



VRD | VOLUNTEERS
FOR RELIEF &
DEVELOPMENT

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS &
SERVICES FOR THE YEAR 2026–2027**

START DATE: THURSDAY, 27 August 2026

CLOSING DATE: THURSDAY, 03 September 2026

Please indicate the item applied for as follows:

CATEGORY NO:

.....

CATEGORY NAME:

.....

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS 2026-2027

The Volunteers for Relief and Development invites applications from competent campaigns and organizations for pre-qualification of supply of goods, and services listed below for 2026-2027 financial years. Interested eligible suppliers are invited to apply for pre-qualification, indicating the code number and Item Description of goods works or services they wish to be considered for as per the below categories:

SECTION 1: Submission Format

1. Pre-qualification documents in plain sealed envelopes clearly marked “Pre-qualification of Suppliers 2026-2027” indicating clearly the preferred **Category No.....** and **Category Name.....** and placed in the Tender Box situated at the front office in Baidoa at Luga-Baxsi areas opposite Bushra Hospital and in Mogadishu, Hodan District next to Fatxi Taleex Restaurant on or before **11.00pm, Thursday, 03**

CATEGORY NO.	CATEGORY 1: SERVICES
VRD/PQ/01/26-27	Provision of Printing, Designing and Production of tools, promotional and demand creation materials (Services) and design, Screen printing, Embroidery of branded material and stitching of fabric (e.g. for T-shirts, branded caps, banners, reflective jackets)
VRD/PQ/02/26-27	Provision of Motor Vehicle and Transportations Services
	CATEGORY 2: GOODS SUPPLY
VRD/PQ/03/26-27	Provision of construction works, renovations, plumbing and electrical services
VRD/PQ/04/26-27	Supply and Maintenance of ACs (Air Conditioning)
VRD/PQ/05/26-27	Supply of Assorted General Office Stationery
VRD/PQ/06/26-27	Supply, Maintenance and Repair of Computer and ICT Equipment's
VRD/PQ/07/26-27	Provision of medical drugs, equipment, medical consumable,
VRD/PQ/08/26-27	Supply and Maintenance of Office furniture, furnishings & fittings
VRD/PQ/09/26-27	Supply of Laboratory, Medical equipment and Supplies
VRD/PQ/10/26-27	Supply of Pharmaceuticals, and Surgical consumables
VRD/PQ/11/26-27	Design, Supply and installation of Tents
VRD/PQ/12/26-27	Provision of training support (Refreshment, Lunch and Dinner – write details) Venue Equipped projector and internet service a day.
VRD/PQ/13/26-27	Provision of Warehouse rent
VRD/PQ/14/26-27	Supply of solar systems, batteries, and electrical items
VRD/PQ/15/26-27	Provision of Borehole drilling and water system works
VRD/PQ/16/26-27	Supply of Cleaning and Hygiene Materials
VRD/PQ/17/26-27	Supply of Hygiene Kits
VRD/PQ/18/26-27	Supply of Nutrition-Specific Medicines Supplies
VRD/PQ/19/26-27	Supply of WASH items

September 2026 as indicated above and addressed to: -

The Country Director
Volunteers for Relief and Development,
Hodan, Mogadishu, Somalia, **Tel: +252 61567900, +252 617191255**

2. Delivery mode: Please physically deliver the Prequalification Documents by hand.
3. Or send it electronically to this email to procurement.vrd@gmail.com (Please make sure to use the correct email address, and kindly CC the following address as well) volunteers.somalia@gmail.com . in one document in PDF with a clear subject “Prequalification Documents” on or before **11.00pm, Thursday, 03 September 2026. Late submissions will not be considered.**

SECTION 2: GENERAL INSTRUCTIONS

1. You are requested to provide particulars as indicated in section 1, 2, 3, 4, 5, 6 of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
2. VRD attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant may be rendered ineligible for prequalification
3. VRD reserves the right to visit and inspect business premises of all the applicants to verify information provided.
4. All the information provided shall be treated as confidential.
5. This Prequalification Document is eligible for one Item Code which should be clearly written at the top of the form. Therefore, if an applicant wishes to apply for multiple categories, they must use separate prequalification documents for each of the categories.
6. Your prequalification documents should be submitted properly bound, filled and page numbered. VRD shall not be responsible for loss of documents not bound (loose).
7. VRD will only communicate the outcome of the prequalification exercise to the applicants that will meet the minimum score of 50% and above.

SECTION 3: PRE-QUALIFICATION INSTRUCTIONS

1. Introduction

VRD would like to invite interested candidates who must qualify by meeting the set criteria as provided by the VRD to perform the contract of supply and delivery or provision of goods, services and works to VRD.

2. Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to VRD on as and when required during the stated period.

3. Invitation of Pre-qualification

Duly registered suppliers under the Laws of Somalia in respect of goods or services are invited to submit their Pre-Qualification documents to VRD so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for prequalification.

4. Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

5. Pre-qualification Document

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

6. Consideration for Pre-Qualification

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

7. Questions Arising from Documents

Questions and inquiries that may arise from this pre-qualification documents should be directed to the following e-mail address procurement.vrd@gmail.com (Please make sure to use the correct email address, and kindly CC the following address as well) volunteers.somalia@gmail.com . Tender Box situated at the front office in Baidoa at Luga-Baxsi areas opposite Bushra Hospital and in Mogadishu, Hodan District near Fatxi Taleex on or before **11.00pm, Thursday, 03 September 2026** as indicated above and addressed.

8. Additional Information

VRD reserves the right to request submission of additional information from prospective bidders.

9. Requests for Quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by VRD after scoring a minimum of **50%** after the completion of the pre – qualification process.

SECTION 4: PRE-QUALIFICATION DATA INSTRUCTIONS

- 1. Pre-qualification data forms:** The attached questionnaire forms described as part I, II, III, IV, V, VI, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.
- 2. Form Presentation Requirements:** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.
- 3. Qualification:** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by VRD in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of VRD they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

SECTION 5: ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

1. Experience

- a. Prospective bidders shall have at least 2 years' experience in the supply of goods & services
- b. Prospective supplier requires experience and capability to organize supply and delivery of items, or services on short notice.
- c. VRD reserves the right to request for additional qualification information as the tender/quotation stage to suit particular procurement.

2. Financial Condition

- a. The Supplier's is required to indicate the annual turnover for the company for the period Jan 2023-December 2024 if it available.
- b. The supplier should indicate the value of business they can handle at any one given time
- c. Potential suppliers/contractors will be prequalified on the satisfactory information given.

3. Past Performance

- a. Past performance will be given due consideration in pre-qualifying bidders.
- b. Letters of reference from past customers should be included in part V.

4. Sworn Statement

- a. Application must include a sworn statement by the company CEO or equivalent of the bidder, on part VI ensuring the accuracy of the information given.

5. Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, VRD reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

6. Premises

The firm must have a fixed Business Premise and must be registered in Somalia, with certificate of Registration, Incorporation/Memorandum and Articles of Association certificate copies of which must be attached. For companies owned by individuals, a copy of Somalia National ID or PIN certificate must be attached as a mandatory requirement

7. Statutory Obligations

The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Somalia Revenue Authority.

SECTION 6: PRE-QUALIFICATION EVALUATION CRITERIA

MANDATORY REQUIREMENTS

No.	Requirements	Document
1.	Valid certificate of registration from the federal government or state government	Requirement
2.	Valid Tax Compliance Certificate	Requirement
3.	PSEA declaration	Mandatory

TECHNICAL EVALUATION

No.	Requirements (Submit Evidence)	PART NO.	Score (%)
1	Complete and documents	I	30
2.	Company profile	II	20
3.	Financial statement	III	10
4.	Past Performance & Experience	IV	30
5.	Sworn Statement	VI	10
TOTAL			100
PASS MARK			50

PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

- a. Copies of Certificate of Incorporation/Partnership deed/business registration
- b. Valid Tax Compliance Certificate from Somalia.
- c. Evidence of physical registered office where applicable.

PART II: COMPANY DETAILS

Attach a company profile that address the following: -

- Name of Chief Executive Officer/Principal Officer/Contact person
 - Name
 - Position
 - Telephone Contacts
 - Email address
- Full details of the physical location
- The company Website
- The company official email address:
- The company official telephone contacts
- Code of Conduct Policy that addresses issues of Fraud, Respect at Work Place, Child Protection among others.
- Please list the goods or services you provide specific to item Code, Item Description applied for:

PART III: FINANCIAL DETAILS / INVESTMENT

- A. Bank Details:
- B. Bank Name:
- C. Bank Branch:.....
- D. Bank Account Name:
- E. Bank Account Number:

F. State terms of payment in preference

- I.
- II.
- III.

Note: VRD prefers payment through Electronic Fund Transfer (EFT) to be made within 30 days after delivery of goods/services.

PART IV: PAST PERFORMANCE & EXPERIENCE

- a) Please provide at least two letters of recommendation from organizations where your company has supplied similar services in the last three years. The letter should state
- On the recommending organization's letterhead
 - The type of goods and services you supplied the recommending organization
 - The value of business they have engaged your company in, for the last two years
 - The number of years they have done business with your company
 - Attach documental evidence of existence of contract e.g Purchase order, contract e.t.c

PART V: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential VRD supplier.

No.	Particulars	Response (yes/No) (If yes, provide a brief duly signed statement explaining the circumstance)
1.	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Somalia or the country in which it is established?	
2.	Is there any material pending or threatened litigation or other legal proceedings regardless of the value	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Somalia Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4.	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Somalia law?	

PART VI: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with VRD.

Having studied the pre-qualification information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with VRD.
2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the management/Members of Staff at VRD
5. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY:	
Date:	
Name:	
Designation	
Signature:	
Stamp:	