



TENDER DOSSIER

**FOR PROVISION OF SCHOOL FEEDING PROGRAMME TO 3,575
CHILDREN OF NINE TARGET SCHOOLS IN GALKAYO - MUDUG
REGION GALMUDUG STATE (GSS).**

TENDER REF NO: CONCERN/SOM/SR100299/OCTOBER/2026/WET FOOD

OCTOBER 2026

Table of Contents

<u>Item</u>	<u>Description</u>
Section 1.	Letter of Invitation to Tender
Section 2	Instruction to Tenderers
2.1	Introduction to Concern
2.2	Concern Worldwide Somalia
2.3	Tender Background
2.4	Tender Process
2.5	Site Visit
2.6	Submission of Bids
2.7	Supporting Documentation to be submitted with Bid Application
Section 3	Evaluation of Bids
3.1	Administrative Compliance Check
3.2	Technical Evaluation Criteria
3.3	Financial Evaluation
3.4	Bid Validity Period
3.5	Language
3.6	Currency
3.7	Confidentiality and Data Protection
3.8	Tender Committee Decisions
3.9	Bid Requirements
3.10	Clarifications/Amendments to the Bid Document
3.11	Cancellation of the Tender Process
3.12	Appeals process
3.13	Type of Contract
3.14	Donor
Section 4	Bidder's information forms
4.1	Business Profile
4.2	Bank Details
4.3	Payment Terms
4.4	Details of the goods and services
4.5	Previous Experience with similar activities.
Section 5	Financial Offer
Section 6	Tenderers Declaration
Section 7	Annexes

Tender Reference:

CONCERN/SOM/SR100299/OCTOBER/2026/WET FOOD

SUBJECT: INVITATION TO TENDER FOR PROVISION OF SCHOOL FEEDING PROGRAMME TO 3,575 CHILDREN OF NINE (9) TARGET SCHOOLS IN GALKAYO - MUDUG REGION GALKUDUG STATE, UNDER EDUCATION CANNOT WAIT (ECW) MULTI-YEAR RESILIENCE PROGRAMME (MYRP) II.

- 1) ConcernWorldwide invites interested eligible bidders for the **Provision of School Feeding Programme to 3,575 Children of Nine Target Schools in Galkayo – Mudug Region – GSS, UNDER ECW MYRP II.**
- 2) Electronic bids should be submitted to the email address: tenders.somalia@concern.net the email subject should state the tender reference number: **CWW/SOM/SR100299/OCTOBER/2026/WET FOOD**. If the email subject is not stated as instructed here, Concern will assume no responsibility for any misplacement.
- 3) Your bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting your bid to Concern failure to which the bid will be disqualified.

Document Description	Checklist
1) Business registration/license certificate by FGS and GSS	☐
2) Valid Tax Compliance Certificate by FGS and GSS	☐
3) Company Profile	☐
4) Copy of previous contracts/LPO for relevant supplies of food rations undertaken by the bidder with at least 3 years experiences	☐
5) Original bank statement signed and stamped by the relevant bank authority, which includes transactions for the past 6 months.	☐
6) Duly completed Financial Offer,	☐
7) Tender Declaration Form completed, signed and stamped	☐

- 4) Bids shall be made valid for a period of **Ninety (90) days** after the deadline for bid submission. The deadline for receipt of bids is on **30th October 2026 by 11.59pm**. Any bid submitted after the deadline, will not be accepted. Bids will be opened on **1st November 2026**.

We look forward to receiving your tender on or before **30th October 2026 by 11:59 PM (midnight)** to the address specified in the instruction to tender document.

Yours sincerely,

Tender Management Committee
Concern Worldwide, Somalia Program

Tender

Reference:

CONCERN/SOM/SR100299/OCTOBER/2026/WET FOOD

2.1 Introduction to Concern

Concern Worldwide (CWW) is a non-governmental, international, humanitarian agency that was founded in 1968. The organisation is devoted to the relief, assistance and advancement of people in greatest need in less developed areas of the world. Concern Worldwide's vision is a world where people no longer live in extreme poverty, fear or oppression; a world where every person has access to a decent standard of living and the opportunities and choices basic to enjoying a long, healthy and creative life; a world where every person is treated with dignity and respect; a world where there is peace and solidarity among people. The organisation's headquarters are in Dublin, Ireland.

The organization is currently implementing several multi-sectoral emergency, resilience and durable solutions programmes encompassing food and livelihood security, health and nutrition, WASH, and education across Banadir, Bay, Galmudug, Lower Shebelle, and Gedo regions. Concern implements programmes both directly and indirectly through local partners and contractors

2.3 Background of the Tender

The Education Cannot Wait (ECW) Multi-Year Resilience Programme (MYRP) II in Somalia aims to expand access to inclusive, equitable, and quality education for crisis-affected children and adolescents across six districts: Garowe, Galkayo, Beledweyne, Burhakaba, Afmadow, and Bardhere. The programme is implemented by a consortium led by ADRA, in partnership with Concern Worldwide, Save the Children, and FENPS, in close collaboration with the Ministry of Education, Culture and Higher Education (MoECHE) and the respective State Ministries of Education to ensure alignment with national education priorities and harmonized implementation.

Under Output 2.7, the programme aims to ensure that vulnerable and crisis-affected girls, boys, and adolescents receive diversified and nutritious school meals, while supporting schools to establish and sustain community-based school feeding programmes. The programme will provide school meals to **15,000** children and adolescents across ECW-supported learning spaces and promote community participation in sustainable school feeding initiatives. These interventions are intended to improve school attendance, support learners' nutritional status and overall well-being, enhance concentration and learning outcomes, and strengthen community engagement in education.

Galkayo District, Mudug Region, Galmudug State, Concern Worldwide will implement the school feeding intervention **targeting 3,575** vulnerable and crisis-affected children across nine schools. The intervention will help reduce food-related barriers to education, encourage regular attendance, and create a more supportive learning environment for children affected by crisis and vulnerability. In addition, the programme will encourage community participation and explore locally driven approaches to strengthen the sustainability of school feeding beyond direct programme support.

The objective of this tender is to engage a competent service provider to deliver the school feeding programme in the targeted schools in Galkayo throughout the contract period. The supplier will be responsible for procuring food commodities, including dry food, vegetables and meat, and preparing and serving meals within the respective schools in accordance with approved menus, food safety and hygiene standards, and agreed schedules.

The supplier shall provide all necessary cooks and cleaners and ensure timely meal preparation, serving, and cleaning of cooking and serving areas. The supplier must comply with Concern Worldwide's policies and procedures. Close coordination with school management and Community Education Committees (CECs) is expected to support smooth and accountable service delivery.

Before service commencement, Concern Worldwide will provide or approve the weekly learner enrolment and attendance figures and the implementation schedule. The supplier shall use these figures to plan food procurement and meal quantities, maintain accurate records of meals served, and cooperate with Concern's monitoring and verification activities throughout implementation.

2.4 Tendering Process

A tender advert will appear on following website <https://somalijobs.net> and IAPG or Concern website from **1th October 2026**. The tender documents can be downloaded from the links provided in the advert on these websites (<https://somalijobs.net>; IAPG and Concern website)

For queries, please contact Logistics +252 853379

Email: mogadishu.logistics@concern.net

2.5 Site visit

The Tender Evaluation Committee will make site visits to the bidder's physical office during the tender evaluation process - if deemed necessary to ascertain the bidders' capacity to supply and deliver of the school feeding Programme activities (food rations).

2.6 Submission of Bids

The tender dossier will only be accepted in the format requested. Any incomplete response or not in the format of the template provided shall be treated as null and void.

Electronic bids should be submitted to the email addresses provided here: tenders.somalia@concern.net; the email subject should state the tender reference number as stated below:

Tender Reference:	CONCERN/SOM/100299/OCTOBER/2026/WET FOOD
--------------------------	---

If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.

If the email subject is not stated as instructed above, Concern will assume no responsibility for any misplacement.

2.6. Timetable for provision

Line	Item	Date
1	Tender Advert	16 th October 2026
2	Closing date for clarifications	22 nd October 2026
3	Closing date & time for receipt of tenders	30 th October 2026 midnight
4	Tender Opening Location	Concern Worldwide, Mogadishu office
5	Tender Opening Date and time	1 st November 2026, 10:30 am

2.7. Language of offers

All correspondence and documents related to this Bids should be submitted in English.

2.8. Period of validity of offers

All bids must be valid for a minimum of **90 days** from the tender submission date.

2.9. Currency

All bids should be submitted in **American Dollars (USD)**. No other currencies are acceptable.

2.10. Type of Contract

Service contract refers to the contracts for supply and delivery of school feeding Programme according to the agreement.

2.11. Clarification/Amendment to the bid Document

If a prospective bidder wishes clarification on a certain aspect of the tender, they can contact the following email address which will then be shared with the tender evaluation committee.

logistics.mogadishu@concern.net

2.12. Cancellation of the tender procedure

The tender evaluation committee has the right to cancel the tender process at any stage without having to explain the situation. Reasons for doing so might include; non-receipt of a minimum number of bids, a dramatic change in specification of the Services or the costs exceeding budgetary limits.

2.13. Appeals Process

If you wish to appeal or raise any concern, please contact the following email and quote the tender reference number. richard.nunn@concern.net or call the toll-free number **311** for **Mogadishu** and **3311** for **Baidoa**.

2.14. Tender Committee Decision

The recommendations of the tender committee shall not be limited to the overall score (Financial and Technical scores combined) however, the outcome shall consider other factors including value for money. If there is a significant monetary value difference between the bidder scoring the highest score and the second or the third bidder with a lower financial bid, then value for money shall take precedence and the one who quoted the lowest (among the companies selected as finalists) shall be considered.

2.15. Data protection

Concern guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern guarantees confidentiality of the procurement process.

Please note that Concern Worldwide strictly prohibits any commission and/or favour to its staff and implementing partners. If it is revealed that this submission has been interfered with by any member of Concern staff and/or partner staff, it will be void.

We seek to guarantee the transparency and accountability of this tender process. All cases of commission and/or favours requested in relation to submission should be immediately reported to the Country Direct

2.16. Donor

Our donors and/or their agents mentioned above have the right to access documentation held by Concern for audit purposes. Submission of a tender assumes service provider or contractor acceptance of this condition for all documentation and communications submitted.

2.17. Complaints Mechanism and feedback to Concern Worldwide

- i. As part of our global Accountability Commitments, Concern Somalia has a Complaints and Feedback Response Mechanism (CRM). All stakeholders, including vendors, suppliers, consultants, beneficiaries, intermediaries, etc. are invited to complain, give feedback, and/or raise concerns about any component of our work, non-compliance with our policies (Code of Conduct and Associated policies) as well as staff behavior. We take appropriate action and provide a response to the complainant or feedback provider.
- ii. Similarly, all stakeholders also have the right to raise concerns about our vendors, suppliers, consultants, breach of confidentiality, etc. (which are signed off by them) if any of the Concern policies are not followed or complied with.
- iii. To report any complaints and provide feedback or suggestions, contact Concern CRM through phone call, text message (SMS), in-person visits to Concern Offices. Complainants may request to keep their names confidential. All complaints are handled with utmost care and confidentiality depending on the type of matter and request of the feedback giver or complainant. The contact details are: **Toll-free: 311 or 3311**
- iv. Anonymous complaints are accepted; however, sufficient information is necessary for taking further action.

All valid bids received will be evaluated by Concern's Tender Evaluation Committee who will assess the bids based on administrative compliance, technical and financial evaluation grids set in line with the information provided in the bid application. Concern reserves the right to request proof of bidders' past work experience and subsequently visit the premises if this is deemed necessary to complete the evaluation process

3.1. Administrative Compliance Check

Substantially responsive bids will then be evaluated to ensure that all ***requested documentation is present, genuine, authentic, and valid***. Concern reserves the right to contact and request missing documents from bidders by giving extra time. Copies of the following supporting documentation must be submitted together with each Bid Application, failure to which the bid will be disqualified:

Only Bidders who pass the Administrative Stage will progress to the Technical Evaluation Stage. The administrative compliance check includes the following:

- 1) Valid Business registration certificate by FGS and GSS
- 2) Valid Tax Compliance Certificate by FGS and GSS
- 3) Submission of a comprehensive company profile
- 4) Copy of previous contracts/LPO for relevant supplies of food rations activities undertaken by the bidder with at least 3 years' experience.
- 5) Original bank statement signed and stamped by the relevant bank authority including transactions for the past 6 months.
- 6) Duly completed Tender Evaluation Form.
- 7) Tender Declaration Form completed, signed and stamped

NOTE: These checks are scored as ***Pass or Fail*** and the bidder who does not meet them will not proceed to the technical evaluation stage.

3.2. Technical Evaluation Criteria (weighted at 70%)

Technical Competence (these include based on previous relevant experience, sample quality, financial capacity, Delivery time and other competence). To be technically acceptable, the proposal shall meet or exceed the stipulated requirement and specifications in the Tender Bids. The Technical Evaluation Criteria is weighted at **70%**. Tenderer's who obtain a score of **50%** and above will qualify to the next round of the evaluation process (financial evaluation). The following will be assessed in the technical evaluation process.

- **Payment Terms – 30 points**
 - 10 points for What are your proposed payment schedules?
 - 5 points for Preferred payment method
 - 10 points for company's credit period upon submitting an invoice to Concern?
 - 5 points for What maximum monetary value of services/cooking will the company provide to Concern before requiring payment.
- **Delivery terms and price validity – 19 points**
 - 10 points for food rations distribution plan (school feeding scheduled plan)
 - 9 points for price quoted validity
- **Relevant Experience for Food programme services– 21 points**
 - 21 points for each of the previous 3 contracts/LPO for food rations activities undertaken by the bidder.

11.1 Financial Evaluation (weighted at 30%)

Financial evaluation (Financial Evaluation will be weighted at **30%**). The financial score will be calculated using the formula below.

$$\text{Financial score} = \left\{ \frac{\text{Cheapest bid}}{\text{Tenderers own bid}} \right\} \times 30$$

The financial evaluation will be carried out based solely on the competitiveness of the verified financial offers of the tenderers. It is Concern's standard policy not to negotiate on financial offers with tenderers.

Therefore, all financial offers should reflect the best and final offer tenderers are willing to offer. Lowest price will not be the sole criterion for award.

Concern does not bind itself to accept the lowest offer or any offer in whole or in part thereof. Should any error of omission or commission be made to the Form or Tender, or should any particulars not be completed in every respect, the Tender may be considered invalid. Concern reserves the right to cancel the tendering process and reject all bids at any time prior to award of the contract.

3.9 Bid Requirements

Concern has constructed School kitchens and storage facilities for the 9 target schools in Galkayo. The successful bidder will be expected to match with specifications of the integrated school-feeding programme in relation to particular schools as specified in the attached school feeding bill of quantity (BOQ). However, the following elements should be incorporated:

- The Contractor will provide food rations as specified in the attached food rations BOQ plan.
- The supply of food rations consisting of Polished rice, red beans/cowpeas (served for lunch)
- The Contractor will engage Community Education Committees (CEC) at school level to enable them to own and lead the school feeding programme, including managing the process of storing and preparing food and establishing and maintaining the school kitchen and distributing the wet food to the school children during break times.
- The Contractor will employ at least 2 cooks for each school who will be selected from the school community education committees to ensure smooth implementation of the school feeding programme.
- The Contractor will train the cooks in management of school feeding programme, food supplementation approaches, including cleanliness of school kitchen and the feeding environment.

Section 4:

Technical Evaluation Form

Bidder's Information: To be completed by Tenderer

4.1 Payment Terms:

What are your proposed payment schedules?	
Preferred payment method	
How long is your credit period upon submitting an invoice to Concern? (starting from the date of submission)	
What maximum monetary value of services/Cooking will the company provide to Concern before requiring payment.	

4.2 Delivery terms and price validity

Food rations distribution plan (school feeding	
Price quoted validity	

4.3 Relevant Experience for Food programme for the past 3 years

Relevant experience with INGOs or UN agencies, each of the previous 3 contracts/LPO for food rations activities undertaken by the bidder with at least 3 years' experience.	
---	--

Provide wet meals to learners in nine (9) target schools in Galkayo. Annex 4.

4.4 Please complete the table below using the format to summarise the major relevant supplies carried out in the course of the past 3 years by your Company. Please provide evidence where possible. E.g. Copy of Contract/Local Purchase Order (LPO).

[illegible]

Section 5: Financial Offer

Tender Reference: **CONCERN/SOM/SR100299/OCTOBER/2026/WET FOOD**

SN	ITEM DESCRIPTION	SPECIFICATION	Number of Schools
1	Supply and Delivery of School Feeding for Galkayo Schools Galmudug State - Somalia.	Lunch/Wet Food provision of 3,575 children five days per week (Saturday- Wednesday) in a period of 19 months. This service includes supply and delivery, cooking and cleaning.	9 Schools

- a) Provide to CONCERN's satisfaction, wet food to learners of 9 target schools in Galkayo as specified in the table below (hereinafter referred to as the "School feeding specifications in **Annex 1**") for a period of 19 months.
- b) The food provision shall commence within 7 days of signing this contract with Concern failure to which the contract will be cancelled.
- c) The provision of food ration consisting of polished rice, assorted seeds shall be served for lunch at **12:45pm** for five days per week while the schools are open.
- d) The Second Party shall engage Community Education Committee of each of the target schools to enable them own and lead the school feeding programme, including managing the process of storing and preparing food, establishing and maintaining the school kitchen and distributing the wet food to the school children during break times.
- e) The Second Party shall hire and pay their incentives 22 cooks for the school feeding programme who will be selected by the respective CECs from the school neighbourhood to ensure smooth implementation of the school feeding programme.
- f) The Second Party shall train the cooks on the proper management of school feeding programme, food supplementation approaches, including cleanliness of the school kitchen and the feeding environment.
- g) The Second Party shall confirm the food provision is a high quality and meets specifications provided in the table above.
- h) Work with CONCERN staff and abide by their instructions.
- i) Execute this Contract in good faith, in an efficient manner and comply with high professional standards in order to fulfil the requirements in this Contract.
- j) Comply with the terms of Concern's safeguarding policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy), as referenced in **Annex 2**.
- k) Comply with Concern's Standard Terms and Conditions as referenced in **Annex 3**.
- l) List of School with detailed provision of meals to learners in Galkayo: **Annex 4**.

In response to your invitation for bid to undertake the School Feeding Programme.

Provide wet meals to learners in nine (9) target schools in Galkayo. Annex 4.

Food Group	Daily Ratio in Gram	Examples/Types	Days/Week provided	ECW Target Learners	Weekly Kilograms (Kg) _All Learners	Unit Value	Total cost
Cereals	120	Rice (Hamza)	5	3,575.00	2,145.00		
Oil and fats	15	Vegetable Cooking oil	5	3,575.00	268.13		
Fresh fruits and vegetables	60	Spinach, Okra, Cabbage, Carrot, Pumpkin, Tomatoes, Banana etc	5	3,575.00	1,072.50		
Animal Proteins	10	Camel Meat	5	3,575.00	178.75		
Firewood				9 schools (3 Donkey carts /Month	19 Months		
Cooks				22	19 Months		

Note: All bidders shall clearly identify all applicable fees and charges. No additional charges shall be applied without prior approval from Concern Worldwide. Government taxes, statutory charges, airline charges, customs duties and other third-party charges, where applicable, shall be clearly identified separately.

NB: 5% Withholding Tax Requirement: -

In accordance with government regulations, all suppliers and contractors engaged in business with Concern are required a 5% withholding tax should be inclusive in their quotations. This amount will be retained by Concern and submitted directly to the government. Failure to do so will result in the tax being deducted from your invoice payment.

Reference:	CONCERN/SOM/SR100299/OCTOBER/2026/WET FOOD
------------	---

In response to your invitation for bid to undertake the supply and delivery of school Feeding Programme for **3,575** children for Galkayo schools in Galkayo district, we the undersigned, hereby declare that:

- 1 We have examined and accepted in full the content of the dossier for the invitation to tender (Including Concern's Code of Conduct and Associated Policy – updated March 2018). We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction.
- 3 The price of the tender is (figure) USD..... *(In words)*

- 4 This tender is valid for a period of **90** days from the final date for submission of tenders.
- 5 If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)
- 6 We will inform Concern immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 7 We note that Concern is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 8 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 9 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Concern reserves the right to terminate the contract with immediate effect.
- 10 The Code of Conduct to which Concern expects all of its suppliers to respect is as per the points listed below and we confirm that we adhere to this code.
 - Employment is freely chosen
 - The rights of staff to freedom of association and to collective bargaining are respected
 - Working conditions are safe and hygienic
 - No exploitation of children is tolerated
 - Wages paid are adequate to cover the cost of a reasonable living
 - Working hours are not excessive
 - No discrimination is practiced
 - Regular employment is provided
 - No harsh or inhumane treatment of staff is tolerated

Environmental Standards

Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to the environmental impacts of their business. Areas that should be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours Faithfully,

Name and first name: <.....>

Title: <.....>

Duly authorized to sign this tender on behalf of:<.....>

Place and date: <.....>]

Stamp of the firm/company:

Section 7: Annex

Annex 1. Concern's Code of Conduct and Associated policies

Annex 2. Concern Purchasing Terms and Conditions

Annex 3. BoQ School Feeding 3575 Learners

Annex 4. Distribution Summary