



**PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR
PROVISION OF GOODS, WORK AND SERVICES
TENDER No: ZZF/PRQ/3/2026-2028**

ZAMZAM FOUNDATION
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Makka Al-Mukarama Street, Talleh-Mogadishu, Somalia



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BACKGROUND OF THE ORGANIZATION:

Zamzam Foundation (ZZF) is a non-governmental and not-for-profit organization founded in Mogadishu in 1992 with a mission to provide people affected by human and natural crises in the Horn of Africa with emergency relief, educational programs, clean water and food security, health care, protection for children and orphans, sustainable socio-economic programs, and peace-building and effective governance programs, while integrating our values of respect, impartiality, quality, accountability, advocacy and innovation in all our work. We have become the largest national humanitarian and development organization in Somalia with almost three decades of experience providing relief and socio-economic support services to those most affected by conflict and recurrent climatic shocks. Our organization's headquarters are in Mogadishu, Somalia, with field operation offices across the country and international offices in Kenya and Turkey.

INSTRUCTIONS:

All interested and eligible suppliers'/service providers are invited to apply for prequalification by submitting the duly filled Application Form (Appendix I), indicating the Reference no: “**TENDER No: ZZF/PRQ/3/2026-2028**” and sub-category of goods or services the supplier wish to supply.

ZAMZAM foundation does not charge any fees for this process.

Both existing service providers and new eligible and capable suppliers, manufacturers, vendors who are interested are invited to apply and submit up-to-date information as requested, for consideration and registration as ZAMZAM suppliers for goods and services.



PRE-QUALIFICATION DOCUMENTS:

ANNEX I: APPLICATION FORM AND PAST EXPERIENCE

ANNEX II: DECLARATION FORM

ANNEX III: PRE-QUALIFICATION CRITERIA (EVALUATION MATRIX)

ANNEX IV: SUBMISSION CHECKLIST

DISCLAIMER

In no event is the registration a confirmation of guarantee of award of contract, order or tender. The purpose of the prequalification is to identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time but not exceeding more than two years, and maintaining them for the purpose of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing.

SUBMISSION INSTRUCTIONS:

- (i) The bidders MUST comply with all the instructions, terms and conditions, and submit the following mandatory requirements in the prequalification exercise:
1. Filled, Signed and Stamped Application Form
 2. Valid registrations Certificate
 3. Valid License from Ministry of commerce and Industry or Ministry of public work
 4. Valid Tax Compliance Certificate
 5. Business Volume and Financial soundness
 6. Past Experience of works of a similar nature
 7. Presentation of evidence for vendor existence
 8. Declaration form



- (ii) Applications from interested and eligible vendors must be submitted in a sealed envelope and deposited in the “Pre-Qualification Box”, clearly marked: “TENDER No: ZZF/PRQ/3/2026–2028” Submissions should be delivered on or before **11th May 2026 at 10:00 AM** to the following address:

ZZF Mogadishu Office

Makka Al-Mukarramah Street, Hodan District
Mogadishu, Somalia

Alternatively, applications may be submitted via email to: procurement@zamzamsom.org

iii) The Applications will be opened on the same day at 1:30 PM and thereafter a written communication will be sent out to successful Applicants.

(iii) **Please note the following:**

- i. Any Tender document received after the *deadline shall be disqualified.*
 - ii. To be eligible, suppliers must prove that they qualify to participate in this Pre-qualification by providing the documents requested.
- (v) For any enquiries, please contact following email: procurement@zamzamsom.org

DETAILED DESCRIPTION OF REQUIREMENTS

Item #	CATEGORY A - SUPPLY OF GOODS
ZZF/2024/A01	1. Supply of Office Stationery
	1.1 Printing General Office Stationery, Corporate Newsletter, Calendars, Diaries, Cards, Brochures and Fliers.
	1.2 Provision of Design Artworks & Printing of Promotional material e.g. tear drops, umbrellas, bags, pens, notebooks and other promotional items, T- Shirts, Caps, banners, polo shirt, billboards, stickers, banners and scarves, Promotion books
	1.3 ID Cards, visitor cards, stamp etc.
	1.4 Supply of Newspapers
	1.5 Printer cartridges and computer cleaning materials
	1.6 Scholastic materials or teaching & learning materials (Books, Chalks, pens, File box (standard), ALPA, School Bell, Whiteboard Marker Pen- removable white board marker, Duster for white board, A4 paper, Cartoon, Wall-Mounted Whiteboard 0.9meter-wide x 1.2meter high. Aluminum frame. Includes pentray and wall mounting kit.



ZZF/2024/A02	2. Supply of Computer Accessories and Computer related Consumables (Scanner, Photocopy, Printer, tablet and cameras etc)
	2.1 Supply of Computer Hardware & Software
	2.2 Mobile phones and other communication equipment
	2.3 Electric equipment E.g. Power Generator Machines, Cables, Solar Panels, Mounting Racks and Accessories, Solar Equipment Systems with Inverters, Switches and Maintenance Services, Fan (Standing, Ceiling and Wall)
ZZF/2024/A03	3. Office materials - garden materials, Cleaning Supplies (detergents/hygiene items (Soap, Shampoos, Omo), Disinfectants, hand washing, hand sanitizers air fresher and liquids
	3.1 Plumping materials (Steel/PVC pipe, water tap, flexible
	3.2 Electrical materials (Lamp, sockets, switch offs etc)
ZZF/2024/A04	4. Food Supplies (Rice, Flour, Sugar, vegetable Oil, Sorghum, wheat flour, Maize and tea leaves, porridge, Corn, Cone Soya Bean Blend, Oil Vegetable etc.) Food for animals such as fodder , e.t.c.
	4.1 Provision Snacks (Biscuits, drinking water and sweets, Bottled Mineral Water)
	4.2 Supply of office consumables (Fresh milk, Milk powder etc)
ZZF/2024/ A05	5. Provision of Catering Services (Refreshment, Lunch and Dinner – write details)
	5.1 Venue Equipped projector and internet service a day.
	5.2 Refreshment, Lunch and Dinner services.
ZZF/2024/ A06	6. School Furniture (Table, Chair and Forms, cupboard etc)
	6.1 Office Furniture (Swivel chairs, tables, cabinets etc)
	6.2 Supply and Maintenance of Office Furniture
ZZF/2024/ A07	7. Sports materials (T-Shirts, Shoes, balls , etc)
	7.1 Sport materials (T shirts, Whistles referee's non-metallic, shoes, ball, etc.)
	7.2 School/Sports Uniform (HIJAAB, SKIRTS, Sport Uniform, etc.)
	7.3 Office Uniform (Cleaning Uniform)
ZZF/2024/A08	8. Provision of medical supplies (drugs, injectable, infusions, equipment etc.)
	8.1 Non-food Items(NFI), Kitchen Kits, Hygiene Kits, Aqua tabs, Household Kits, Mosquito Nets, Jerry-cans, Tents, Plastic Sheets, Blankets, Dignity/Emergency Kits, Utensils (Thermos, cups, spoons, cooking kitchen , plates etc)



Item #	CATEGORY B - PROVISION OF WORKS/SERVICES
ZZF/2024/B01	1. Civil works e.g. Renovations, Partitioning, Painting, Plumping and rehabilitations, Construction of Buildings, Construction and drilling of boreholes, Supply and installations of solar system and associated fittings
ZZF/2024/B02	2. Transportation e.g. Car Rental Services- Transport Hire firms must attach evidence of having taken all the Insurance covers, Water trucking , e.t.c.
	2.1. Ambulance Rental Services - Transport Hire firms must attach evidence of having taken all the Insurance covers
ZZF/2024/B03	3. Provision of Courier Services/Mail Delivery
	3.1. Custom clearance service
ZZF/2024/B04	4. Internet and Telecommunication Service Provision
ZZF/2024/B05	5. Language Translation services
ZZF/2024/B06	6. Provision of Air Travel, Reservations and Ticketing Services
ZZF/2024/B07	7. Supply and Maintenance of Fire Suppression and Fire Fighting Equipment , Provision of firefighting training
ZZF/2024/B08	8. Provision of Event Management Services (Hospitality Services, outside catering and accommodation)
ZZF/2024/B09	9. Money transfer (Hawala – Money transfer- Mobile Money transfer)
ZZF/2024/B10	10. Provision of Consultancy e.g. Management consultancy , Monitoring and Evaluation, e.t.c
ZZF/2024/B11	11. Provision of farms tools, Geo-Plastic sheet and accessories
ZZF/2024/B12	12. Provision of Water trucking Services
ZZF/2024/B13	13. Provision Supply of fuel and lubricants 13.1 Fuel and Lubricants 13.2 Car wash services 13.3 Oil change Services



Appendix I

Prequalification Application Form

Category (Select from Table above)	
Name of company:	
Physical address:	
City/town:	
Telephone:	
Email:	
Contact person:	Name _____ Title _____
Established year:	
Form of Business:	Company <input type="checkbox"/> Partnership <input type="checkbox"/> sole trader <input type="checkbox"/> Others <input type="checkbox"/> (Please specify).....
Industry:	Manufacturing <input type="checkbox"/> Construction <input type="checkbox"/> Hospitality <input type="checkbox"/> Healthcare <input type="checkbox"/> Transportation and travel agent <input type="checkbox"/> Consultancy <input type="checkbox"/> Others <input type="checkbox"/> (Please specify)



PAST EXPERIENCE (NAMES OF CLIENTS SERVED IN THE LAST TWO YEARS AND VALUE OF ORDERS)				
Organization Name	Year	Amount	Item/service supplied	Contact person

Appendix II

Declaration Form (Print on your company letterhead)

Having Studied the Prequalification Information, We/ I hereby state:

- i. The Information Furnished in our Application form is accurate to the best of our knowledge.
- ii. That incase of Being prequalified, we acknowledge that this grant us the right to participate in due time in the submission of a tender or Quotation based on provisions in the tender or Quotation Documents to Follow.
- iii. We are not Employees of ZZF or related to any employee of ZZF.
- iv. When our legal, Technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the prequalification made.
- v. We are not insolvent, in receivership, Bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.
- vi. That we will not engage in corrupt practices with the members of staff.

Date:

Applicant's Name.....

Represented By:

Signature:

(Full names and Designation of the person signing and stamp or Seal

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Appendix III

EVALUATION MATRIX

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below.
The evaluation will be out of 100% with a pass mark of 60% and above.

No	Evaluation	Weighted %	B1	B2	B3	B4	B5
i.	Duly Completed Prequalification Application Form and appendices	17					
ii.	Profile	10					
iii.	Registration certificate with the Federal Government of Somalia and/or Regional Administrations	16					
iv.	Tax Compliance Certificate for the last 6 months	10					
v.	Business Volume and Financial soundness (Bank Statement for the last one year) and Financial Statement	13					
vi.	Presentations of Documents (Contracts, PO & Reference letters from Current Clients duly signed and stamped)	18					
vii.	a. Evidence of Physical Address and Premises b. Electricity bills c. Water bills d. Tenancy Agreement	16					
	Total	100	XX	XX	XX	XX	XX



Appendix IV

FILE SUBMISSION CHECKLIST	Yes or No
1. Prequalification Application Form	
2. Valid registrations Certificate for local or regional Administrations or Federal Government of Somalia	
3. Valid License from Ministry of commerce and Industry or Ministry of public work (Regional States and Federal Government of Somalia)	
4. Tax Compliance Certificate for the last 6 months	
5. Business Volume and Financial soundness A. Bank Statement for the last one year and B. Financial Statement	
6. Paste Experience of works of a similar nature (attach proof for evidence)	
7. Evidence of vendor existence a. Physical Address and Premises b. Electricity bills c. Water bills d. Tenancy Agreement(5)	
8. Declaration form	



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