

**ADVERTISEMENT: EXPRESSION OF INTEREST(EOI)  
FOR OFFICE STATIONERY SUPPLIES**

Date: 4<sup>th</sup> November 2025

The Nordic International Support (NIS) Foundation is a Norwegian-registered non-profit organization engaged in stabilization and reconciliation initiatives in conflict and post-conflict locations. Our primary areas of intervention are institutional development, public service delivery and conflict resolution. Headquartered in Oslo, Norway, NIS recently finalized a project in Sri Lanka and currently implements projects in Somalia, Myanmar, and the Sahel.

NIS is looking for qualified company to procure and deliver stationery supplies to NIS Somalia office. The main specifications/criteria of selection/ categories include in table 1:

<b>Procurement of</b>	Stationery supplies
<b>Location</b>	NIS office in Mogadishu-Somalia
<b>Delivery schedule</b>	01/01/2026 - 31/12/2026

**All interested suppliers are hereby invited to participate and required to meet the following minimum set conditions: -**

1. A **company profile** detailing their years of experience as prime suppliers of stationery, contact information, address etc.
2. **List of minimum 3 company clients** e.g. INGOs and UN; contact details in the last 3 years as per below table. Attach the Purchase orders/Contracts.

*Table 1*

S/N	Client name	Service provision	# of years	Total Amount	Contact details <i>phone/email</i>
1.					
2.					
3.					

3. Share details of your core employees (minimum 2 CVs should be attached).
4. **Valid operating permits or licenses** from Ministry of commerce, Federal Government of Somalia, and Mogadishu Municipality.
5. **Bank statement, or financial commitment letter** confirming prefinancing.
6. **Tax Clearance Certificate:** 2025 Q3 tax clearance letter from Ministry of Finance, Federal Government of Somalia.

7. **Statement of ownership:** The company shall submit a signed public notary document stating the ownership of the company (Name, position contacts and shares)
8. **Price quotation** as per below table- see table 2. Please use NIS table.
9. **Company's support documents:** the Company Must Possess support financial Documentations (please Attach stamped blank Invoice, Receipt voucher)-.
10. Confirmed **delivery schedule** to NIS Foundation in Mogadishu, Office.
11. Defects liability and guarantee period.

### **Other requirements**

1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
2. The offer shall be valid for two years and all prices of the items should be consistent and **stamped**.
3. All quoted prices shall be in **USD currency**.
4. The Nordic International Support Foundation (NIS)'s determination of a Bid's validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviations or omissions.
5. NIS is not subject to VAT; therefore, all quotations should be exclusive of VAT costs.
6. Nordic International Support Foundation (NIS) may, at its discretion, ask any Bidder for a clarification of its Bid. The Nordic International Support Foundation (NIS)'s request for clarification and the response shall be in writing.
7. All pricing shall be guaranteed not to increase, based on an order placed within the proposal due date and intended for delivery in accordance with the specified delivery schedule.
8. NIS reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations, which do not comply with our conditions, will not be considered.
9. Bidders may be requested to formally present their bid proposal to NIS in order to clarify any questions or queries regarding their bid offer.
10. Confidentiality: the NIS agrees to maintain in confidence and not disclose, reproduce, copy any materials, documentation or specification which are provided to NIS hereunder. NIS shall take all reasonable steps to ensure that its employees, agents, and sub-contractors are bound by the same obligation.
11. All suppliers doing business with NIS should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, women, and adult at risk, and give fair working conditions to their staff.
12. Quotes will be rejected if any illegal or corrupt have taken place in connection with the award.
13. NIS aims to purchase products and services that has minimum environmental impact.

**Table 2.**

S/N	Description	Specification	unit	QTY	Unit Cost	Total cost
1.	Notice board	Notice board 60x90	Pcs	1		
2.	Whiteboard	Whiteboard 60x90	Pcs	1		
3.	Pushpin	Pushpins 50pcs	Crt	1		
4.	Pin remover	Pin remover- small	Crt	1		
5.	Printing papers	Printing papers- paper one	Box	1		
6.	Printing papers	Textured paper	Box	1		
7.	File hanger Libra	File hanger-50pcs	Box	1		
8.	Stapler- Big	Stapler- Big 200 sheet	Pcs	1		
9.	Stapler- Small	25 sheet stapler	Pcs	1		
10.	Paper clip	Paper clip 33mm	Crt	1		
11.	Paper Clip	Paper clip 50mm	Crt	1		
12.	Binder clip	Binder clip 32mm	Crt	1		
13.	Binder clip	Binder clip 51mm	Crt	1		
14.	Box file	556 box Alba Rado box file	Crt	1		
15.	Envelop A3	Envelop A3	Box	1		
16.	Envelop A4	Envelop A4	Box	1		
17.	Correction pens	Basic correction pen	Box	1		
18.	Marker pen	Markline permanent marker- 12pcs	Box	1		
19.	Marker pen	Markline temporary marker- 12pcs	Box	1		
20.	Screen liquid cleaner	Fif screen cleaner	Pcs	1		
21.	Tape	Clear tape	Pcs	1		
22.	Notebooks (Normal)	Sinarline 12pcs notebook	Crt	1		
23.	Dairy book	Dairy book 130 page	Pcs	1		
24.	Flip charts (Book)	Flip charts (Book)	Pcs	1		
25.	Desk organizer	Wood desk organizer	Pcs	1		
26.	Desk tray (normal)	3 tray metal desk trays	Pcs	1		
27.	Ruler	30cm ruler-12 pcs clear white	Box	1		
28.	Scissor	Stainless steel office scissor	Dozen	1		
29.	stick glue	Gest sticks 28 grams	Box	1		
30.	Pen	Hauser/fine point ball pen- 60pcs	Box	1		
31.	Pencil	Sharped pencil	Dozen	1		
32.	Plastic folder	Cinjir type	Pcs	1		
33.	Index file (file divider)	A4 index file- 12 sheet	Crt	1		
34.	Staff folder	Square cut folder	Crt	1		
35.	Anti-Virus Kasper	3 in 1 Kaspersky anti-virus	Pcs	1		

36.	<b>Puncher Big</b>	Puncher Big- 100 sheet	Pcs	1		
37.	<b>Puncher small</b>	Fis 2-hole punch	Pcs	1		
38.	<b>Clear front files</b>	Office file A4 size	Crt	1		
39.	<b>Mouse</b>	HP mouse	Pcs	1		
40.	<b>Mouse- wireless</b>	HP wireless mouse	Pcs	1		
41.	<b>Battery</b>	White elephant AAA 1.5V- 60pcs	Box	1		
42.	<b>Battery</b>	Sony AA 1.5V- 48pcs	Box	1		
43.	<b>Power extension</b>	S-Tek 6 port extension	Pcs	1		
44.	<b>Clear files</b>	1Clear file- 100 sheet	Box	1		
45.	<b>laptop bag</b>	Laptop cotton bag- 14inch	Pcs	1		
46.	<b>Highlighter</b>	Sky liner highlighter 12pcs	Box	1		
47.	<b>USB memory sticks</b>	32GB memory stick- SanDisk	Pcs	1		
48.	<b>Hardisk</b>	500GB	Pcs	1		
49.	<b>Hardisk</b>	1tb	Pcs	1		
50.	<b>Desk pad</b>	Desk pad	Pcs	1		
51.	<b>White board eraser</b>	Magnetic whiteboard eraser- 12pcs	Dozen	1		
52.	<b>HDMI</b>	2M HDMI cable	Pcs	1		
53.	<b>HDMI</b>	USB type C HDMI 3.0 adapter	Pcs	1		
54.	<b>Portable drive</b>	LG ultra slim portable drive-original	Pcs	1		
55.	<b>Shredder</b>	Shredder 7sheet with CD and ID card	Pcs	1		
56.	<b>Speaker</b>	Speaker	Pcs	1		
57.	<b>Cartridge- genuine</b>	Color LaserJet pro M277	Set	1		
58.	<b>Cartridge- genuine</b>	Color LaserJet pro M477	Set	1		
59.	<b>Book Note A5 size</b>	Dozen	Dozen	1		
60.	<b>Flash 64 GB SanDisk</b>	Flash 64 GB SanDisk	Pc	1		
61.	<b>Flip chart stand</b>	Flip chart stand	PCS	1		
62.	<b>Ink LaserJet - MFP426dw</b>	Ink LaserJet MFP426dw	Pc	1		
63.	<b>Notebook A5 smart cover</b>	Notebook A5 smart cover	Pcs	1		
64.	<b>Projector presentation pointer</b>	Projector presentation pointer	Pc	1		
65.	<b>Stapler pin- medium size</b>	Stapler Pin medium size	Box	1		
66.	<b>Stapler pin big size</b>	Stapler pin big size	Box	1		
67.	<b>Stapler pin small size</b>	Stapler pin small size	Box	1		
68.	<b>Stick note 3X3</b>	Stick note 3X3	Box	1		
69.	<b>Stick Note Large size</b>	Stick Note Large size	Box	1		

70.	Stick Note medium size	Stick Note medium size	Box	1		
71.	Stick Note small size	Stick Note small size	Box	1		
72.	Display Box file 80 sheet	Display Box file 80 sheet	Pc	1		
73.	Elastic Band (Laastiig)	Elastic Band (Laastiig)	Box/100	1		
74.	Headphone medium size	Headphone medium size	Pc	1		
75.	Register Book	Register Book	Pcs	1		
76.	Speed folder	Speed folder	Pcs	1		
77.	Cartridge- genuine	Color LaserJet pro M283	Set	1		
78.	Cartridge- genuine	Color LaserJet pro M281	Set	1		

### How to Apply

The above documents should be sent through [procurement.somalia@nis-foundation.org](mailto:procurement.somalia@nis-foundation.org) latest on **16<sup>th</sup> November 2025 before/on 11:59 PM**. Those who qualify will be contacted. Any enquiries or questions may be addressed to NIS Mogadishu via the above email.