

TERMS OF REFERENCE (TOR) Global Fund

TOR title	Terms of Reference (TOR)Transportation of Global Fund TB Supplies within Somalia
Project	Global Fund TB Program
Start Date	To be determined soon.
Duration	One Year (with Option of Extension)
Location	Puntland State of Somalia

I. JUSTIFICATION

In conjunction with the National TB Program Somalia and support from WHO, World Vision Somalia office plans to Transportation Supplies.

The Supplies Survey entails TB Supplies being transported from WHO warehouse in Garowe to TB sites in Somalia.

World Vision Somalia office invites qualified suppliers to make an offer to establish a contract for the provision of TB supplies handling and transport from WHO warehouse in Garowe to selected TB centres in states and to be shipped to the TBCs with the different locations.

World Vision Somalia County office will award a short-term agreement (STA) to the best technical and financial offer, valid for nine months with possibility of extension

2. OBJECTIVE

The primary objective is to select a competent and reliable contractor capable of ensuring the efficient and secure transportation of TB Supplies from WHO warehouse Garowe to designate TBCs in Puntland Somalia.

3. Transportation

The selected contractor will be responsible for:

- Providing suitable vehicles and trained personnel for the transportation of TB supplies.
- Ensuring compliance with all relevant regulations and standards for the handling and transportation of biological and chemical materials.
- Safely transporting TB supplies from WHO warehouse Garowe to designated TBCs in various states in Somalia.
- Coordinating with laboratory staff for the timely pickup and delivery of TB supplies.
- Maintaining a chain of custody and proper documentation throughout the transportation process.

Within one day of receiving order from the facility, the provider will transport the TB supplies packaged in a carton weighing approximately 120 kg from the WHO warehouse Garowe to TBCs.

The Service Provider ensures that the commodities are delivered within the agreed average transit time to destinations.

3.1.1 Transport Methods

The transportation of the TB supplies must be done in an appropriate motor vehicle. The service provider must carry out all movements of consignments (TB supplies) to standards that ensure their protection at all times, considering the nature of the goods, security, and environmental factors. To keep the consignment safe and avoid damage, the interior of all vehicles used by the service provider must be clean and sanitary, as well as provide sufficient space for the consignment and an environment that protects the consignment from damage or spillage.

3.1.2 Transport Documentation

The Service Provider will be provided with an AWB of the consignment from the WHO warehouse Garowe in advance, and after delivery, the provider will submit Proof of delivery signed by the consignee (TB in charge)

3.1.3 General requirements

- All losses, shortages and/or damages that occur due to poor handling will be reimbursed by the Service Provider to World Vision

- The Service Provider should be able to mobilise resources and notice to clear and transport the consignment to the TBCs in Somalia.

3.1.5 Reporting

The Service Provider shall share with World Vision by email scanned proof of delivery Note document and a status or incident report on each consignment delivered within a day after delivery.

4. EXPECTED DELIVERABLES

- Consignments are delivered in an appropriate and timely way
- Transportation is arranged and carried out in a safe manner.
- Requests are acted on promptly (within one week)
- Accurate documentation is kept on every consignment
- Monthly, itemised invoices submitted with supporting documentation (Waybills, Proofs of Delivery, and any supporting documents related to the shipment/ consignment)

5. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE/ Evaluation criteria

Transport service providers shall possess the below: -

- Experience in the provision of transportation and delivery services.
- Extensive experience and knowledge in handling international humanitarian NGO shipments as well as that of local NGOs,

6.0 PROPOSALS EVALUATION CRITERIA

a) Mandatory requirements

- I. Provide a certified copy of business registration(license)
- II. Provide a valid tax compliance certificate
- III. Registration of national tender board where applicable
- IV. Local government registration
- V. Registration from Ministry of transportation and public works

Only firms with valid eligibility documents are eligible to apply for this consultancy service. Failure to provide these mandatory documents will result in automatic disqualification.

b) Technical Requirements

No.	Criteria	Description	Scoring Guidelines	Max Score
-----	----------	-------------	--------------------	-----------

1	Experience & Track Record	Years and type of experience in logistics and TB/medical supplies transport	15 = ≥5 yrs; 10 = 3–4 yrs; 5 = <3 yrs	15
2	Fleet Capacity	Type, number, and condition of vehicles (including cold chain if needed)	15 = Adequate + cold chain; 10 = Adequate only; 5 = Limited fleet	15
3	Documentation & Compliance	Valid business licenses, registrations, insurance, roadworthiness	10 = All valid docs; 5 = Some missing; 0 = No docs	10
4	Storage & Handling	Capacity for safe handling and temporary storage of medical/TB supplies	10 = Dedicated facility + trained staff; 5 = Basic handling only	10
5	Security & Risk Management	Security measures in place for high-risk area delivery	10 = Full security plan; 5 = Partial plan; 0 = None	10
6	Delivery Performance	Proven record of timely and complete deliveries	10 = Evidence of 90–100% on-time; 5 = 70–89%; 0 = <70%	10
7	Staffing & Coordination	Dedicated logistics staff and coordination capacity	10 = Dedicated logistics team; 5 = Limited staff	10
8	References	Quality and relevance of references	10 = 2 strong references (UN/NGOs); 5 = 1 weak reference	10
9	Presence in Operational Areas	Availability of transport services in required regions (e.g Bari, Mudug, Nugal, Sool, Karkaar, Sanaag, and Ayn)	10 = All required areas; 5 = Some areas	10
	Total			100

c) Financial Evaluation

Service Provider will provide invoices against the services provided, showing full details of the following:

- i. A detailed breakdown as per below locations schedule (Annex 1)
- ii. Credit Terms
- iii. Payment Terms

7.0 APPLICATION PROCEDURE

Interested qualified consultancy firms are encouraged to submit their proposal with the below documents in English and by email to somo_supplychain@wvi.org on or before **10th May 2025**. Proposals should be submitted in three distinct/separate attachments, namely

- 1. Mandatory Requirements
- 2. Technical Proposal
- 3. Financial Proposal

NB (*Bidders who will combine the three documents shall be disqualified*). *Bids received after the deadline shall not be considered.*

Email title should be; Terms of Reference- Transportation of Global Fund TB Supplies in Puntland.

“World Vision reserves the right to accept or reject any Bid and is not bound to give reasons for its decision”

For inquiries and questions, kindly send an email to Somalia_Procurement@wvi.org

Annex 1:locations of TB supplies transportation in Puntland.									
S/N	State	Satellite sites transporting TB supplies	Destination	Distance in KM	Frequency of transportation	UOM	Weight	Qty	Total Price \$
1	Putland	WHO warehouse Garowe	Garowe	3	Monthly	Carton	120	1	
2		WHO warehouse Garowe	Galkayo	228	Monthly	Carton	120	1	
3		WHO warehouse Garowe	Bossaso	441	Monthly	Carton	120	1	
4		WHO warehouse Garowe	B/bayla	424	Monthly	Carton	120	1	
5		WHO warehouse Garowe	Bargaal	675	Monthly	Carton	120	1	
6		WHO warehouse Garowe	Qardho	205	Monthly	Carton	120	1	
7		WHO warehouse Garowe	Jariiban	355	Monthly	Carton	120	1	
8		WHO warehouse Garowe	Burtinle	119	Monthly	Carton	120	1	
9		WHO warehouse Garowe	Dhahar	252	Monthly	Carton	120	1	
10		WHO warehouse Garowe	Goldogob	281	Monthly	Carton	120	1	
11		WHO warehouse Garowe	Badhan	398	Monthly	Carton	120	1	
12		WHO warehouse Garowe	Iskushuban	513	Monthly	Carton	120	1	
13		WHO warehouse Garowe	Balidhidin	402	Monthly	Carton	120	1	
14		WHO warehouse Garowe	Taleh	226	Monthly	Carton	120	1	
15		WHO warehouse Garowe	EYL	220	Monthly	Carton	120	1	
16		WHO warehouse Garowe	Alula	756	Monthly	Carton	120	1	
17		WHO warehouse Garowe	Danwadag Armo	341	Monthly	Carton	120	1	
18		WHO warehouse Garowe	GMC Galkayo	228	Monthly	Carton	120	1	
19		WHO warehouse Garowe	Celbuh	341	Monthly	Carton	120	1	
20		WHO warehouse Garowe	Waciye	271	Monthly	Carton	120	1	