BIDDING DOCUMENT

INVITATION TO TENDER FOR THE PURCHASE & DISTRIBUTION OF FARM FERTILIZERS FOR RURAL VILLAGES IN BELEDWEYNE

TENDER NO 2026-003

PRF-RDSA-SOM-2026-159

Prepared by: RDSA –Somalia

Main Office Address: Airport Road, Wadajir District, Mogadishu, Somalia

Application Submission Deadline: 27th Oct 2026, at 5:00PM Mogadishu Time.

INTRODUCTION TO RURAL DEVELOPMENT SUPPORT AGENCY

Rural Development Support Agency – RDSA is a humanitarian, non-governmental, and public-benefit Organization founded in 2004 as community-based humanitarian organization destined to support marginalized communities, other disaster affected rural and Agro-pastoralist communities living in Somalia.

RDSA has over four projects both in emergency and resilience across Somalia, providing much-needed support to communities that have been severely impacted by unprecedented climatic shocks and ongoing conflicts, which have led to widespread displacements and a deterioration of living conditions. These projects aim to address immediate humanitarian needs enhance long-term resilience among vulnerable populations, ensuring that they can better withstand future crises.

Vision: To enable affected communities to realize their fullest potential and lead a dignified life, we envision a future where individuals are empowered through education, access to essential services, and strong community support. Our commitment is to foster resilience and self-sufficiency, ensuring that every person has the opportunity to pursue their goals. We aim to create an inclusive environment where voices are heard, and cultural values are respected. By promoting sustainable development and collaboration, we will help communities thrive despite challenges. Together, we strive for a society where dignity, hope, and opportunity are accessible to all	**Mission:** RDSA is dedicated to reducing poverty and WASH inefficiencies in Somalia through community-driven, sustainable, and cost-effective interventions, with support from international and local cooperation. RDSA is geared towards increasing livelihood opportunities for vulnerable, minority, and marginalized communities, youth, women, and girls, thereby contributing to thriving, peaceful societies in Somalia.

For more information on the work we undertake and recent achievements, visit our Website

Rural Development Support Agency

1. Instructions to Bidders

Only companies meeting these conditions may participate in this tender:

Bidding is open to all eligible and interested Contractors.

I. Those authorized to conduct business under their country's laws, with all required licenses or permissions.
II. The Quoted currency shall be in U.S. Dollars
III. Bid pages must be originals, not copies. The validity period of the bid price should be stated.
IV. Those possessing the experience, knowledge and technical potential, as well as the personnel necessary to deliver the order.
V. Those with their residence in the territory of Somali.
VI. The bid should be prepared on the attached form.
VII. The bid should be prepared in English.

2. EVALUATION CRITERIA

I. Minimal criteria Requirement for Bid Submission:

Bids will be reviewed for completeness and accuracy. Completeness requirements include, but are not limited to:

I. Valid registration certificate from Hirshabelle state.
II. Tax Clearance Certificate mandatory
III. Submission of complete bid documents. (Quotation submission form, stumped and signed will only be accepted).

II. Evaluation Criteria

IV. Price: (lowest bidder will get the highest marks)
V. Experience (Attachment of previous similar experience)
VI. Financial Stability: (Active Bank statement for the last six months)
VII. Delivery Period.
VIII. Warranty.

3.Right to Appeal:

A candidate may submit a written appeal to the Chairperson of the Tender Commission or use the RDSA Complain line 2318 for tender procedure breaches. Appeals must be filed by in person within 4 days of learning of the breach, or within 3 days of receiving a Letter of Rejection.



4. AWARD OF CONTRACT

1. Award Criteria

RDSA will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2. Purchaser's Right to Vary Quantities at Time of Award

RDSA reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

3. Notification of Award

- Prior to the expiration of the period of bid validity, RDSA will notify the successful Bidder in writing, that its bid has been accepted.
- The notification of award will constitute the formation of the contract.

4. Signing of Contract

At the same time as RDSA notifies the successful Bidder that its bid has been accepted, RDSA and successful bidder will sign agreements.

5.Late Bids

Any bid received by RDSA after the deadline for submission of bids prescribed will be rejected and will not be forwarded for the bid opening processes. The Bidder will assume the responsibility of un-possession of the bid documents



5. BID SUBMISSION FORM

Project Name: _____

PRF Number (if applicable): _____

Client Name/Company: _____

Submission Date: _____

Bidder Information:

Company Name: _____

Contact Person: _____

Bank Account Number: _____

Address: _____

Phone Number: _____

Email: _____

Warranty: _____

Delivery time: _____

Total Bid Amount and in figures (in USD or specify currency): $ _____

Rural Development Support Agency

Bill of Quantity (BOQ) for Farm Tools and Equipment

Code	Budget Line Description	Remarks (max 1500 char.)	Unit Description	Unit Quantity	Unit Cost	Total Cost
B.3	Distribution of farm Fertilizers	Purchase of high-quality Urea and Diammonium	Bags	450		
		Total USD				



SECTION 2: TERMS & CONDITIONS

The bidder agrees to complete the work outlined in the bid document in accordance with the project specifications.

The bidder agrees that the bid is valid for a period of one year from the submission date.

Any changes to the project scope or deliverables will require a written agreement from both parties.

Payment terms (Choose and tick one option from the below)

☐ Upon completion
☐ According to Payment instructions
☐ Other (please specify): _____

SECTION 3: SIGNATURES

By signing below, the bidder certifies that the information provided in this bid is accurate and complete to the best of their knowledge.

Bidder Signature: _____

Printed Name: _____

Date: _____

Signature_____



Supplier Code of Conduct Form

Introduction

This Supplier Code of Conduct outlines the ethical standards and expectations for all suppliers participating in our tender bids. We are committed to conducting business responsibly and expect our suppliers to adhere to the same principles. It is essential to establish a strong foundation built on integrity, trust, and mutual respect, ensuring that our relationships with suppliers contribute positively to the broader community and environment in which we operate.

1. ANTI-CORRUPTION, ANTI-FRAUD

Contractor represents and warrants that it is not engaged in and will not engage in any sort of corruption, defined as the misuse of entrusted power for private gain. This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary forms of corruption. The definition includes, but is not limited to, corruption in the form of facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by RDSA, including tendering, award or execution of contracts. RDSA reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately terminate the Contract and/or Contractor's business relationship with RDSA, and to take such additional action, civil and/or criminal, as may be appropriate

2. Compliance with Laws

Suppliers must comply with all applicable laws and regulations in the jurisdictions where they operate, including labour, environmental, health, and safety laws. This commitment to legal compliance not only protects the rights of employees and stakeholders but also fosters a culture of accountability and transparency.

3. Ethical Business Practices

Contractors are expected to conduct their business with integrity and transparency. This includes:

Prohibiting bribery and corruption in all forms: Suppliers must implement robust policies and training programs to ensure that all employees understand the importance of ethical behaviour and the consequences of engaging in corrupt practices.

Avoiding conflicts of interest and disclosing any potential conflicts: It is crucial for suppliers to establish clear guidelines for identifying and managing conflicts of interest, ensuring that business decisions are made in the best interest of all parties involved.

Promoting fair competition and not engaging in anti-competitive practices: Suppliers should support a competitive marketplace by adhering to fair pricing strategies and avoiding any form of collusion with competitors that could undermine market integrity.

4. Labor and Human Rights

Contractors must respect the rights of workers and adhere to international labour standards, including:

Prohibiting child labour and forced labour- Suppliers are required to implement strict hiring practices and conduct regular employee reviews to ensure that all workers are of legal age and have willingly entered into employment agreements.

Ensuring fair wages and working hours-It is imperative that suppliers provide compensation that meets or exceeds minimum wage laws and that employees are not subjected to excessive working hours without appropriate compensation.

Providing a safe and healthy work environment: Suppliers are responsible for conducting regular safety audits, providing necessary training, and ensuring that all workplace conditions meet health and safety regulations.

Promoting diversity and inclusion in the workplace: Suppliers should actively seek to create a diverse workforce and foster an inclusive environment where all employees feel valued and respected, regardless of their background.

5. Environmental Responsibility

Contractors should be committed to minimizing their environmental impact, which includes:

Adopting sustainable practices in operations-This may involve utilizing renewable energy sources, optimizing resource consumption, and investing in technology that reduces environmental footprints.

Reducing waste and emissions- Suppliers are encouraged to implement waste reduction strategies, such as recycling programs and emissions control measures, to contribute to a more sustainable future.

Complying with environmental regulations- Staying compliant with local and international environmental laws is essential, and suppliers should regularly review their policies to align with evolving standards.

6. Quality and Safety

Contractors are expected to provide products and services that meet quality and safety standards. This includes:

Conducting regular quality checks: Suppliers should implement comprehensive quality assurance processes to ensure that all products meet the required specifications and performance standards.

Ensuring product safety and compliance with relevant standards: It is crucial for suppliers to stay informed about industry regulations regarding product safety and to conduct necessary testing to guarantee that all offerings are compliant.

7. Confidentiality and Data Protection

Contractors must protect confidential information and comply with data protection regulations. This includes:

Safeguarding proprietary information: Suppliers should establish clear protocols for handling sensitive information and ensure that employees are trained on the importance of confidentiality.

Ensuring that personal data is handled securely and responsibly: Suppliers must comply with data protection laws, including measures to prevent unauthorized access to personal information and to respond promptly to any data breaches.

8. Reporting Violations

Contractors are encouraged to report any violations of this Code of Conduct. Reports can be made anonymously by calling toll-free number 2318 or writing an email to : help@rdsasomalia.org and will be investigated promptly. RDSA recognizes creating an environment where concerns can be raised without fear of retaliation is vital for maintaining ethical standards and accountability.

9. Continuous Improvement

Contractors should strive for continuous improvement in their practices and performance. Regular training and development opportunities should be provided to employees to enhance their skills and knowledge. Additionally, suppliers should engage in self-assessments and seek feedback to identify areas for improvement, fostering a culture of innovation and excellence that ultimately benefits all stakeholders involved.

By adhering to this Supplier Code of Conduct, RDSA aims to build sustainable, ethical, and successful business relationships that contribute to a better future for everyone.

10. ANTI-TERROR VETTING

Contractors shall not engage in transactions with or provide resources to individuals or entities associated with terrorism or subject to government sanctions, including those individuals and



entities that appear on one or more of the lists below. This requirement does not extend to the vetting of beneficiaries.

11. TRANSPARENCY AND ACCOUNTABILITY

Contractor undertakes a duty of full disclosure of any relevant material at any time and at the sole discretion of RDSA for RDSA to examine any alleged breach of this Supplier Code of Conduct.

11.1. Any breach of the representations and warranties of this Supplier Code of Conduct shall entitle RDSA to terminate any contractual relations with Contractor immediately upon notice to the Contractor, at no cost to the RDSA.

Date: _____ Signature: _____Stamp_____

Name and position: _____