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## TERMS OF REFERENCE (TOR) FOR TRANSPORTATION OF MASS LLINS DISTRIBUTION CAMPAIGN PARTICIPANTS

Project Title	Malaria Control Program Support 2025
Project Title Ref: Number	<b>SOM/PCA2021228/PD2024804-1</b>
Service Description	Procurement of vehicles for the transportation of participants in the mass LLINS distribution campaign in Bosaso Puntland Somalia .
Item Reference	Pun/2025/11/001
Location	Bosaso District
Name of the company/firm	External company/firm/supplier
Deadline of Bid submission	9 <sup>th</sup> November 2025

### 1. General Background

Integrated Services for Displaced Populations (ISDP) is a women-led non-profit humanitarian and development organization established in 2010 in Puntland State, Somalia. Founded by professionals from diverse backgrounds, ISDP has evolved into a dynamic organization guided by experienced leadership and a strong commitment to inclusivity. Led by a female Chief Executive Officer (CEO), ISDP's governance and operations reflect its dedication to gender equality and empowering women at all levels of decision-making. With 55% of its staff being women, ISDP ensures that its programs are informed by women's perspectives, promote women's empowerment, and prioritize inclusive, community-based solutions.

As a humanitarian organization, ISDP is dedicated to amplifying the voices of vulnerable populations particularly women, internally displaced persons (IDPs), and children. The organization ensures their meaningful participation in project planning, implementation, and decision-making processes. ISDP adheres to global humanitarian principles and standards, including the Core Humanitarian Standard (CHS), the Sphere Standards, and Somalia's national Humanitarian and Development Coordination Guidelines. Through these frameworks, ISDP upholds accountability to affected populations, promotes protection mainstreaming, and ensures that interventions are ethical, context-appropriate, and rights-based. Our mission is to support crisis-affected communities to recover from shocks, rebuild their livelihoods, and strengthen resilience for sustainable development.

ISDP's success is anchored in strong governance, a skilled and committed team, effective risk management, and evidence-based programming. The organization maintains a steadfast

commitment to quality programming, integrating robust monitoring, learning, and evaluation systems to improve performance and impact.

### Vision

A society with improved living conditions and equal opportunities for all poverty, injustice and all forms of violence against women girls are eliminated.

### Mission

Committed to improving living conditions and advancing gender equality in partnership with communities to build sustainable, healthy, and productive communities in Somalia, free from violence and discrimination against women and girls.

## Request for Proposal (RFP)

### ***Procurement of vehicles for the transportation of participants in the mass LLINS distribution campaign in Bosaso Puntland Somalia.***

(Reference No. Pun/2025/11/001)

Planned Timetable	
Issue Request for Proposal	15 <sup>th</sup> October 2025
Questions from Suppliers due date	27 <sup>th</sup> October 2025
Answers to Suppliers questions due date	29 <sup>th</sup> October 2025
Bid submission due date and Suppliers return signed Intent to Bid forms due date	9 <sup>th</sup> November 2025
Bid Opening and Evaluation date	17 <sup>th</sup> November 2025
Award/offer of the tender.	20 <sup>th</sup> to 30 <sup>th</sup> November 2025
Contract start	TBD

### 2. Service Description and Rationale

This TOR has been designed in order:

- a. To secure competitive proposals to select Supplier(s) for the Integrated Services for the Displaced Population (ISDP) to provide **vehicles for the transportation of participants in the mass LLINS distribution campaign in Bosaso Puntland Somalia**. All qualified and interested Suppliers are invited to submit their proposals.
- b. To maintain the quality and timeline of procurement the vehicles.

*NB: This procurement is for the rental/hire of vehicles for LLIN distribution campaign, not permanent acquisition. It is only 15 days' duration. Hence Vendors must quote rental cost per vehicle per day for the entire assignment period.*

### 3. Expected Deliverables

Followings deliverables are the expected from the supplier;

- Supply of 59 vehicles to ISDP as described in the financial annex (Annex 1)
- The vehicle to be delivered, tested and certified at ISDP Bosaso Office prior to full engagement, and subsequent change of vehicle/driver will be subject to mutual understanding between ISDP and supplier.
- Normal Working Hours is from 6:00 AM-5:30 PM.
- Rented vehicles will be required to show flexibilities in picking and dropping of the ISDP assigned personnel.
- Supplier will have to provide log sheet record along with invoices at the end of the duration.
- This will be certified by the ISDP Logistics and administration teams on case-by-case basis.
- Supplier will establish proper coordination and communication with the Logistics and administration teams

### 4. Duration

Upon agreement signing, the vehicles should be ready for the ISDP Bosaso office within the specified timeframe outlined in the agreement upon receipt of the official purchase order

### 5. Budget and Payment procedure

- The supplier/firm should submit a complete budget with detailed breakdown including applicable taxes at the time of submission sealed Bid. No extra cost is entertained beyond quoted unit price.

- The supplier/firm shall bear all the tariffs, duties and applicable taxes or charges levied at any stage during the execution of the work.

**6. Management of the supply**

The selected supplier/firm will be responsible to provide the vehicles/cars as described in this TOR and the agreement that to be signed.

## 7. Responsibilities of the Supplier/ Firm

The supplier/firm will be responsible to accomplish the task outlined in this ToR and ensure the delivery of the vehicles stated within the agreed budget and timeline including.

- Supplier must ensure fuel, driver salaries, maintenance, repairs during rental period.
- A standby vehicle for replacement in case of mechanical failure.
- All vehicles to have functioning seatbelts, spare tyre, jack, wheel spanner.
- All drivers must have valid Puntland license and be available full-time.
- Supplier must ensure safety compliance with ISDP's PSEA and Code of Conduct.

## 8. THE BIDDING DOCUMENTS:

### The Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and March result in bid rejection.

*The Bidding documents shall include the following documents:*

- *The Request for Proposal – RFP (this document):*
- *Annex 1: Bill of Quantities (Pricing Form for the vehicles )*
- *Annex 2: Intent to Bid Form.*
- *Annex 3: Vendor Information Form*

### Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents May notify the Purchaser in writing at [procurementisdps@gmail.com](mailto:procurementisdps@gmail.com). The request for clarification must reach the purchaser not later than **(27th October 2025)**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **(29th October 2025)**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

## 9. PREPARATION OF BIDS:

## Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (English Language). Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (English) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English Language) version shall prevail.

## Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats May disqualify the Bidder from consideration.

### **Eligibility Documents**

- *Certificate of Registration with Puntland Authority (Ministry of Commerce)*
- *Intent to bid form, completed, signed, and stamped*
- *Brief Vendor Information Form*

### **Documents required for technical evaluation:**

- *Profile of the company;*
- *References from current or past clients*
- *Other important documents which Bidder attaches to support its bid.*

### **Financial Proposal - Following Eligibility criteria and Technical Evaluation.**

- *Bill of Quantities, complete and stamped without alteration.*

## Bid Prices.

The Bidder shall clearly indicate the unit price of each vehicle per day and the total amount. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect the period of the contract beginning on the date when the contract is executed. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

## Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **(United States Dollar (USD))**

## Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the

contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) May not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future ISDP tenders. On the other hand, one bidder May submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered*

#### **10. Submission Procedures:**

Completed tender documents clearly marked with Project Ref Number must, be submitted at ISDP Office in Bosaso on **9<sup>th</sup> November 2025** by **16:30** East Africa time or before the deadline date and time, and recorded in the log book/visitors' book. Please, enclose the proposal in an envelope, seal and mark

With the present and the directions of ISDP Logistician, the Bidder has put the completed bid documents in the tender box by him/her self. **The office is situated on Bosaso Airport Road, behind Jabir Plaza, adjacent to Mubaarak Mosque, with coordinates of 11.2804 latitude and 49.1748 longitude.**

Formal bids being submitted must be on formal company letters, duly signed and stamped must indicate the Full Company Name, Physical Address, Contact Telephone Number/contact Email address, Directors Names, addresses and their telephone numbers.

The bidder can also send the Completed tender documents to [procurementisd@gmail.com](mailto:procurementisd@gmail.com) In case of any further query, contact ISDP logistics team via this Email [procurementisd@gmail.com](mailto:procurementisd@gmail.com)

#### **11. BID OPENING AND EVALUATION**

##### **Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

##### **Evaluation and Comparison of Bids**

ISDP is committed to running a fair and transparent tender process and ensuring that all bidders are treated and

assessed equally during this tender process.

Bidder responses will be evaluated based on **Price, Past experience and service reliability**

These criteria have been especially created to help ISDP determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

### **Contacting the Purchaser**

No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

### **Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and selected for Service Agreement for the specific services. At this stage ISDP may also choose to negotiate with the selected bidder to finalize the offer.

## **12. CONTRACTING**

### **Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Purchase Agreement and perform its obligations satisfactorily.

### **Warranty**

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bids advantages and shall in no case be less than that which is provided for by (Somalia) Law if any.

### **Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

### **Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award, and a ceiling is established.

### **Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

### **13. Payment:**

Upon contracting for works, ISDP will pay 40% of the total in advance for the preparation of the campaign and the 60% upon successful completion of the duty.

## **14. ETHICAL OPERATING STANDARDS**

### **Bidder Non-Collusion Statement**

ISDP prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to ISDP disqualifying the involved Individuals or companies from that tender as well as

disqualify them from submitting bids for future tenders. In addition, ISDP March share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

**15. ANNEXES:**

*Annex 1: Bill of Quantities (Pricing Form for goods/services)*

*Annex 2: Intent to Bid Form.*

*Annex 3: Vendor Information form,*

**Annex 1: Bill of Quantities (Pricing Form for goods/services)**

**Procurement of vehicles for the transportation of participants in the mass LLINS distribution campaign in Bosaso Puntland Somalia .**

NO	DESCRIPTION	UNIT	QUANTITY	Duration (Days)	UNIT COST USD	TOTAL COST
1	Bus/Noaha- Minimum seating: 8 to 12 passengers Roadworthy with valid Puntland license AC and functioning ventilation Good interior condition	PC	36	15		
2	4x4 Toyota Land Cruisers double cabin (1994-2010)	PC	22	15		
3	Lorry - Tarpaulin cover / open back	PC	1	15		
	<b>Total Amount (in Figures)</b>					\$

**Total Amount in words:**

**Annex 2: Intent to Bid Form.**

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

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

**Place of permanent Residence:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**Title of Person signing:** \_\_\_\_\_

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

**Annex 3: Vendor Information form.**

<b>Company/Firm Name</b>	
<b>Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any</b>	
<b>HQ Office Address</b>	

<b>Primary Contact no</b>	
<b>Other contacts</b>	
<b>Official Email:</b>	
<b>Any other information</b>	

## 16. Vendor Self-Certification of Eligibility

### Company certifies that:

- a) They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
- b) They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- c) They have not been convicted of an offense concerning their professional conduct.
- d) They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
- e) They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
- f) They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- g) They maintain high ethical and social operating standards, including:
  - ❖ Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the ISDP's beneficiaries.

- ❖ Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- ❖ Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- ❖ Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.



*Integrated Services for Displaced Population (ISDP), Somalia- Puntland,  
Bosaso Office Airport Road +252907791538/907791539 Email-  
[info@isdpsom.org](mailto:info@isdpsom.org) Website: [www.isdpsom.org](http://www.isdpsom.org)*

- h) Company warrants that, to the best of its knowledge, no ISDP employee, officer, consultant or other party related to ISDP has a financial interest in the Company's business activities, nor is any ISDP employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future ISDP procurement.
- i) Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to ISDP.
- j) Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form, you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

The Bidder also read and understood the following ISDP policies and requirements:

1. Anti-Bribery & Corruption Policy
2. Prevention of Sexual Exploitation and Abuse (PSEA)
3. ISDP's Child safeguarding Policy
4. ISDP Code of Conduct

By signing the above statement vendor acknowledges any violation of the above ISDP policies will result in immediate termination of any agreement in place and disqualification from participation in future IISDP activities