



Tender Reference: CONCERN WORLDWIDE /SOM/SR#99432/MAY/2026/SUPPLIES (RUTF)

COMPLETE TENDER DOSSIER

FOR

PROCUREMENT AND DELIVERY OF READY-TO-USE THERAPEUTIC FOOD (RUTF)

MAY 2026

LETTER OF INVITATION TO TENDER



Date: 31st May 2026

Ref: CONCERN WORLDWIDE /SOM/SR#99432/MAY/2026/SUPPLIES (RUTF)

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR READY-TO-USE THERAPEUTIC FOOD (RUTF)

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. Letter of Invitation to Tender
- B. Instruction to Tenderers
- C. Evaluation Criteria & Contents of the Tender
- D. Business profile & Technical information
- E. Tenderers Relevant Experience
- F. Financial Offer
- G. Tenderer's Declaration

We look forward to receiving your tender application on or before **14th June 2026 at 11:59pm** via the email address specified in the tender dossier.

To ensure your tender application includes the following documentation, please use the checklist below before submitting your tender to Concern Worldwide.

1. Technical Specifications
2. Financial Offer
3. Signed Tenderer's Declaration
4. Company Certificate of Registration/Business License
5. Company Profile
6. Completed 'Tenderer's Relevant Experience Form' and **Evidence**
7. Audited Report for the last 3 years
8. Copy of the approved Factories Certificate
9. Samples: Please note that samples provided but do not meet the minimum specifications outlined in the attached tender dossier, will not qualify to the final tender evaluation process.
10. Completed supplier information form, valid tax compliance certificate, valid certificate from Somalia Bureau of Standards (SOBS) and audited report/account, etc]

Offers must be submitted to the dedicated emails address and should clearly indicate the tender reference specified in the tender dossier.

Yours sincerely,

Tender Committee

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Section 1: Letter Of Invitation to Tender

Tender Reference: CONCERN WORLDWIDE /SOM/SR#99432/MAY/2026/SUPPLIES (RUTF)

SUBJECT: INVITATION TO TENDER FOR THE PROCUREMENT OF READY-TO-USE THERAPEUTIC FOOD (RUTF) FOR CONCERN WORLDWIDE 'S HEALTH AND NUTRITON PROGRAMME - SOMALIA.

1. Concern Worldwide invites interested eligible bidders for the procurement and transport of subject line mentioned Nutrition supplies (RUTF).
2. Electronic bids should be submitted to the email address: tenders.somalia@Concern.net
The email subject should state the tender reference number: **CONCERN WORLDWIDE /SOM/SR#99432/MAY/2026/SUPPLIES (RUTF)**. If the email subject is not stated as instructed here, Concern Worldwide will assume no responsibility for any misplacement
3. Your bid must include the following supporting documentation which should be submitted together with Bid Application, so please use the list below as a '**Checklist**' before submitting your bid to Concern Worldwide failure to which the bid will be disqualified.

Description	Checklist
1) Valid Business Registration/License Certificate issued by relevant authority.	<input type="checkbox"/>
2) Valid Tax Compliance Certificate issued by Federal Government of Somalia (FGS) .	<input type="checkbox"/>
3) Dully completed Technical Evaluation Form	<input type="checkbox"/>
4) Company Profile detailing the company's background and operational capacity.	<input type="checkbox"/>
5) Tender Declaration Form Duly Completed, Signed, Stamped, and Dated.	<input type="checkbox"/>
6) Tenderer's Evidence of Previous Experience, including copies of completion certificates and/or signed and stamped contracts.	<input type="checkbox"/>
7) Audited Report/account for the last 3 years	<input type="checkbox"/>
8) Copy of the approved Factories Certificate	<input type="checkbox"/>
9) Original bank statement, signed and stamped by the authorized bank official, reflecting transactions for the past six (6) months.	<input type="checkbox"/>
10) Valid Compliance Certificate issued by the Somalia Bureau of Standards (SOBS) for Food, Nutrition, and Agriculture products	<input type="checkbox"/>

1. Bids shall be made valid for a period of Ninety (90) days after the deadline for bid submission. The deadline for receipt of bids is on **14th June 2026 by 11.59PM**. Any bid submitted after the deadline will not be accepted.

Section 2: Instruction to Tenderers

2.1 Introduction to Concern Worldwide

Established in 1968, Concern Worldwide is an international, humanitarian, non-governmental organisation dedicated to the elimination of extreme poverty and the reduction of human suffering, primarily in fragile countries. Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world where all people live in peace and prosperity and are treated equally, with dignity and respect.

. The organization's headquarters are in Dublin, Ireland. Concern Worldwide has been operational in Somalia since 1986. The organization is currently implementing several multi-sectoral emergencies, resilience and durable solutions programmes encompassing livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Bakool, Lower Shebelle, Gudug and Gedo regions. Concern Worldwide implements programmes both directly and indirectly through local partners and relevant line ministries and seek to address the root causes of poverty.

2.2 Tendering Process

The tender advert will appear on the following website <https://somalijobs.net> and Inter-Agency Procurement Group (IAPG) or Concern Worldwide website from **31st May 2026**. The tender documents can be downloaded from the links provided in the advert on this website ([Somalijobs](#), [IAPG and Concern Worldwide website](#))

For queries regarding the tender dossier, please contact Logistics at **+252 853379**

Email: mogadishu.logistics@Concern.net

2.3 Submission of Tenders

Electronic bids should be submitted to the email address: tenders.somalia@Concern.net. The email subject should bear the tender refer#: **CONCERN WORLDWIDE /SOM/SR#99432/MAY/2026/SUPPLIES (RUTF)**.

If sending multiple emails in your submission, each one should preferably be numbered (e.g. Email #2 of 4).

All attachments must be **in PDF format or clear scanned documents**.

Documents sent via Google docs, WeTransfer or links will not be accepted **as the links expires or may have restriction to access the document**.

All emails must be received before the deadline or else the submission is considered submitted after the deadline and will be disqualified.

2.4 Tender Timeline

Line	Item	Date
1	Tender Advert	31 st May May 2026
2	Tender clarification	7 th June –10 th June 2026
2	Closing date & time for receipt of tenders	14 th June 2026 By 11.59 PM, EAT.
3	Tender Opening Location	Concern Worldwide, Mogadishu office or via teams
4	Tender Opening Date & Time	17 th June 2026 – 10.30am

2.5 Language of Offers

All correspondence and documents related to these Bids should be submitted in English.

2.6 Period of Validity of Offers

All bids must be valid for a minimum of Ninety (**90**) days from the tender submission date. Valid for a shorter period will not be accepted.

2.7 Currency

All bids should be submitted in **US dollars**. Any other currency will not be accepted.

2.8 Incoterms

The applicable Incoterm for the delivery of these supplies shall be **Delivered at Place Unloaded (DPU)** to Concern Worldwide Warehouse - Bullo Hubey Village, Wadajir district-Banadir Region in Somalia. (**Door-to-Door Delivery**) in accordance with **Incoterms 2020**.

Under this arrangement:

- The Supplier shall be responsible for customs clearance, port handling, transportation, and delivery of the shipment from the point of purchase to the Concern Worldwide warehouse located in Bullo Hubey Village, Wadajir District, Banadir Region.
- The purchase price shall include customs clearance, port handling, gate pass, loading and offloading/labour, inland transportation to Concern Worldwide 's warehouse. All related operational costs and charges and other associated expenses shall be borne by the Supplier.
- The Supplier shall remain fully responsible for the safety, security, and integrity of the consignment.
- Concern Worldwide shall only provide the necessary **duty exemption documentation**.
- The Contractor is required to work closely with Concern logistics for warehouse preparation.

2.9 Type of Contract

Supply Contract with fixed quantities and a fixed delivery period, covering the procurement, transportation, and delivery supplies - Ready-to-Use Therapeutic Food (**RUTF**).

2.10 Opening of tenders

The opening of the submitted tender dossier will take place on **Tuesday 17th June 2026 – 10.30am**, at Concern Worldwide Mogadishu Office. The tender opening session shall be conducted by the Tender Committee in accordance with Concern Worldwide Procurement procedures and based on the total number of bids received through the dedicated tender email.

Each tender will be given a sequential reference number by the tender committee based on the date and time of receipt for identification, registration, and evaluation purposes.

Bidders or their authorized representatives may participate in the tender opening session. The date, time, and online meeting link for the bid opening session will be shared in advance with all bidders applied through official email address.

During the tender opening session, only the following information may be announced:

- Bidder's name
- Tender reference number
- Confirmation of receipt of required tender documents
- Explanation of evaluation process

Late submission receipts after the specified deadline shall not be considered and will be rejected without opening.

The tender opening session does not mean that any bidder has won the contract. Concern Worldwide reserves the right to accept or reject any tender in line with its procurement procedures and requirements.

2.11 Clarification/ amendment to the bid documents

If a prospective bidder wishes clarification on a certain aspect of the tender, they can contact Procurement Department on the following email address mogadishu.logistics@Concern.net, which will then be shared with the Tender Evaluation Committee.

2.12 Cancellation of the tender procedure

The tender evaluation committee has the right to cancel the tender process at any stage without having to explain the situation. Reasons for doing so might include non-receipt of a minimum number of bids, a dramatic change in specification of the material, the costs exceeding budgetary limits or the project being cancelled.

2.13 Appeals Process

If you wish to appeal or to raise any concerns, please write to richard.nunn@Concern.net with email subject of the tender reference: **CONCERN WORLDWIDE /SOM/SR#99432/MAY/2026/SUPPLIES (RUTF)**

2.14 Data Protection

Concern Worldwide guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern Worldwide guarantees confidentiality of the procurement process.

2.15 Donor

The purchase of the RUTF is funded by one of Concern Worldwide donors.

2.16 Complaints Mechanism

Bidders may channel their complaints through the Feedback and Complaints Response Mechanism (FCRM) reporting line as follows: +252619994415 and Hotline 311

Alternatively, bidders may refer to Concern Worldwide's Anti-Fraud and Whistleblowing Policy for additional reporting options relating to fraud. This policy is attached as annex 10 and the bidder must be familiar with and accept the content of this policy.

2.17 Specification Requirements for (RUTF) of Bidders.

Tenderers for the RUTF are required to provide the following information or documents failure to which may lead to disqualification of their bid application:

- a. Certificate of analysis
- b. Certificate of conformity
- c. Certificate of origin
- d. Realistic lead time
- e. Sample picture of the product
- f. Audited Report/account for the last 3 years.

Section 3: Evaluation of the Tender & Content of tenders

All valid bids received will be evaluated by the Tender Evaluation Committee based on administrative compliance, technical and financial evaluation criteria established in accordance with the information provided in the bid application. Concern Worldwide reserves the right to request proof of bidders' work experience and subsequently visit the premises if this is deemed necessary to complete the evaluation process.

3.1 Administrative Compliance Check – bid applications received will be subjected to a number of compliance checks to progress to the next stage of the evaluation process (i.e. technical evaluation).

These Checks are scored as **Pass or Fail** and only bidders that pass the administrative compliance checks will be considered to proceed to the next stage of the evaluation process (i.e. technical evaluation). Concern reserves the right to contact and request missing documents from bidders by giving extra time. The administrative compliance check includes the following:

No	Document A	Essential/Desirable	Checklist Box
1	Business Registration	Essential	
2	Taxes Clearance Certificate (TCC) by FGS	Essential	
3	Company Profile	Essential	
4	Dully completed Technical Evaluation Form	Essential	

5	Tender Declaration Form completed, Signed, Stamped and Dated	Essential	
6	Copy of Certificates of Completion and/or previous similar contracts with a similar value.	Essential	
7	Audited Report/account for the last 3 years	Essential	
8	Copy of the approved Factories Certificate	Essential	
9	Bank statement for the last six (6) months, duly signed and stamped by an authorized bank official. The bank account must be registered in the name of the company/owner.	Essential	
10	Valid compliance certificate from Somalia Bureau of Standards (SOBS) – Food, Nutrition and Agriculture	Essential	

3.2 Technical evaluation Criteria– This is based on previous relevant experience, conformity with required specifications of supplies, financial capacity and lead time. To be technically acceptable, the proposal shall meet or exceed the stipulated requirements of the bid. The technical Evaluation Criteria is weighted at **70%**. Tenderers who obtain a score of **50%** and above will qualify to proceed to the next round of the evaluation process (financial evaluation). The following will be assessed on the technical competence:

3.2.1 Payment Terms - 9 points

- Please provide your payment terms– **3 Points**
- Preferred payment method: (cheque/electronic payment) – **3 Points**
- How long is your credit period upon submitting an invoice to Concern Worldwide? (starting from the date of submission) – **3 points**

3.2.2 Product Information – 23 points

RUTF:

- Provide specifications of Ready To-Use-Therapeutic Food (**RUTF**) - Unit size in grams, calories and Carton contents. - **6 points**
- Provision of **sample picture for RUTF** (cartons and sachets)– **5 points**
- Where will you source/origin of the supplies from? **4 Point**
- Certificate of Analysis and Certificate of conformity, confirming the absence of bacterial contamination in the RUTF (that the bidder intending to supply) – **4 Points**
- Certificate of Analysis of the finished product, nutritional composition (including all minerals and vitamins) and microbiological tests (including aflatoxin levels). **4 points**

3.2.3 Delivery terms and price validity – 13 points

- Delivery/Lead time of the shipment – **6 points**
- Quote/price validity conformation– **7 points**

3.2.4 Relevant Experience for the supply of RUTF – 25 points

- Provision of minimum 5 contracts/LPOs for **RUTF** by the bidder in the last 3 years – each at **5 points**

3.3 Financial evaluation – Tender Committee’s consideration is based on the bidder with best quality supplies, least **delivery** time, availability of ex stock and most reasonable price and will carry a total score of **30% marks**. Duly completed Financial Offer, Acceptance of Payment Terms etc.

The financial score will be calculated using the formula below.

$$\text{Financial score} = \left[\frac{\text{Cheapest bid}}{\text{Tenderers own bid}} \right] \times 30$$

NB: Concern Worldwide does not consider the financial offer to be the most important factor. The bidder awarded will be the bidder who achieves the highest aggregate score, combining both the financial and technical evaluations.

3.4 Confidentiality and Data Protection

Concern Worldwide guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern Worldwide guarantees the confidentiality of the procurement process.

3.5 Tender Committee Decision

The recommendations of the tender committee shall not be limited to the overall score (Financial and Technical scores combined); however, the outcome shall consider other factors including value for money. If there is a significant monetary value difference between the bidder scoring the highest score and the second or the third bidder with a lower financial bid, then the value for money shall take precedence and the one who quoted the lowest (among the three finalists) shall be considered.

Section 4: Bidder Information & Technical information

Tender Reference:

CONCERN WORLDWIDE /SOM/SR#98488/AUGUST/2025/SUPPLIES

To be completed by tenderer:

1. Payment Terms:

Please provide your payment terms?	
Preferred payment method: (cheque/electronic payment)	
How long is your credit period upon submitting an invoice to Concern Worldwide? (starting from the date of submission)	

2. Product Information

Provide specifications of Ready To-Use-Therapeutic Food (RUTF) for the treatment of severe acute malnutrition (SAM) (I.e. Unit size in grams, calories and Carton contents.)	
Provision of sample picture RUTF (cartons and Sachets)	
Where will you source/origin of the supplies from?	
Certificate of Analysis and Certificate of conformity, confirming the absence of bacterial contamination in the RUTF (that the bidder intending to supply)	
Certificate of Analysis of the finished product, nutritional composition (including all minerals and vitamins) and microbiological tests (including aflatoxin levels).	

3. Delivery Terms/Shipment & Price validity.

Delivery, lead-time for the supplies upon signing the contract?	
Quote/price validity conforms with Concern Worldwide purchasing terms	

4. Relevant Experience.

Previous 5 contract/LPO for the relevant nutritional supplies within INGOs and UN agencies undertaken by the bidder for the past 3 years ?	
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Section 6: Financial Offer

Tender Reference:

CONCERN WORLDWIDE /SOM/SR#99432/MAY/2026/SUPPLIES (RUTF)

S. N	Item Description	Specification	Unit size	Quantity	Unit Price (USD)	Total Cost (USD)
1	Procurement of Ready to use Therapeutic Food (RUTF)	<p>Ready To-Use-Therapeutic Food (RUTF) for the treatment of severe acute malnutrition (SAM) in children aged 6 – 59 Months. Ready-to-Use Therapeutic Food (RUTF) paste, each 92g sachet contains approximately 500 calories, vitamins, and minerals.</p> <p><u>Ready To-Use-Therapeutic Food (RUTF) specification</u></p> <ul style="list-style-type: none"> ✓ Unit size: - 92g ✓ 150 Sachets per carton ✓ Approximately 500 Calories, Vitamins and minerals ✓ 1 Carton approximately 15kgs ✓ Shelf life of not less than 18 months. 	Cartons	10,245		
1.1	Delivered at Place Unloaded (DPU); Concern Store at Bula Hubey, Wadajir district-Banadir Region in Somalia.		LS	1		
Grand Total						

NB: 5% Withholding Tax Requirement

*In line with government regulations, all suppliers and contractors conducting business with Concern Worldwide are required to include a **5% withholding tax** in their quotations.*

This amount will be withheld by Concern Worldwide and submitted directly to the relevant government authorities.

Failure to do so will result in the tax being deducted from your invoice payment accordingly.

Section 7 Tenderer's Declaration

In response to your letter of invitation to tender for the above contract, we, the undersigned Company name: _____ hereby declare that

We have examined and accept in full the content of the dossier for invitation to tender including Concern Worldwide 's Code of Conduct and Associated Policies updated in March 2018. We hereby accept its provisions in their entirety, without reservation or restriction.

- 1** We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:

No 1: [10,250 Cartons of RUTF]

- 2** The price of our tender including/excluding transport is:

No 1: [.....]

- 3** This tender is valid for a period of **90 days** from the final date for submission of tenders.
- 4** If our tender is accepted, we undertake to provide a performance guarantee as required by the Instructions to tenderers. (If required)
- 5** We will inform Concern Worldwide immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 6** We note that Concern Worldwide is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 7** We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 8** We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Concern Worldwide reserves the right to terminate the contract with immediate effect.
- 9** The Code of Conduct to which Concern Worldwide expects all of its suppliers to respect is as per the points listed below and we confirm that we adhere to this code.

- Employment is freely chosen
- The rights of staff to freedom of association and to collective bargaining are respected
- Working conditions are safe and hygienic
- No exploitation of children is tolerated
- Wages paid are adequate to cover the cost of a reasonable living
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment of staff is tolerated

Environmental Standards

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours Faithfully,

Name and first name: <>

Title: <.....>

Duly authorised to sign this tender on behalf of:

<.....>

Place and date: <.....>]

Stamp of the firm/company: