BIDDING DOCUMENT

TENDER RE-ADVERTISEMENT FOR THE PROCUREMENT, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FIVE (5) COMPLETE GRAIN MILL SYSTEMS UNDER THE FOOD SECURITY AND LIVELIHOODS PROJECT IN BAIDOA, SOMALIA

HA/SOM/TOR/0022/2026

Prepared by:

Human Appeal –Somalia

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9th November 2026

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SECTION I
INSTRUCTIONS TO BIDDERS

A. GENERAL

1. Scope of Bid

1.1 **HA-Somalia** invites bids for the tender for the procurement, supply, installation, testing and commissioning of five (5) complete grain mill systems under the food security and livelihoods project in Baidoa, Somalia.

1.2 The material/goods are specified in greater details in the Sub Section of the Bid Documents.

1.3 The successful Bidder is expected to complete the supply by the Intended Completion date which is given in the section II, effective from the signing of Contract.

2. Eligible Bidders

2.1 This Invitation for Bids is open to companies with experience in procurement, supply, installation, testing and commissioning of five (5) complete grain mill systems under the food security and livelihoods project in Baidoa, Somalia.

2.2 Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by **HA-Somalia**.

2.3 Bidders shall not be involved in criminal acts/activities or associated with individuals and/or entities associated with criminal activities.

3. Corrupt, Fraudulent, Collusive and Coercive Practices

3.1 **HA-Somalia** requires that all; **HA-Somalia** staff, bidders, suppliers or distributors, observe the highest standard of ethics during procurement and execution of all contracts. **HA-Somalia** shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices.

4. The selection criteria for procurement, supply, installation, testing and commissioning of five (5) complete grain mill systems under the food security and livelihoods project in Baidoa, Somalia:

4.1 Technical Selection Criteria – Procurement and installation of 5 complete grain mill system for food security project – Baidoa, Somalia.

- Bidders will be evaluated based on their technical capacity:
  - ✓ Full compliance with BOQ specifications, including:
    - Grain mill machine, diesel engine, belts, mechanical parts, and accessories
    - Fabrication works, installation, and commissioning requirements.
    - Capacity to construct supporting infrastructure, including:

- Grain mill shelter and storage space
- Civil works such as foundation, roofing, and finishing.

- Ability to deliver, install, and commission within the required timeframe in Baidoa.
- Availability of technical personnel (fabricators, mechanics, installation team).

4.2 Financial Evaluation Criteria – Procurement and installation of 5 complete grain mill system for food security project – Baidoa, Somalia.

- Financial proposals will be evaluated as follows:

✓ Bidders must submit detailed and itemized pricing in accordance with the BOQ structure.

✓ Prices must include all costs such as:

- Fabrication
- Transport
- Installation and commissioning

- Evaluation will consider:
  - Total bid price
  - Completeness of the financial offer
  - Cost-effectiveness relative to technical compliance
- The contract will be awarded to the lowest evaluated bidder who meets all technical requirements.

4.3 Quality, Environmental, and Safeguarding Criteria

- Bidders must ensure the following:
  - All materials and equipment supplied are durable, high quality, and suitable for local operating conditions in Baidoa.
  - The grain mill and engine must be safe, efficient, and appropriate for continuous small-scale milling operations.
  - Construction works (shelter) must follow good engineering practices, ensuring:
    - ✓ Structural stability
    - ✓ Proper ventilation and safety features.
  - Environmental considerations must be respected, including:
    - ✓ Efficient fuel use
    - ✓ Proper handling of waste materials during construction
  - Compliance with Human Appeal safeguarding policies, ensuring:
    - ✓ Ethical conduct
    - ✓ Protection of beneficiaries and local communities during implementation

B. THE BIDDING DOCUMENTS

1. Content of Bidding Documents

The material / goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

a) Administrative Criteria (Mandatory Requirements):

S/N	Requirement	Result
1.	Bid Application with detailed specification and Instructions to Bidders (ITB)	Yes/No
2.	Legal Registration Certificate (South West State)	Yes/No
3.	Valid Tax Compliance Certificate and VAT Requirement	Yes/No
4.	The bidder shall provide an official bank statement, duly stamped and certified by the issuing bank, covering the period from **May 2026 to 21 November 2026**, to demonstrate the bidder's financial capacity, liquidity, and solvency to undertake the assignment.	Yes/No
5.	Company Profile	Yes/No
Note: Any bidder failing to submit any mandatory administrative document shall be considered non-responsive and shall not proceed to the Technical Evaluation stage.		

b) Technical Evaluation (60%):

S/N	Technical Criteria	Marks
1.	The bidder must demonstrate successful completion of at least five (5) contracts within the last five (5) years involving the supply, installation, testing, and commissioning of grain mill systems or similar agro-processing equipment. **Note:** Evaluation points shall be awarded based on the number of successfully completed and verifiable contracts supported by documentary evidence. Each qualifying contract shall be awarded 9 marks, up to a maximum score of 45 marks.	45%
2.	Availability of technical team and installation capacity	10%
3.	Implementation schedule and delivery timeframe	5%
	Total Technical	**60%**
Note: A bidder should achieve a minimum technical score (e.g., 42/60 = 70%) to qualify for financial evaluation.		

c) Financial Evaluation (40%)

d) Passport of Company Director.

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to finish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in the rejection of its bid.

2. Clarification of Bidding Documents

Any prospective bidder requiring clarification of the bidding documents may submit inquiries through the official email address: tenders@humanappeal.org.uk. This email address is available during working days (**Monday to Friday**) and official working hours, from **8:00 AM to 4:00 PM** (**UK time**). Please note that any requests for clarification regarding this bid will be accepted and responded to between **10 November 2026 and 19 November 2026.**

3. Amendment to Bidding Documents

a. At any time prior to the deadline for submission of bids, **HA-Somalia**, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

b. All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.

c. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, **HA-Somalia**, at its discretion, may extend the deadline for the submission of bids (if required).

C. PREPARATION OF BIDS

1. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and **HA-Somalia** will not be responsible or liable for those costs.

2. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and **HA-Somalia** shall be written in English language.

Supporting documents and printed literature furnished by the Bidder may be in another language provided, the Bidder is ready to avail a translated copy at the Bidders cost if asked so.

3. Bid Propose

The Bidder shall propose the Bid with complete detail and the appropriate Price Schedule, indicating the shares to be supplied in line with the availed item/share descriptions.

4. Bid Prices

a. The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods it proposes to supply under the contract.

b. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

5. Bid Currency

Prices shall be quoted in US Dollars ($).

D. SUBMISSION OF BIDS

1. Channel of Bids Submission

a. All suppliers willing to apply can send their bids to the following email address: SO-26-730-01.Tender@humanappeal.org.uk

b. Only COMPLETED SCANNED copies of Section II. Schedule of Requirements/PROJECT TITLE: **HA/SOM/TOR/0022/2026**

c. Scanned copies of bid supporting documents requested should be attached in PDF form. These include, tax compliance certificate, registration certificates from Banadir region and Commercial certificate from the ministry of Trade, bank statement, maximum of 3 pager profile and evidence of experience.

E. DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by **HA-Somalia** at the email address specified above no later than **23:59:59 EAT** on **23rd November 2026.**

HA-Somalia may, at its discretion, extend this deadline for the submission of bids.

F. LATE BIDS

Any bid received by **HA-Somalia** 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.

G. OPENING AND EVALUATION OF BIDS

1. Opening of Bids (Downloads)

a. Bids will be opened on **25th November, 2026** by an internal Committee consisting of HA procurement team. No bid shall be rejected before bid opening, except for late bids.

2. Clarification of Bids and Contacting Bidders

During evaluation of the bids, **HA-Somalia** may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing or phone call by a designated staff and no change in the prices or substance of the bid shall be sought, offered, or permitted.

3. Preliminary Examination

HA-Somalia will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required guarantee have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

4. Evaluation and Comparison of Bids

HA-Somalia's evaluation of a bid

a) In the case of goods/material, sales and other similar taxes will be responsibility of vendor, which will be payable on the goods if a contract is awarded to the Bidder.

b) In the case of goods/materials of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder.

HA-Somalia's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with one or more of the following factors:

a) Delivery schedule offered in the bid.

b) Deviations in payment schedule from that specified in the Conditions of Contract.

c) Other specific criteria indicated and/or in the Technical Specifications, examination of samples (if needed).

d) Ability to supply items in all the targeted locations.

5. Clarification of Bids and Contacting HA-Somalia

a) No Bidder shall contact **HA-Somalia** on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of **HA-Somalia**, it should do so in writing by email.

b) Any effort by a Bidder to influence **HA-Somalia** in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

6. Post-Qualification

a) In the absence of pre-qualification, **HA-Somalia** will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.

b) The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as **HA-Somalia** deems necessary and appropriate.

c) Prior to the award, **HA-Somalia** shall verify and validate any documents/information submitted and if necessary shall conduct physical inspection of the Bidder's office, plant/warehouse and equipment.

d) An affirmative determination will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event **HA-Somalia** will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

7. Purchaser's Right to accept any Bid and to reject any or All Bids

HA-Somalia reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or bidders of the grounds for **HA-Somalia**' section.

H. AWARD OF CONTRACT

1. Award Criteria

HA-Somalia 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

HA-Somalia 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

a) Prior to the expiration of the period of bid validity, **HA-Somalia** will notify the successful Bidder in writing, that its bid has been accepted.

b) The notification of award will constitute the formation of the contract.

4. Signing of Contract

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

I. Other Associated Conditions

1) All material/items must be 100% according to the specifications, quantity and quality as required.
2) Payment will be through bank transfer.
3) Payment will be made within 30 working days after completion of delivery on the provision of bills, work completion certificate, Delivery Note (DN) and Good Received Note (GRN).
4) Prices must be provided according to the same format and specifications below.

SECTION II

Schedule of Requirements

Project Title: Integrated Sustainable Agro-Processing and Food Security Initiative in Baidoa

Project Code: SO-26-730-01

TENDER RE-ADVERTISEMENT FOR THE PROCUREMENT, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FIVE (5) COMPLETE GRAIN MILL SYSTEMS UNDER THE FOOD SECURITY AND LIVELIHOODS PROJECT IN BAIDOA, SOMALIA

S#	Item Description	Unit	Qty	Unit Price	Total Amount
Shelter house (4.0m x 4.0m), Human Appeal — 5 identical houses (Plinth/foundation max 400mm (solid wall 0–1.0m) 1.0m–eave open for ventilation (GI sheet gauge 28 roofing) wood columns , Quantities are TOTAL for all 5 houses)					
A	**Preliminary works**				
1	Site clearance, grading and setting out of building line (1.0m working margin all round)	sqm	125		
2	Setting out and profile boards for foundation layout	LS	5		
	Sub-total A: Preliminary works				
B	**Substructure — foundation & plinth (max. 400mm plinth height, per instruction)**				
3	Excavate foundation trench in ordinary soil to required depth below plinth level, incl. dressing of sides and bottom	m3	18		
4	Plain cement concrete (1:4:8) blinding/bed to foundation trench	m3	2.7		
5	Plinth masonry (brick/block in cement mortar 1:6) from footing to plinth level — plinth height max. 400mm as specified	m3	7.36		
6	Damp proof course (DPC), 50mm thick cement concrete 1:2:4 with waterproofing compound, at top of plinth	sqm	18.4		
7	Backfilling around foundation with selected excavated earth in 150mm layers, watered and compacted.	m3	7.94		
	Sub-total B: Substructure — foundation & plinth (max. 400mm plinth height, per instruction)				
C	**Superstructure — solid wall (0.00 TO 1.00m) & ventilation screen (1.00m to eave)**				
8	Brick/block masonry wall in cement mortar 1:6, from top of plinth up to 1.00m height from ground (solid wall as specified), less door opening.	m3	10.35		
9	12mm cement sand plaster (1:4) to both faces of solid wall (0.00–1.00m), including corners, finished smooth.	sqm	150		

10	Weldmesh / wire mesh screen (fly-proof, galvanized) for ventilation opening, fixed to wood framing, from 1.00m to eave level, less door opening.	sqm	150		
11	Wood battens/frame (50x50mm) to support and fix wire mesh screen, horizontal and vertical members.	m	225		
Sub-total C: Superstructure — solid wall (0.00 TO 1.00m) & ventilation screen (1.00m to eave)					
D	**Wood columns & timber roof structure**				
12	Sawn wood corner columns/posts (100x100mm), sound seasoned timber, treated with preservative, ground to eave level, incl. anchoring to plinth	m	60		
13	Wood door jamb posts (100x75mm) either side of door opening, ground to head level	m	27		
14	Wood wall plate/top runner beam (75x50mm) fixed continuously on top of columns around perimeter	m	80		
15	Fabricate and fix timber king-post roof truss (75x50mm members), including bolts, plates and fixing	no	15		
16	Timber purlins (50x50mm) fixed across trusses at approx. 0.60m centres along the roof slope, both sides	m	276		
17	Timber ridge board (150x25mm)	m	23		
18	Timber fascia board (150x25mm) to eaves and gable ends	m	96.16		
Sub-total D: Wood columns & timber roof structure					
E	**Roof covering — galvanized iron (gi) sheet, gauge 28**				
19	Supply and fix corrugated galvanized iron (GI) roofing sheet, gauge 28, fixed to purlins with J-hooks/roofing screws, incl. laps and 10% wastage	sqm	124		
20	GI ridge cap/capping, gauge 28, fixed with roofing screws and washers	m	23		
21	Roofing screws/J-hooks with bitumen/rubber washers, complete for fixing GI sheets	LS	5		
Sub-total E: Roof covering — galvanized iron (gi) sheet, gauge 28					
F	**Doors & fittings**				
22	Wood louvered door, single leaf, complete with wood frame, 3 no. hinges, hasp & staple/padlock arrangement, as per drawing	no	5		

23	Ironmongery — handle, bolts and fixing accessories to door	LS	5		
	Sub-total F: Doors & fittings				
G	**Floor finishes & painting**				
24	50mm thick cement sand (1:3) floor screed / PCC flooring finished smooth, laid over compacted hardcore fill inside building	sqm	80		
25	Wood preservative/varnish coat (2 coats) to all exposed timber members (columns, trusses, purlins, fascia, door)	LS	5		
26	Two coats emulsion/weather-resistant paint to plastered wall surfaces (internal and external)	sqm	150		
	Sub-total G: Floor finishes & painting				
H	**External works**				
27	Concrete apron/walkway (75mm thick, 1:2:4) around building perimeter for rainwater runoff protection	sqm	40		
28	Supply and install Project visibility and confirmed by Human Appeal Engineer	no	5		
	Sub-total H: External works				
	Subtotal A+B+C+D+E+F+G: Shelter house (4.0m x 4.0m)				
Sales tax 5%		LMS	5%		
Notes: 1. This BOQ covers 5 identical shelter houses. Quantity shown for each item is the TOTAL for all 5 houses combined (per-house quantity x 5). **2.** drawing (H_A.pdf) only dimensions the 4.0m x 4.0m plan and approx. 3.0m eave / roof outline. **3.** Please note that Human Appeal will **withhold the applicable 5% Sales** Tax in accordance with local tax regulations. **4.** The quoted price shall remain fixed and valid until **31 December 2026**.					
Total amount for 5 shelter houses (4.0m x 4.0m), inclusive of all costs and applicable taxes.					

S#	Item Description	Unit	Qty	Unit Price	Total Amount
A	Grain Mill-Five Complete Locally Available				
1	Grain mill Locally fabricated grain mill machine complete with grinding chamber, steel frame, hopper, outlet, and pulley system (24 KG capacity per trip)	No.	5		
2	Engine 24 HP diesel engine suitable for local milling operations.	No.	5		
3	Belt Heavy-duty transmission belts and pulley system	Set	5		
4	Machine Stand Steel machine stand and support frame fabrication.	Lot	5		
5	Grain Feeding, Grain feeding hopper fabrication and fitting.	No.	5		
6	Milling Sieves Milling sieves/screens for fine and coarse flour production.	Set	10		
7	Grain Accessories Bearings, bolts, nuts, washers, and mechanical accessories	Lot	5		
8	Welding and local fabrication labor charges	Lot	5		
9	Safety guard for moving belts and rotating parts	No.	5		
10	Anti-rust painting and machine finishing	Lot	5		
11	Transportation cost	Trip	5		
12	Machine installation, alignment, and machine testing	Lot	5		
13	Initial diesel fuel, engine oil, and lubricants for commissioning	Lot	5		
	Subtotal A: Grain Mill-Five Complete Locally Available				
Sales tax 5%		LMS	5%		

Notes: Type of Mill: Locally fabricated hammer grain mill. **Milling Capacity:** 24 kg per cycle, with a milling time of approximately 15 minutes per 24 kg. **Types of Grains to be Milled:** Sorghum, maize, millet, any other similar dry cereals. **Power Source and Motor Specification:** Fuel-efficient diesel engine, 24 HP. **Additional Performance/Operational Requirements: The supplier should provide:**

- Sufficient diesel fuel for initial commissioning
- Engine Oil & all necessary lubrications to facilitate testing and commissioning of the equipment before handover.

NOTE: These operational requirements applies to all the FIVE Grain Mills

- Please note that Human Appeal will **withhold the applicable 5% Sales** Tax in accordance with local tax regulations.
- The quoted price shall remain fixed and valid until **31 December 2026**.

The bidder shall indicate the proposed timeframe required to complete the fabrication, supply, transportation, construction of five (5) grain mill shelters, installation, testing, commissioning, and handover of five (5) complete grain mill systems in Baidoa.

Proposed Completion Period: _____ Calendar Days from the date of contract signature. The proposed implementation schedule shall be submitted together with the technical proposal and will form part of the technical evaluation

Total amount for grain mill five complete locally available, inclusive of all costs and applicable taxes.	

SECTION III

Questionnaire/Contact Form

Bidders Questionnaire/Contact Form

- **Organizational Information:**

Organization Name	
Legal Status of Organization	**1- Public Limited** ☐ **2-Private Limited company** ☐ **3-Partnership** ☐ **4-Sole Trader** ☐ **5- Other(Please specify)**_____
NTN Number	
Postal Address	

- **Contact Information:**

	Main Contact (Executive head)	**Focal Person**
Name		
Designation		
Telephone (with city code)		
Mobile Phone		
E-Mail		

- **List of Directors: (Give full names and contact address)**

Names	**Position**	**Contact Address**

- **Bid Document Completed by:**

Name: _____

Designation: _____

Date: _____

Signature and Stamp: _____

OFFICIAL USE ONLY

- **Bid Document Downloaded by:** *(for **HA-Somalia** Staff)*

Name: _____

Designation: _____

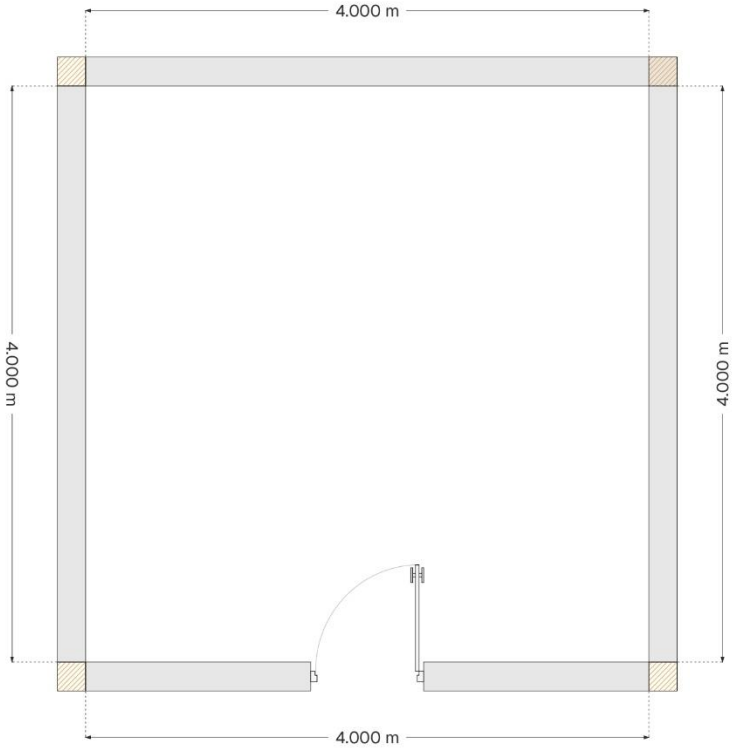
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Signature and Stamp: _____

SECTION IV

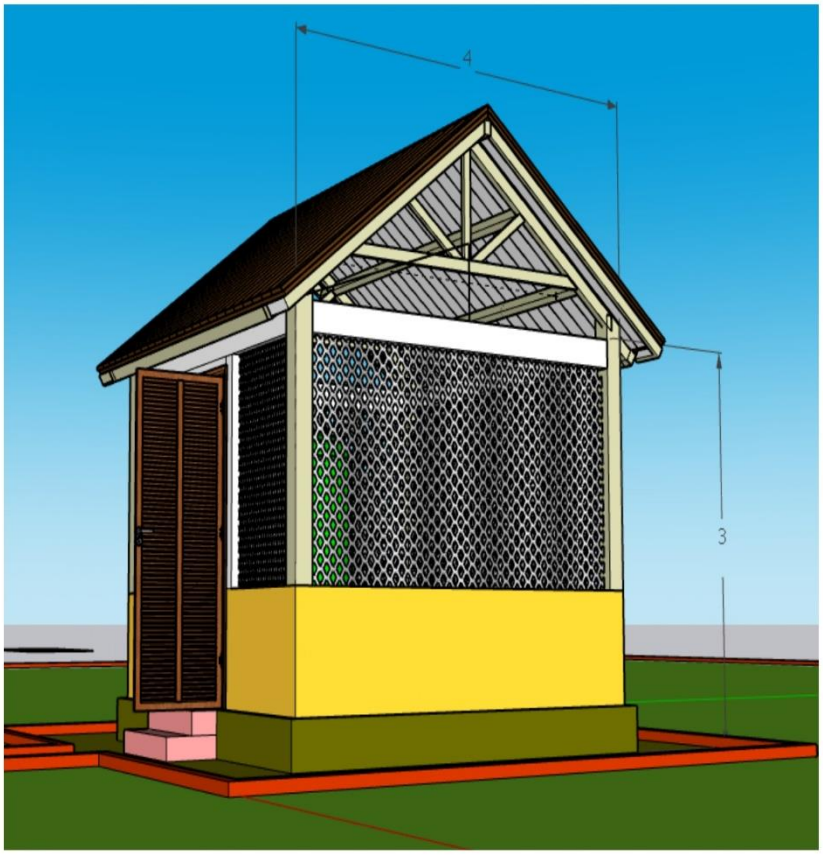
Appendix 1

DESIGN FOR TENDER FOR THE PROCUREMENT, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FIVE (5) COMPLETE GRAIN MILL SYSTEMS UNDER THE FOOD SECURITY AND LIVELIHOODS PROJECT IN BAIDOA, SOMALIA








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