



**Horn Aid**  
For Development &  
Human Rights initiatives

## INVITATION FOR TENDER

### **TENDER NAME: PROVISION OF REFRESHMENT AND LUNCH FOR COMMUNITY ENGAGEMENT IN AFGOYE.**

**Tender Number:** HORN-AID/AF/RL/2026/0025

**Tender Release date:** 20 January, 2026

**Tended Deadline:** 26<sup>th</sup> January, 2026

#### **ABOUT HORN AID**

**HORN AID FOR DEVELOPEMNT AND HUMAN RIGHTS INITAITIVES (HORN AID)** is a Non-Governmental Organization dedicated to implementing humanitarian and development programs across Somalia.

HORN AID is seeking offers for reputable firms, well established and incorporated in Somalia to supply Refreshment and lunch for the community engagement meetings.

#### **REQUIRED ITEMS:**

Supply and delivery of Refreshment and Lunch, including but not limited to:

1. Refreshments (Tea/Coffee/snacks/water) for morning participants
2. Lunch, Rice, spaghetti, Meat, juice and, mineral water participants

#### **REQUIREMENTS FOR TENDER**

1. Updated company profile
2. Tax Clearance Certificate-FGS/SWS
3. Previous experience -Two Similar contracts
4. Price estimates (Use the attached Quotation template)

#### **PERFORMANCE MEASUREMENT AND SERVICE LEVEL**

Based on the nature of the service, transparent performance measurement mechanisms help establish open lines of communication and develops a cooperative working relationship.

1. HORN AID will, in consultation with the service provider, establish a system for performance measurement.
2. Punctuality and safety – The service provider shall provide Refreshment and lunch for the participant when and as required to HORN AID in a manner that results in the punctual delivery and safety of her staff.
3. Singularity of contract – The service provider’s employees shall not enter into any separate arrangements with HORN AID staff or assigned non-staff for whom the service is directly provided.

#### **HOW TO APPLY**

All interested service providers are requested to submit their quotations to the Horn Aid’s Mogadishu office in a sealed envelope or via email [Procurement@hornaid1.org](mailto:Procurement@hornaid1.org) by 26<sup>th</sup> January 2026 before 1600 Hrs.

**Executive Director**



## A. Declaration Documents

### 1. ANTI-FRAUD DECLARATION FORM

**Tender Reference No:** \_\_\_\_\_

**Procurement Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

#### Declaration

I, the undersigned, declared that:

- Our company operates with integrity, transparency, and accountability.
- We have not engaged, and will not engage, in fraud, corruption, collusion, coercion, or obstruction in this procurement process.
- No bribes, gifts, or inducements have been or will be offered to influence procurement decisions.
- All information submitted is true, accurate, and complete.
- We will promptly disclose any actual or potential conflict of interest.
- We understand that violations may result in disqualification, contract termination, or legal action.

**Authorized Representative:**

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

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

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

**Company Stamp:**

## 2. PSEA DECLARATION FORM (Prevention of Sexual Exploitation and Abuse)

**Tender Reference No:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

### Declaration

I, the undersigned, on behalf of the company, declare that:

- We have zero tolerance for sexual exploitation and abuse (SEA).
- Our company prohibits any form of sexual exploitation or abuse by employees, contractors, or representatives.
- We will ensure that all staff understand and comply with PSEA standards.
- We will take immediate action against any employee involved in SEA, including disciplinary measures and reporting to authorities.
- We will provide safe and confidential reporting mechanisms for complaints.
- We will cooperate fully with investigations related to SEA allegations.
- We acknowledge that violation of PSEA standards may lead to contract termination and legal consequences.

**Authorized Representative:**

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

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

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

**Company Stamp:**

### 3. ETHICAL STANDARDS DECLARATION FORM

**Tender Reference No.:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

#### **Declaration**

I, the undersigned, declare that:

- We adhere to the highest standards of professional and ethical conduct.
- We respect human rights, labor laws, and fair business practices.
- We prohibit discrimination, harassment, and exploitation in any form.
- We ensure a safe and respectful working environment for all employees and stakeholders.
- We commit to environmental responsibility and sustainable practices where applicable.
- We will comply with all applicable laws, regulations, and procurement guidelines.
- We will act in good faith and avoid any actions that may harm the reputation of the procuring entity.

**Authorized Representative:**

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

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

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

**Company Stamp:**

**FORM B - PRICE QUOTATION FOR REFRESHMENT AND LUNCH**

<b>Line no</b>	<b>Item Description</b>	<b>Qty</b>	<b>Unit of Measure</b>	<b>Unit Price (USD)</b>	<b>Total Price USD</b>
<b>001</b>	Refreshments (Tea/Coffee/snacks/water	50	6		
<b>002</b>	Lunch, Rice, spaghetti, Meat, juice and, mineral water	50	6		
<b>003</b>					
<b>004</b>					
	<b>TOTAL USD</b>				

Supplier Full Name: \_\_\_\_\_

Contact person Name: \_\_\_\_\_

Date Submitted Quotation: \_\_\_\_\_

Sign and Stamp: \_\_\_\_\_