.org before **2:30pm on 14th April 2026**.
- The subject line of the email must clearly state the tender reference number:
WARDI/Care/Nagasho project/Procurement process -03
- Bidders must ensure that all required documents are attached and properly signed and stamped where applicable.
- Late submissions received after the deadline will not be considered.
- Please send all further questions and inquiries at the following address jabir@wardi.org or 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 USD.
- Prices must include transportation costs. Bidders must bear other service-related costs to the service provision e.g., taxation, contributions and extra.
- 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 submitted at the moment of the submission deadline are final.

5. Requirements for the bidder / Eligibility of the bidders

This tender is addressed to catering and venue rent service providers in the Hiran region, Somalia. Bidders must meet these eligibility criteria to be considered for the award:

No	Description
1	Filled, Technical Compliance Checklist Annex I.
2	Filled, signed and stamped annex II of contractor declaration
3	Filled, signed and stamped annex III of declaration of honor
4	Filled signed and stamped annex IV of anti- fraud and corruption declaration
5	Company profile
6	Tax Compliance
	Registration from Local Authority
7	Bank accounts (optional)

Bidders, which do not meet these criteria, will be excluded from the procedure.

Additionally, bidders can be excluded at any time if it comes to the attention of WARDI that a person whose conduct is attributable to the company has been convicted of a crime by a court of law or if a fine has been imposed by a court of law on the company for a criminal act.

6. Evaluation process

a. Other exclusion criteria

The offer will be excluded from the procedure, if:

1. It does not include all the documents as listed in 4. b., and is therefore incomplete
2. The bidder does not meet all the criteria listed in 5., and is therefore not eligible for this tender

Additionally, the offer must comply with the following criteria or be excluded from the procedure. These criteria are merely highlighted here. They are part of the technical description or the bidder eligibility.

No	Description	Status
1	Company profile	Minimum
2	Registration	Minimum
3	Tax compliance	Minimum
3	Bank account details (optional)	Optional

b. Technical Compliance Assessment

Before the detailed technical evaluation, all bids will undergo a Technical Compliance Assessment based on **Annex I: Technical Compliance Checklist**.

Bidders are required to complete and submit the Technical Compliance Checklist as part of their bid submission. The checklist shall be completed by indicating “Yes” or “No” against each requirement and —

must be supported by information provided in the bidder's company profile, including relevant details such as description of services, facilities, and photos where available.

The Technical Compliance Checklist will not be evaluated as a standalone pass/fail criterion but will serve as a **basis for scoring** under the technical evaluation criteria. The evaluation committee will use the information provided in the checklist and supporting documents to assess the bidder's capacity, venue suitability, and ability to deliver catering services.

The committee will review the completeness, consistency, and credibility of the information submitted when assigning scores under the technical evaluation.

WARDI reserves the right to verify the information provided in the Technical Compliance Checklist through document review or physical inspection of the bidder's premises, where necessary, prior to contract award.

Only bidders who submit a duly completed Technical Compliance Checklist and meet the minimum technical score as defined in Section 6.C (Award Criteria) will be considered for financial evaluation.

c. Award criteria

All bids will be evaluated based on **technical and financial criteria**.

The technical evaluation will account for **60% of the total score** and will assess the bidder's capacity to deliver catering and venue services.

1. Technical Scoring Methodology

Technical evaluation will be conducted based on the criteria below:

No	Criteria	Description	Score
1	Valid taxation certificate	Provide Valid Taxation	10
2	Valid registration	Provide valid registration	10
3	Previous similar experience (attach POs & Contracts with previous organizations)	Provide framework agreement or Purchase orders	20
4	quote validation 3 years		20
	Total Technical Score		60 points

2. Minimum Technical Requirement

- Bidders must score at least **30 points out of (60%)** Marks in the technical evaluation to qualify for financial evaluation.
- Bidders scoring below the minimum threshold will be **disqualified**.

3. Financial Evaluation

- Financial evaluation will account for 40% of the total score.
- Only technically qualified bidders will proceed to financial evaluation.

4. Combined Evaluation and Framework Award

- The final score will be calculated by combining the technical score (60%) and the financial score (40%).
- Based on the combined scores, up to a maximum of three (3) highest-ranking bidders who meet the minimum technical requirement will be selected and awarded framework contracts.
- These successful bidders will become framework agreement holders for a period of three (3) years.

5. Call-off Mechanism under the Framework Contract

- The framework contract does not guarantee any minimum volume of services.
- For each specific requirement (call-off), WARDI will invite the framework agreement holders to submit quotations.
- The call-off contract will be awarded to the bidder offering the most economically advantageous quotation, primarily based on price, while meeting the required service specifications

The successful bidders or selected framework agreement holders will be informed in writing through a Notification of award that its tender has been accepted. Through this notification, the contract is concluded and becomes legally effective.

7. Terms and 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 matter of formality.

b. (For the delivery of service) 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 USD 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 IV.

d. Cancellation or modification 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 of the German public grant authorities require an adjustment or cancellation of the tender procedure

In the event of the quotation procedure's cancellation, WARDI will notify the contractors. If the quotation procedure is cancelled before any bid has been opened, the sealed envelopes will be returned, unopened, to the contractor.

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.

8. Annexes

Annex I Technical Compliance Checklist.

Annex II Contractor declaration

Annex III Declaration of honor

Annex IV Anti-fraud and corruption declaration.

Annex V Draft framework contract agreement.