RE-ADVERTISED PRE-QUALIFICATION OF VENDOR

APPLICATIONS FOR 2026 – 2028

Prepared by

Human Appeal – Somalia

Opposite Aden Adde International Airport (AAIA), near the main/civilian gate,
Airport Road, Wadajir District, Mogadishu, Somalia.

22nd November 2026

Company Information:

Name of Company	
Name of Representative	
Email	
Telephone / Mobile	
Physical address	
Date of Application	

Introduction:

Human Appeal is an incorporated UK charity working across the globe to strengthen humanity's fight against poverty, social injustice and natural disaster, through the provision of immediate relief and establishment of self-sustaining development programmes. Our vision is to become the global agent of change for a just, caring, and sustainable world.

DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents must be sent via email: hasomtor00222026.tender@humanappeal.org.uk with the subject "Pre-Qualification of Suppliers 2026 – 2028" **not later 19th December 2026 at 23:59**. For any clarifications, please email us on: hasomtor00222026.tender@humanappeal.org.uk Bids submitted later than the above date will be disqualified.

HA Somalia is desirous to pre-qualify eligible and experienced service providers to provide the following services highlighted in the table below.

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

General Instruction:

Interested vendors/suppliers are requested to mark their areas of specialization by putting the (√) signs in front of the category they have extensive experience. Putting any other sign or text will cause automatic disqualification from the process.

Reference Number	CATEGORY A: SUPPLY OF GOODS	Mark field (√)
1.	**Office Supplies and Assets (OSA)**	
1.1	Supply and provision of general office stationery	
1.2	Supply of grocery, cleaning materials and household items	
1.3	**Supply of IT, Electronic, Communication and Security Equipment:** computers, laptops, printers, scanners, photocopiers, servers/network equipment, routers, mobile devices, UPS, projectors, televisions, CCTV cameras, DVR/NVR systems, access-control equipment, security cameras and related accessories.	
1.4	Supply of office equipment , furniture and fixtures	
1.5	**Supply, Installation and Maintenance of Safety, Firefighting and Security Equipment:** fire extinguishers, smoke detectors, fire alarms, emergency signage, CCTV/security surveillance systems, access-control systems and related equipment.	
1.6	Supply of office refreshments bottles water , beverages and food items (cooked)	
1.7	Supply of fuel (Diesel, Petrol and LPG Gas)	
1.8	**Supply of First Aid, Occupational Health and Safety Equipment:** first-aid kits, trauma/emergency kits, PPE, safety vests, helmets, gloves, safety boots, masks and related workplace safety equipment.	

2.	**Projects Specific Supplies (PSS)**	
2.1	Procurement and Supply of medicine, non pharmaceutical medical kits, wheelchairs and nutritional products, medical equipment, medical consumables.	
2.2	Procurement and Supply of livestock /meat (goats, sheep , Aqqiqa & cows (80kg/cow), and Qurbani animals).	
2.3	Procurement and Supply of food packs and food parcels	
2.4	Procurement and Supply of Eid gifts, Eid clothes, children packs.	
2.5	Supply of sewing machines with all accessories.	
2.6	Supply of agricultural seeds , seedlings and tools,	
2.7	**Supply of Child Protection, Recreational and Child-Friendly Space Materials:** recreational kits, educational toys, play materials, furniture and other child-friendly-space supplies.	
2.8	Procurement and supply of school supplies such as (schools bags, pens, exercise books, school bags etc).	
2.9	Supply of winter kits *(Quilts, shawl, socks, blankets, caps, gloves, mattress, plastic sheets and clothes etc.), Shelter (tents).*	
2.10	Procurement and Supply of Non Food items –NFI and hygiene kits	
2.11	Supply of Construction materials (Sand, Cement, Steel Bricks, Aluminum products, Wooden Products and Glass products with all *accessories)*	
2.12	Supply of Solar panels for water pumps and for light.	
2.13	Supply of electric Water Coolers , refrigeration and other coolers	
2.14	Supply of water pumps for tube well including hand pumps	
2.15	Supply of water pumps for agriculture irrigation.	
2.16	Supply of agricultural equipment, irrigation equipment, greenhouse materials and agro-processing equipment	
2.17	Supply of beekeeping equipment, beehives and honey-processing equipment	
2.18	Production and supply of fishing boats ,Supply of fishing equipment, fishing nets, and related livelihood equipment	
2.19	Supply of vocational/TVET training tools, starter kits and livelihood business kits	
2.20	Provision of technical skills such as training for TVET training tools, starter kits and livelihood business kits	
2.21	Supply of educational materials, textbooks, learning materials and teaching aids	
2.22	Supply of dignity kits, maternal/newborn kits and specialized hygiene items	
2.23	Supply of water storage tanks, pipes, fittings, water-treatment and filtration materials	
2.24	Supply of generators, electrical equipment and renewable-energy accessories	
2.25	Construction of semi-permanent building /temporary shelters and emergency shelter materials including tents	
2.26	Supply of food packs and food commodities such as rice/sugar/oil/maize/white flour etc Ramadan/Feed-the-Fasting food commodities and seasonal food assistance items	
2.27	Supply of Qurbani livestock and related Qurbani programme requirements	
2.28	Provision of School Feeding and Meal Preparation Services	
2.29	**Procurement and Supply of Chickens/Poultry:** supply and delivery of healthy chickens, chicks, laying hens.	
2.30	**Procurement and Supply of Lactating Goats including re-stocking :** supply and delivery of healthy lactating goats for livelihood and	

	household income-generation projects, as specified by Human Appeal.	
2.31	**Procurement and Supply of Poultry Feed:** supply of poultry feed, Supplements and related feeding materials.	
2.32	**Supply of Poultry-Farming Equipment:** supply of poultry feeders, drinkers, cages, brooders, egg trays and other poultry-farming equipment and accessories.	
2.33	**Supply of Poultry House/Coop Construction Materials:** supply of wire mesh, roofing materials, timber, doors, fencing and other materials required for poultry houses/coops.	
2.34	Supply of Livestock and Dairy-Farming Equipment: supply of feeding and watering equipment, milk containers, livestock handling equipment and other related dairy/livestock materials.	
2.35	**Procurement and Supply of Hospital and Clinical Equipment:** hospital beds, examination couches, patient monitors, oxygen equipment, diagnostic equipment, sterilization equipment, maternity equipment, laboratory equipment and other hospital/clinical equipment and accessories.	
2.36	Provision of medical services such as surgery , medication, treatments and referral services, however the pricing will be based on the specific treatments	
2.37	Procurement and Supply of Hospital Furniture and Fixtures: bedside cabinets, medical trolleys, waiting chairs, examination furniture, storage cabinets and other hospital furniture and fixtures.	
2.38	Provision of office furniture including carpets	
2.39	Provision of mobile repair equipment as start up	

Reference Number	CATEGORY B: PROVISION OF SERVICES	Mark field (√)
1.	**OFFICE MANAGEMENT AND ASSETS RELATED SERVICES**	
1.1	Provision of event management and catering services	
1.2	Air ticketing , booking and provision of air services including cargo and charters	
1.3	Vehicle/Car rental services	
1.4	Heavy vehicle transportation services	
1.5	Provision of internet services.	
1.6	Provision of vehicle tracking services.	
1.7	Office renovation and repairing services	
1.8	Repair Services for IT and Electronic Equipment: (Photocopiers, scanners, computers, printers, dispensers, Uninterruptible Power Supply (UPS), laptops, software, toners, ACs, LEDs, Fans and telephones.	
1.9	Servicing, repair and maintenance of vehicles, motorcycles and generators.	
1.10	Clearing and forwarding services at the port	
1.11	Cleaning and waste management services.	
2.	**OTHER SERVICES**	
2.1	Provision of language translation services	
2.2	**Provision of Training, Capacity-Building and Training-Centre Services:** professional training institutes, vocational/TVET centres, technical training, workshops, capacity building and soft-skills development.	
	Provision of hotel accommodation, lodging, meetings and conference	

2.3	facilities.	
2.4	Provision of legal advisory and consultancy, media	
2.5	Provision of media services such as TV station, Radio and other services	
2.6	Provision of auditing and accounting services.	
2.7	Provision of Medical, Health, Life, Travel, Personal Accident, Vehicle and Asset Insurance Services.	
2.8	Provision of construction services/ engineering consultancy services	
2.9	Services for installations of solar water pumps and solar panels	
2.10	Services for digging water wells, Installation of Water Wells (deep hand pumps), hand pumps, Water Coolers, Water Filtration Plants, Water Storage Tanks, Water supply pipelines, Latrines	
2.11	Qurbani Project Supervisors (operational oversight services, signing GRN, DN and reporting to the field office procurement team).	
2.12	Provision of design & printing services	
2.13	Water trucking and emergency water-supply services	
2.14	Agricultural, irrigation, greenhouse and livelihood technical services	
2.15	Veterinary and livestock-health services	
2.16	Medical, clinical, nutrition and mobile-health services	
2.17	Eye-care/ophthalmology and specialised medical services	
2.18	Cash/voucher/mobile-money transfer and financial payment services	
2.19	Warehousing, storage, loading/offloading and distribution support services	
2.20	Provision of CCTV, Security Surveillance and Access-Control Installation and Maintenance Services.	
2.21	Provision of Pest Control, Fumigation and Disinfection Services.	
2.22	**Provision of Poultry-Farm Construction and Installation Services:** construction, installation and rehabilitation of poultry houses/coops and related facilities.	
2.23	**Provision of Poultry Veterinary and Vaccination Services:** poultry health inspection, vaccination, disease prevention and related veterinary services.	
2.24	**Provision of Poultry-Farming Training and Technical Support Services:** training of beneficiaries on poultry husbandry, feeding, disease prevention, egg production, farm management and related technical support.	
2.25	**Provision of Livestock and Dairy-Farming Training and Technical Support Services:** training and technical support on goat/livestock husbandry, feeding, breeding, milk handling, animal health and livelihood management.	
2.26	**Provision of Hospital and Medical Treatment Services:** inpatient and outpatient treatment, consultations, diagnostic services, laboratory services, emergency treatment and other approved medical services.	
2.27	**Provision of Surgical and Specialist Medical Services:** surgical procedures, specialist consultations, diagnostic procedures, ophthalmology/eye-care and other specialist medical treatment services.	
2.28	**Provision of Hospital Referral and Patient Treatment Services:** provision of approved referral, admission, investigation, treatment and follow-up services for patients referred by Human Appeal.	
	Construction, Rehabilitation and Renovation of Health Facilities: hospitals, health centres, clinics, maternity facilities and related medical infrastructure, in accordance with approved designs, BOQs and technical	

2.29	specifications.	
2.30	**Construction, Rehabilitation and Renovation of Mosques/Masjids:** construction and rehabilitation of mosques, including prayer halls, roofing, flooring, electrical works, water supply, WASH/wudhu facilities, toilets and associated works, in accordance with approved designs, BOQs and technical specifications.	
2.31	Drilling of boreholes , equipping and supply of borehole equipment	
2.32	Provision of solar systems including installation services	
2.33	Construction of permanent and semi permanent building such as schools, hospitals , library and IDPs made of mansonary and semi permanent building	

AREA/REGIONS OF OPERATIONS

Region	Mark field (√)	Region	Mark field (√)
Awdal		Lower Shabelle	
Bakool		Middle Shabelle	
Banadir		Mudug	
Bari		Nugaal	
Bay		Sanaag	
Galgadud		Sool	
Gedo		Togdheer	
Hiran		Waqooyi Galbeed	
Lower Jubba			

PRE-QUALIFICATION INSTRUCTIONS

1. HA-SOMALIA herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. Please ensure to submit each documents separately against the category while companies can submit different expression of interest for different field

3. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to HA-SOMALIA on an as-needed basis during the stated period.

4. Duly registered suppliers of goods and services under the Laws of Somalia are invited to submit their pre-qualification documents to HA-SOMALIA so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

5. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs, corporations, institutions, or government entities of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

6. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.

7. This document includes questionnaire forms and documents required of prospective suppliers.

8. The successful applicants will be registered on HA-SOMALIA suppliers list for the period **2026 – 2028.** The organization will only deal with the firms that are registered.

9. HA-SOMALIA reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.

10. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.

11. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.

12. Failure to submit any of the mandatory requirements mentioned in tables below will lead to automatic disqualification from the exercise.

MANDATORY REQUIREMENTS

No.	Requirement
1.	Company/Business Profile
2.	Registration certificates (relevant federal ministries and/or state levels)
3.	Tax Compliance Certificate
4.	A minimum of three reference letters from current clients
5.	Latest financial statements for the last three months in the name of the firm.
6.	Credit Facility for HA-SOMALIA *(Willingness-taxes deduction, payments via crossed cheques/account to account transfer – payment within 30 days after completion of services/delivery of items/completion of works)*
7.	Evidence of a physical registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Business Profile	05
2.	List of directors' full names and contact addresses	05
3.	Company/business registration certificates at federal or state level	10
4	Tax certificates/compliance at federal and/or state	10
5.	A minimum of three reference letters from current and/or recent-past clients	05
6.	Mandatory requirements state: Latest financial statements/bank statements for the last three months.	15
7.	Credit Facility for HA-SOMALIA (payments via crossed cheques – payments within 30 days after completion of services/delivery of *items/completion of works)*	10
8.	Evidence of a physical registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm	10
9.	List services contracted above USD 5,000 and names of at least 3 contracting organizations	30
	TOTAL	**100**
PASS MARK		**50% and above**

DECLARATION

I confirm that the information contained in this application is correct and I am authorized by the organization to complete this form on its behalf.

- Signature: _____
- Full Name: _____
- Position: _____
- Date: _____
- Stamp: _____

CONFLICT OF INTEREST DECLARATION

I hereby declare that, to the best of our knowledge, there is no actual, potential or perceived conflict of interest that may improperly influence our participation in Human Appeal Somalia's vendor prequalification or subsequent procurement processes.

I undertake to disclose immediately to Human Appeal Somalia any personal, family, financial, business, employment or other relationship with a Human Appeal employee, representative, procurement/evaluation committee member, or other relevant party that could create, or reasonably be perceived to create, a conflict of interest.

I understand that the existence of a relationship does not necessarily constitute automatic disqualification; however, failure to disclose a relevant conflict or relationship may result in disqualification, suspension or removal from the prequalified supplier list, subject to Human Appeal's applicable policies and procedures.

☐ No conflict of interest to declare

☐ A potential/actual/perceived conflict exists and is disclosed below

Details of conflict/relationship (if applicable):

- Company name: _____
- Name of authorized representative: _____
- Position: _____
- Date: _____
- Stamp: _____