



WARDI Relief and Development Initiative

Terms of Reference

For

Pre-Qualification of Suppliers of Goods, Works, and Services (ToR)

Ref No: WARDI/PQOS/01/2026–2029

VALIDITY PERIOD: MARCH 2026 – FEBRUARY 2029

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1. Background

WARDI Relief and Development Initiatives is a national non-governmental organization established in 1993 and legally registered with the Federal Government of Somalia. With headquarters in Mogadishu and field offices in Jowhar, Afgoi, Wanlaweyn, Beledweyne, and Buloburte, and a liaison office in Nairobi, WARDI implements multi-sectoral humanitarian and development programs across South-Central Somalia.

WARDI delivers interventions across health and nutrition, WASH, education, food security and livelihoods, protection, resilience, and emergency response. To efficiently implement these programs, WARDI relies on a transparent, accountable, and competitive procurement system that ensures quality service delivery, value for money, and compliance with donor and internal requirements.

2. Introduction

This Terms of Reference (ToR) outlines the process for pre-qualifying suppliers, service providers, and contractors for the period March 2026 to February 2029. The objective is to establish a vetted pool of compliant, credible, and capable suppliers that WARDI may invite for procurement opportunities during the three-year period.

The pre-qualification process strengthens WARDI's procurement systems, improves efficiency, reduces lead times, enhances market competitiveness, and ensures adherence to WARDI procurement policies and donor standards. Suppliers demonstrating the required legal, financial, technical, and ethical capacity will be included in WARDI'S approved Vendor Database.

3. Purpose of the Prequalification

The purpose of this pre-qualification exercise is to:

- Establish a vetted and credible database of suppliers who meet minimum standards in technical capability, experience, regulatory compliance, and financial stability.
- Improve transparency, fairness, and competitiveness in WARDI's procurement processes.
- Reduce procurement lead time and improve operational efficiency by having pre-evaluated suppliers available for rapid and emergency procurements.

- Ensure the timely supply of high-quality goods, works, and services across all operational areas.
- Mitigate procurement risks through early screening of suppliers for compliance, fraud prevention, sanctions lists, and ethical considerations.
- Encourage participation from local suppliers, women-owned and youth-led enterprises, and suppliers operating in WARDI's program locations.
- Support long-term supplier relationship management and strengthen local market systems.

4. Scope of Prequalification

This pre-qualification exercise covers the identification, assessment, and approval of suppliers capable of providing goods, works, and services required for WARDI's operational, programmatic, administrative, humanitarian, and emergency response activities.

The scope includes:

- Suppliers applying for one or multiple categories of goods, works, and services.
- Vendors operating at local, regional, or national levels across WARDI's areas of operation.
- Applicability to routine procurement, emergency procurement, project-specific procurement, and framework agreements.
- Suppliers participating in future procurement processes such as Requests for Quotation (RFQ), Invitations to Bid (ITB), and Requests for Proposals (RFP).
- Pre-qualification serving as a prerequisite for participation in tenders; however, **it does not guarantee contract award.**

5. Geographical Coverage

This pre-qualification applies to suppliers operating in any of the organization's current and potential areas of operation, including but not limited to:

- Banadir region
- Hirshabelle State
- Galmudug State
- Southwest State
- Jubbaland State

Suppliers with capacity across multiple regions are strongly encouraged to apply.

6. Eligibility and mandatory requirement

To be considered for prequalification, all applicants must submit complete and valid documents. The following documents are mandatory:

a. Company Information

- Company profile
- Physical address, email, and contact information
- Ownership information
- Key personnel (if relevant)

b. Legal Registration

- Certificate of incorporation or business registration from relevant government institution (Federal or State).
- Valid trade license relevant to the category.
- Valid Tax Compliance (where relevant)
- Sector-specific permits (e.g., pharmacy license, engineering license)

c. Past Relevant Experience

At least three past contracts that are similar to the category you are applying for. Submitting more than three will be considered an added advantage. Each contract should be filled out in annex IIa including:

- Name of the client
- Details of the goods supplied or services delivered
- Contract amount (where disclosure is permitted)
- Duration of the contract or performance period
- Completion certificate or reference letter confirming satisfactory delivery

d. Other Requirements (Category-Specific)

- Construction: Proof of financial stability, equipment list, key staff CVs.
- Consultancy: Key staff CVs
- Solar: Proof of financial stability, equipment list, key staff CVs.
- Medical suppliers: annex IIb to be filled out as per the guidelines.
- Vehicle rental: vehicle list and proof of ownership or leasing
- Travel agency: accreditation (IATA if available)
- Design/printing: portfolio samples.

7. Submission Instructions

All interested and eligible suppliers, contractors, and service providers are invited to submit their applications for pre-qualification in accordance with the instructions provided below. Applicants must ensure that all required documents are complete, properly filled, signed, stamped, and submitted within the stipulated timeline. Incomplete submissions or those received after the deadline will not be considered.

a. Format

Applicants must submit their documents in a sealed envelope (for physical submissions) or as a single consolidated PDF file (for electronic submissions), clearly labelled as follows:

I. Physical submission

You can submit either of these offices;

- Main Mogadishu office: Buulo-Hubey I Wadajir district I Mogadishu I Banadir I Somalia
- Jowhar office: Behind Suubiye Hotel I Hantiwadag I Jowhar I Middle Shabelle I Somalia
- Hiran office: Along Sheikh Hassan Barsane Rd I Howlwadag I Beletweyn I Hiran I Somalia
- Guriel office: Waberi village I Istarlin section I Guriel district I Galgaduud I Somalia

Envelope Labelling;

“Pre-Qualification Application – [Category Code and Name] – [Category Name] – [Company Name]”

II. Electronic Submission

PDF format for **electronic** submission to procurement@wardi.org and for physical submission clearly labelled envelope be submitted to our WARDI office;

Email Subject Labelling;

“Pre-Qualification Application – [Category Code and Name] – [Category Name]

Note: For the suppliers applying for multiple categories, each category should be submitted in a separate envelope or separate PDF file.

b. Deadline

The submission deadline is by **February 28, 2026**. Late submissions or incomplete documents will not be evaluated.

8. Evaluation Criteria

The evaluation will be conducted in three stages.

a. Stage 1: Mandatory Requirements (Pass/Fail)

The mandatory/Eligibility requirements are as follows:

- Mandatory Requirements as per section six (6) of the Terms of Reference (ToR).
- Category-specific supporting documents
- Signed annexes (Annexes I-V)

b. Stage 2: Technical Evaluation (60%)

- Relevance and quality of past experience
- Technical capacity (staff, equipment, expertise)
- Ability to deliver the required items/services
- Financial stability indicators (where needed)
- Compliance with sector standards
- Past performance feedback from references

c. Stage 3: Due Diligence (40%)

- Verification of documents
- Contacting past clients
- Office visit (if necessary)
- Cross-checking legal status
- Checking sanctioned or restricted lists to ensure compliance with donor requirements.

9. Ethical and Compliance Requirements

All prequalified suppliers must adhere to:

- Code of Conduct
- Anti-fraud and anti-corruption policy
- Child safeguarding and protection policy
- Sanctions policies
- Environmental and safety standards

Any supplier found engaging in fraud, collusion, bribery, or unethical conduct will be disqualified.

10. Confidentiality

All information supplied by vendors will be treated as confidential and used only for the purpose of evaluating suitability for prequalification.

11. Notification of Results

Prequalified suppliers will receive written communication confirming their status and assigned categories. Vendors who do not qualify may request brief feedback.

Prequalification does not guarantee contract awards. It only provides eligibility for inclusion in future procurement processes such as RFQs or tenders.

12. Validity Period

Prequalification will be valid for **3 years**, depending on internal policy. Vendors may be requested to update documents during the validity period.

13. Grounds for Disqualification

A supplier may be rejected for:

- Submission of false or misleading information
- Incomplete or expired documents
- Poor past performance
- Legal or regulatory violations
- Failure to meet mandatory requirements

14. Annexes

Annex I: Categories for prequalification

Annex II: Vendor Prequalification Form

Annex III: Declaration of Honor

Annex IV: Supplier Code of Conduct

Annex V: Anti-Fraud and Corruption Declaration