

Norwegian Refugee Council (NRC)

## Call for Interest.

**PRE-QUALIFICATION OF THE SUPPLY OF GOODS AND  
PROVISION OF WORKS AND SERVICES GALMUDUG SOMALIA –  
2025-2027)**

Reference # SO-GLM-PRQ-08-2025

## **INVITATION TO ADVERT FOR PRE-QUALIFICATION OF THE SUPPLY OF GOODS AND PROVISION OF WORKS AND SERVICES – 2025-2027))**

The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organisation which provides assistance, protection and durable solutions to refugees and internally displaced persons worldwide.

NRC has been working in Somalia since early 2004 and has since expanded its Horn of Africa Program to Kenya in 2006 and to Ethiopia in 2011. Since 2004, the Norwegian Refugee Council (NRC) has demonstrated a regional competence and expertise in working with displaced populations. NRC has mainly focused on Somalis who are displaced by the ongoing conflict and more recently by the drought and famine.

Presently, NRC is developing the list of suppliers providing the following.

### **PRE-QUALIFICATIONS OF SUPPLIERS/CONTRACTORS FOR GOODS, WORKS AND SERVICES - NRC SC FOR THE YEARS 2025 - 2027**

#### **The main criteria for selecting new suppliers will be:**

Interested suppliers who wish to submit their proposal should meet the below listed requirements:

- Fully completed tender prequalification documents
- Administrative requirements- To be eligible, the interested firms must provide copies of the list of mandatory valid business licenses to be submitted with the prequalification documents.
- Valid licenses from the relevant authorities (Galmudug)
- Bank statement for the last 6 months.
- Verifiable evidence for similar works/services, PO/contracts from previous organizations.

#### **Tender Collection**

Complete tender documents can be obtained, free of charge, by downloading the documents from the **Somali jobs link**.

#### **Manner of Submission**

Suppliers interested in being added to our list of pre-qualified suppliers, in participating tender should submit their request by **26<sup>th</sup> August at 4:00pm**.

## INTRODUCTION

The Norwegian Refugee Council Office in **Somalia** invites applications from competent firms for prequalification for works and services listed below for the year **2025-2027**

PRE-QUALIFICATIONS OF SUPPLIERS/CONTRACTORS FOR GOODS, WORKS AND SERVICES - NRC SC FOR THE YEARS 2025 - 2027		
SUPPLIER PREQUALIFICATION ADVERT IN GALMUDUG		Comments
<b>1. SUPPLY OF GOODS</b>		
Category Reference	Category Description	
NRC/SO/SC/GLM/001	All supplies (stationery, electronics, construction materials/tools, sports items, dignity/hygiene/NFI kits, office/school furniture, medical/ vet drugs, Agricultural tools & Seeds, Seedlings etc.).	
NRC/SO/SC/GLM/002	Supply and delivery of visibility materials production services, e.g., leaflets, stickers, posters, stand banners, billboards, books, paper bags, T-shirts, caps, and shawls (Adeegyada xayeyinta), etc.	
NRC/SO/SC/GLM/003	Supply delivery for all solar related supplies/installation services	For Solar category apply as SWS, Galmudug, Hirshabele & Mogadishu
<b>2. PROVISION OF WORKS &amp; SERVICES</b>		
Category Reference	Category Description	
NRC/SO/SC/GLM/004	Construction and Rehabilitation Work (Dhismaha iyo dayactirka)	
NRC/SO/SC/GLM/005	Transportation, Distribution and Storage facility services	

The Applicants tick the district they apply for using tick symbol (✓)

Dhusamareb/Guriel	Adado	Abudwak	Galkio	Hobyu

Completed prequalification documents must be submitted **to handover a sealed envelope to our NRC Offices,**

- NRC Field Office Address Dayah Stadium Road, Dhusamareb, Galgadud Region, Galmudug Somalia Tell:617194247.
- Address Galkio Sub-Office, South Galkio, GSA Office Tell:618376786

Norwegian Refugee Council reserves the Right to Accept or reject any tender application and is not bound to give reasons for this decision thereof.

Enquiries can be sent through the email [so.scprocurement@nrc.no](mailto:so.scprocurement@nrc.no)

## PRE-QUALIFICATION INSTRUCTIONS

### 1. Point of Contact

Suppliers are asked to provide a single point of contact. This contact will be considered the sole spokesperson for the supplier during the Prequalification process.

### 2. Evaluation of Prequalification Responses

The objective of the PQQ (Pre-qualification questionnaire) evaluation is to assess the responses and select potential suppliers for the next stage of the procurement process. NRC wishes to ascertain:

- (a.) **Supplier Capability** – the supplier must have appropriate expertise and guaranteed capacity to meet the NRC specification.
- (b.) **Supplier Track Record** - the supplier must be able to demonstrate a successful track record of providing services similar to those required by NRC.
- (c.) **Financial Standing** - the supplier must be considered financially sound.

The specific criteria to be considered at the selection stage include:

- 1. Specialist skills and competencies.
- 2. Comparable work assignments completed with details of output and results (references).
- 3. Contract performance record. (References)

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.

## GENERAL AND COMPANY INFORMATION

### 1. Mandatory Requirements

Scored Criteria FOR PROVISION OF WORKS & SERVICES	Score criteria
<b>Administrative evaluation (Pass/Fail)</b>	
To be eligible, the interested firms must provide copies of the list of Mandatory pre-qualification documents.	
Administrative evaluation criteria (Completion) <ul style="list-style-type: none"> <li>Valid licenses from the relevant authorities (Galmudug)</li> <li>Updated and relevant Company profile</li> </ul>	<input type="checkbox"/> Pass or fail
<b>Total score criteria (Administrative compliance)</b>	N/A
<b>Technical Evaluation supporting documents (70 Marks)</b>	
<b>Key Technical staff CVs if applying Construction/Rehabilitation Works.</b> (Engineers- to have bachelor's degree in civil engineering and experience of minimum 5 Years. <ol style="list-style-type: none"> <li>Project Engineer- to have a bachelor's degree in civil engineering from an accredited university or a technical or craft level qualification in Construction with a minimum Five (5) years' experience. Certification from a recognized solar PV installation body would be an asset. Experience. (&gt;1&lt;2 years=5 points, &gt;2&lt; 5 years =7 points, ≥5 years=10points).</li> <li>Foreman-to have Diploma in Building and construction work and experience of =&gt;5 Years) (Technical evaluation) (&gt;1&lt;2 years=5 points, &gt;2&lt; 5 years =7 points, ≥5 years=10 points).</li> </ol>	20
Experience in similar project- Similar projects in terms of Scope, Cost and subject matter-2 or more of equivalent nature and complexity for the past 5 years Proof of experience (Copies of contracts/ POs/ completion certificates/ etc.) The company must provide sample work, pictures, documentation/reports of previous project in Somalia - (Technical evaluation) <ul style="list-style-type: none"> <li>Legal Capacity 10 points.</li> <li>No Similar Projects = 0 points, with at least 1 proof of experience = 5 points, 2 proof of experience = 10 points, 3 proof of experience = 15 points, 4 proof of experience = 20 points, 5 or more proof of experience = 30 points</li> <li>List of Equipment 10 points</li> </ul>	50
<b>Total score criteria (Technical evaluation)</b>	<b>50</b>
<b>Financial supporting documents</b>	

<p>Financial capacity – Stamped company updated bank statement for the last six months with at least USD 50,000 and above balance – (Financial evaluation) (30 points)</p> <ul style="list-style-type: none"> <li>• 50,000 USD or more balance – 30 Points</li> <li>• 35,000 – &lt;50,0000 USD balance – 20 points</li> <li>• 20,000 – &lt;35,0000 USD balance – 10points</li> <li>• Less than 20,000 USD – Zero (0) Points</li> </ul>	<p>30</p>
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## 2. Company Profile

1. Company Name: \_\_\_\_\_
  2. Trading Name (if different from above) \_\_\_\_\_
  3. Legal status (partnership/sole proprietor/ Ltd. Company) \_\_\_\_\_
    - a. Company registration certificate No. \_\_\_\_\_ (attach copy)
    - b. Certification by regulatory bodies (e.g. Ministry of public works, Municipal council, Ministry of Health etc)  
\_\_\_\_\_ (Attach copies)
    - c. Nature of business licensed to operate \_\_\_\_\_
  4. Tax ID No. \_\_\_\_\_ (Attach copy)
  5. Contact Person:
    - a. Name \_\_\_\_\_
    - b. Title \_\_\_\_\_
    - c. Tel. No \_\_\_\_\_
  6. Postal Address: \_\_\_\_\_
    - a. Tel No/Fax No.: \_\_\_\_\_
    - b. Physical location: \_\_\_\_\_
    - c. E-mail address: \_\_\_\_\_
  7. Website: \_\_\_\_\_
  8. Names of partners/shareholders, Nationality , Citizenship , Percentage of shares
- 1 \_\_\_\_\_
  - 2 \_\_\_\_\_
  - 3 \_\_\_\_\_
  - 4 \_\_\_\_\_
  - 5 \_\_\_\_\_

**9. Company bank account details:**

Beneficiary name:		
Beneficiary account no.:		
Beneficiary Bank:		
Bank branch:		
SWIFT:		
IBAN:		
Bank address:		

10. Name of Insurers \_\_\_\_\_

**3. Disqualification**

NRC will disqualify any supplier who:

(a.) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.

(b.) Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations.

(c.) has been convicted by a judgment which has the force of **res judicata** in accordance with the legal provisions of the country of any offence concerning his professional conduct.

(d.) has committed any act of grave professional misconduct.

(e.) has not fulfilled obligations relating to the payment of all government statutory payments.

(f.) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of **Somalia**.

(g.) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

(h.) has been the subject of a conviction for participation in a criminal / terrorist organization.

(l.) has been the subject of a conviction for corruption and/ or fraud.

(j.) has been the subject of a conviction for child labor abuse and breach to NRC ethical principle.

(k.) has been the subject of a conviction for money laundering.

Please confirm whether any of the above applies to your organization or its directors or any other person who has powers of representation, decision or control of the organization.

Yes / No \_\_\_\_\_

Where the answer is affirmative (Yes), please provide details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NRC may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. In the event that at any time in the tender procedure NRC receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation.

#### 4. Capability and Competence to Deliver Goods or Services

1. What products/works and services do you want to be considered (Please tick the reference number)

Category reference number	Tick Symbol (✓)
NRC/SO/SC/GLM/001	
NRC/SO/SC/ GLM /002	
NRC/SO/SC/ GLM /003	
NRC/SO/SC/ GLM /004	
NRC/SO/SC/ GLM /005	

2. Number of staff employed.

Full time employees: \_\_\_\_\_ other: \_\_\_\_\_

3. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

Reference # SO-GLM-PRQ-08-2025

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4. Provide details of your key personnel and attach their CV'S

Summary of Key Staff proposed for administration and execution of the contract.

Position on the project	Name	Years of Experience with the company	Years of experience (general)	Years of experience in proposed position
a.				
b.				
c.				
d.				
e.				
f.				
g.				

5. Please provide a description of the tools, plant or technical equipment which would be used to carry out the contracts.

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Item of Equipment	Description, brand, and make age(years)	Condition (new,good,poor) and number available	Owned, leased (from whom) or to be purchased (from whom)
a.			
b.			
c.			
d.			
e.			
f.			
g.			

6. Who have been your major corporate clients for the past 2yrs? State Client's name, Works and service provided value of goods, works or service and contact person.

Contact person	Value of business	Organization	Contact Tel No.
1			
2			
3			
4			
5			
6			

For the above, is should be minimum three (3) references including contact information from previous clients on electrical installations, at least one (1) of which should be for solar PV systems with a minimum array size of 3 kW. Please indicate the different sizes used by each client. References should include supporting photos, timelines, technical specifications, and costs.

- i. What is your average response time to a request for quotation/RFP\_\_\_\_\_?
- ii. What is your average response to delivery of goods, works and services after issuance of contract/LPO?

\_\_\_\_\_

- iii. What is the maximum value of business, which you can handle at any one time?

**YEAR/USD** \_\_\_\_\_

7. If your firm is pre-qualified and awarded the tender to goods, works and services, will you abide by the agreed delivery period, quality and price as per specifications by NORWEGIAN REFUGEE COUNCIL. \_\_\_\_\_

### 5. Past And Current Performance and Experience

a) Is the firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in Norwegian Refugee Council? (YES/NO) \_\_\_\_\_. If yes please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

\_\_\_\_\_

\_\_\_\_\_

b) Has the firm/company making this application currently or in previous periods been contracted to supply goods or services to Norwegian Refugee council? Yes/No: \_\_\_\_\_, if yes indicate hereunder the financial year, the works or services that you supplied and their value.

Financial year	Goods, works or service supplied	Total Value
1		
2		
3		
4		
5		
6		

c) Has your company/firm at any one time been requested to quote for supply of goods, works and services and failed to submit the quotation without assigning reason for your action?

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d) Has your company/firm at any one time been issued with a purchase order by NRC and failed to deliver the goods, works or services without assigning and reason for your action?

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e) If your company/firm is a current or previous period supplier of goods, works and services to NRC, has it at any one time been issued with a letter of cancellation of contract/LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

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## 6. Professional Organizations

1. Please indicate to which professional or trade bodies your organization belongs:

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## 7. Comments

1. Please insert any general comments you wish to make. This must be no longer than 2 paragraphs.

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## 8. Declarations

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any NRC employee. Do you have a relationship with any NRC employee that would cause any real or perceived conflict of interest?

Yes/No\_\_\_\_\_

(Please specify :)

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I .....declare, for and on behalf of .....  
(Company/firm) that all the information furnished to NRC in connection with this prequalification is true and accurate in all material respect. NRC is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

## 9. Authorization

Form completed by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

**Thank you for completing this questionnaire.**

The information it contains will be held in confidence by NRC and used for the purpose of determining your suitability for meeting our general requirements for the provision of the works and services.