

Request for Proposal

Mogadishu Office, Somalia.
Waberi District,
Off Airport Road, Behind Turkey
Polytechnic School

22nd June, 2026

To: Interested and Qualified Bidders

Invitation to Tender No.: RFP-SOM-CO-26-003 - Purchase Agreement for the Provision of Air Travel Agency Services to DRC Somalia

Dear Sir/Madam:

The Danish Refugee Council (DRC) is Implementing Projects Funded by Various Donors for the implementation of the humanitarian aid operation in Somalia. Part of this operation will include Air Travels both within and Outside Somalia, therefore, the DRC requests all qualified Bidders to submit price bid(s) for the Provision of services listed on the attached DRC Bid Form Annex A..

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	22 nd June 2026 4:30 PM
2	Closing date for clarifications	1 st July 2026 4:30 PM
3	Closing date and time for receipt of bids/proposals	11 th July 2026 at 11:59 PM
4	Tender Opening Location	DRC Mogadishu Office
5	Tender Opening Date and time	12 th July 2026 at 10:00 AM

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched for the purpose of establishing a framework agreement with the Service Provider for the Provision of Air Travel Agency Services for an initial period of 12 Months with a possibility of extension for 24 Months in 12 Months durations, based on Satisfactory performance and Competitive Fare Pricing.
- A Framework agreement is not binding on DRC to place any Purchase Orders. DRC will place orders with the awarded supplier based on the agreement as per its requirement.
- DRC may choose to cancel the agreement if deemed necessary.
- DRC may choose to split the contract award to more than one supplier.

III. SELECTION AND AWARD CRITERIA

A. Administrative Evaluation

A Proposal shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids

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that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1	A.1	Bid Form (Technical)	Complete ALL sections in full, sign, stamp and submit (Mandatory)
2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, stamp and submit (Mandatory) Submit it in a separate envelope or email, marked clearly (Financial Bid).
3	B	Tender and Contract Award Acknowledgement Certificate	Complete ALL sections in full, sign, stamp and submit (Mandatory)
4	C	DRC Supplier Code of Conduct	Complete ALL sections in full, sign, stamp and submit (Mandatory)
5	D	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp and submit (Mandatory)
6	E	Past Experience and Reference	Complete All Sections in full, stamp and Submit (Mandatory)
7	F	Terms of Reference	Read, Stamp, Sign and Submit to demonstrate understanding of the Scope of Service required (Mandatory)
Legal Registration			
8		Valid Business Registration	Valid Company registration certificate from relevant federal government Authorities. (Mandatory) DRC will Verify the Authenticity of submitted Certificates any falsified certificate will result in disqualification
9		Tax Compliance Certificate	Valid Tax compliance certificates from federal or state government authority. Tax Compliance must be valid for 2 nd Quarter of 2026 (from April 2026 to June 2026) (Mandatory) DRC will Verify the Authenticity of submitted Certificates any falsified certificate will result in disqualification
10		Membership of IATA	Proof of membership of IATA - provide valid evidence of IATA accreditation, including a current IATA Agency Code and/or Travel Agency ID Number (Mandatory) DRC will independently verify the validity and status of the accreditation with IATA.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1	<p><u>Previous Experience in Providing Similar Services</u> to INGO's, International Organizations or the United Nations.</p> <p><i><u>Bidder should provide at least Three copies of current or most recent past Travel Service Contracts (within the past 3 Years – Not earlier than 2023). Contracts should be with INGO's, International Organizations or the United Nations. (DRC Shall confirm the contracts)</u></i></p> <p>Scoring</p> <p>Bidder Provides 5 Copies or More of Previous Contracts – 10 Points</p> <p>Bidder Provides 4 Copies of Previous Contracts – 7 Points</p> <p>Bidder Provides 3 Copies of Previous Contracts – 5 Points</p> <p>Bidder Provides 2 Copies of Previous Contracts – 4 Points</p> <p>Bidder Provides 1 copy or no Previous Contracts – 1 Points</p>	50%
2	<p><u>Proposal's Responsiveness to the scope of work</u></p> <p>All Bidders are expected to provide a written Proposal, detailing Approach, Methodology and Service Delivery Plan for Provision of Travel Agency Services</p> <p><u>Expectation:</u> <i>The bidder should clearly demonstrate and explain in the proposal how it will manage DRCs account including;</i></p> <p><u>Key Requirements:</u></p> <ul style="list-style-type: none"> • <u>Travel request handling process. (Key)</u> • <u>Ticket Request turnaround times. (Key)</u> • <u>Ticket issuance process. (Key)</u> • <u>Emergency support arrangements (After-hours support). (Key)</u> • <u>Reporting and complaint management. (Key)</u> <p><u>And indicate if it provides the following:</u></p> <p><u>Optional Solutions/Services:</u></p> <ul style="list-style-type: none"> • <u>online Booking/tracking systems (Optional)</u> • <u>Quality assurance systems (Optional)</u> • <u>Dedicated account Manager (Optional)</u> <p>Scoring</p> <p>Bidder addresses all the above listed Key requirements and has offered all the Optional requirements – 10 Points</p> <p>Bidder addresses all the above listed Key requirements and has offered at least one of the Optional requirements – 7 Points</p> <p>Bidder addresses all the above listed Key requirements only – 5 Points</p>	30%

	<p>Bidder addresses 4 of the above listed Key requirements only – 4 Points</p> <p>Bidder addresses less than 4 of the above listed Key requirements only – 1 Point</p>	
4	<p><u>Financial Capacity</u></p> <p><u>Bidder should show Capacity to manage high value Contracts especially in terms of extended bookings for 1 Month before Payments are made.</u></p> <p><u>Bidders should Provide Copies of Recent Updated Bank Statements for the last 17 Months (January 2025 to May 2026). Bidders are expected to have a minimum turnover of USD 50,000 on their accounts.</u></p> <p>Bank Statement with more than \$100,000 USD Turnover – 10 Points</p> <p>Bank Statement with a turnover of \$50,001 to \$99,999 USD Turnover – 7 Points</p> <p>Bank Statement with a turnover of \$50,00 USD – 5 Points</p> <p>Bank Statement with a turnover of \$20,000 to \$49,999 USD – 4 Points</p> <p>Bank Statement with a turnover less than \$20,000 USD – 1 Point</p>	20%

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. NEGOTIATION AND BEST FINAL OFFER (BAFO)

The Purchaser reserves the right to enter into negotiations with one or more bidders following the initial evaluation of proposals. Negotiations may include, but are not limited to, clarification of the proposal, and discussion of commercial terms.

Where deemed necessary, the Purchaser may request a Best and Final Offer (BAFO) from one or all shortlisted bidders. Bidders invited to submit a BAFO will be given a defined deadline and instructions for submission. The BAFO shall supersede all previous offers and will form the basis for the final evaluation and award recommendation.

Participation in negotiations or submission of a BAFO does not constitute a commitment by the Purchaser to award a contract.

VI. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior

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to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the **DRC Bid Form (Annex A.1 and A.2)**.

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- **Tender & Contract Award Acknowledgment Certificate (Annex B), and if required, the Supplier Profile and Registration form (Annex E), plus any other documents required and as listed in Section A (Administrative Evaluation) of this document.**

Bids not submitted on Annex A, or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email, or courier is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

There shall be no Hard Copy Submissions. All Bidders are advised to Submit their Bids through the Secured Email account as detailed in the section below

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.som@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type of documents the email contains**
 - **The financial bid Email shall only contain the financial bid form, Annex A.2**
 - **The technical bid shall contain all other documents required by the tender, but excluding all pricing information**
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. **Documents in MS Word or excel formats, will result in the bid being disqualified.**
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways: Hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

B. Currency

The currency of the Bid shall be in **USD**. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this RFP shall be in English.

D. Presentation

Bids shall be clearly legible. Prices entered in **lead pencil will not be considered**. All erasures, amendments, or alterations shall be initialized by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

E. Split Awards

DRC reserves the right to split awards.

F. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

IX. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

X. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether their company submits a Bid or responds in any other way to this RFP.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent, or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC 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 corruption. The definition includes, but is not limited to, corruption in the form of facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favoritism, 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 DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via <https://pro.drc.ngo/where-we-work/>, or via DRC's Code of Conduct Reporting Mechanism: <https://pro.drc.ngo/code-of-conduct/>. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honored. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XVI. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVII. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by the DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

- Where no qualitative or financially worthwhile, Bid has been received or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal performance of the project impossible.

- All technically compliant Bids exceed the financial resources available; or
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the Procurement Manager, rfq.som@drc.ngo

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number. **Bids shall not be sent to the email above.**

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: www.somalijobs.com.

XXI. RFP DOCUMENTS

This RFP document contains the following:

1. This covering Letter
2. Annex A1 & A2: DRC Bid Form (Technical bid & Financial bid)
3. Annex Tender and Contract Award Acknowledgment Certificate
4. Annex C: DRC Supplier Code of Conduct
5. Annex D: Supplier Profile and Registration
6. Annex E: Past Experience and Reference
7. Annex F: Terms of Reference

Under DRC's Anticorruption Policy, Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely
DRC Somalia Supply Chain

Tender and Contract Award Acknowledge Certificate**This attachment shall be signed and submitted with the Bid**

1. In compliance with the RFP Instructions and General Conditions of Contract for the Procurement of Goods, we the undersigned, offer to furnish some or all of the items quoted for, at the prices entered in the attached DRC Bid Form No: RFP-SOM-CO-26-004, delivered to the destination specified therein.
2. We accept the terms and conditions set forth in the RFP Letter) and the following requirements have been noted and will be complied with where applicable:
 - a. We confirm that for any offer made where the delivery destination is not as requested in the RFP, that DRC reserves the right to disregard the offer.
 - b. That conditional Bid's cannot be accepted.
 - c. That the currency of the Bid should be in USD
 - d. DRC reserves the right, at its own discretion:
 - i. To award a contract for a lesser or greater quantity than the total quantity Bid for.
 - ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.
 - e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgement copy. In case of urgency successful Bidders(s) may also be notified by email.
 - f. Any samples requested, either with the Bid, or at a later date, will be in accordance with the specifications of the required item(s). Failure to comply with this may result in the Bid not being considered
 - g. We confirm that the validity of this offer is for **90** calendar days from the date of the RFP closure
 - h. We agree to the terms and conditions set forth in the DRC General Conditions of Contract (Annex C)

i. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

j. We agree to abide by the DRC Supplier Code of Conduct as attached as Annex D

3. We note that DRC is not bound to proceed with this RFP and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

Submitted by:

Company Name

Place

Date

Title/Position

Print Name

Signature

A duly authorized company representative
Company Stamp