



REQUEST FOR QUOTATION (RFQ)

TO: Service Providers MOILG Hirshabelle State Activity location (Adan-Yabal, Adale, Jalalaqsi and Bulaburte Districts)	DATE: 20-03-2025
	REFERENCE: RFQ- MOILG/Hirshabelle/007

Call for pre-qualified vendors

Dear Sir/Madam:

MOILG-Hirshabelle intends to conduct Pre-District Council Formation Initiatives for Hirshabelle State priority district councils workshops, trainings, and meetings across Hirshabelle state districts especially (Adan-Yabal, Adale, Jalalaqsi and Bulaburte Districts) and other districts when needed.

Therefore.

You are kindly requested to submit your quotation for the following Services before close of business as per instructions below:

To: All interested Bidders

- Bidders are hereby invited to submit their price quotation using the attached Quotation Submission (Form A) and Schedule of Requirements and Prices (Lot 1 and Lot2,) for supplying all the goods as described in the Specifications.**
- All quotations are to be submitted, properly filled to the email: procurement.moi@gmail.com and copies Dg@moi.hs.so marked **“Quotation REFERENCE: RFQ- MOILG/Hirshabelle/007, for provision of hotel services and vehicles for transportations.**
- Deadline for submission will be on **01 April 2025 at 5:00PM** hour's local time. Quotations will be opened promptly thereafter.
- Quotation shall remain valid for a period of not less than **one day** after the deadline for submission.
- Evaluation and selection will be based on the lowest price of those bids which meet the specified requirements as well as MOILG's satisfactory completion of reference checks on

the preferred bidder. If a negative reference is obtained, MOILG Hirshabelle reserves the right to not consider the bidder for award.

6. MOILG reserves the right at the time of contract award to increase or decrease up to fifteen percent (15%) of the quantity of goods originally specified in the requirements for each lot without any change in unit price or other terms or conditions and this shall be reflected in the form of contract.
7. Late quotations, portion of quotations, quotations not received, quotations not opened at the quotation opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
8. During this procurement if you come across any issues of questions at MOILG's part, please feel free to contact email: Dg@moi.hs.so or procurement.moilg@gmail.com
9. The Bidder whose bid is accepted will be notified for the award of contract by MOILG prior to expiration of the quotation validity period.
10. Notwithstanding the above, MOILG Hirshabelle reserves the right to accept any quotations and reject all quotations at any time prior to the award of contract.

(A) Schedule of Requirements and Prices Lot 1

For Hotel Services Providers

N o	Budget Item Description	DAYS	QTY	UNIT COST	TOTAL
1.	Lunch, Morning and afternoon refreshments / person	1	1		
2	Conference venue rent with a capacity of at least 160 people	1	1		
3	Notebooks (Size 5"by 8" - 128mm by 203mm, 70 sheets	1	1		
4	Banner (mitre square)	1	1		
5	Marker Pens (mixed colors) 12 pcs per box	1	1		
6	Ball Point pens (Box of 50 pcs)	1	1		
7	Flip charts (A1, plain paper) 685*990mm	1	1		
8	Full Board Accommodation for MOILG and government officials / person	1	1		
	Total budget				

Summary	
Total Amount in United States Dollars (In wards)	USD

The delivery period offered is:	
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SPECIFICATIONS

The MINISTRY OF INTERIOR AND LOCAL GOVERNMENT of Hirshabelle State of Somalia is conducting 32 days of pre-district council formation initiatives for Hirshabelle State priority district councils of (Adan-Yabal, Adale, Jalalaqsi, and Bulaburte Districts) The initiative includes community participation and daily meal distribution for participants. The Ministry will invite approximately 160 participants for each district, hence Hirshabelle-MOILG is looking for a prequalified potential supplier that can provide the following service with the stipulated specifications.

TECHNICAL SPECIFICATIONS (for Items in Bidding Forms B-1)

NO	TECHNICAL SPECIFICATIONS REQUIRED	Bidder to provide details of proposed good and specifications
1	Daily meals Well cooked Spaghetti vegetables & fruits Well cooked Rice with vegetables & fruits Young Goat with tender Meat. Young Camel with Tender meat. Specialized Fruits Soda 500ml – 1 Piece. Bottled Water 500ml – 1 Piece Camel Milk 1ltr for each participant depending on demand Part of the mails may be on demand for certain specification	
2	Deliverable mails Availability for the mail delivery Frequency for mail available including refreshment	
3	Hygiene Good health of the mails Staff Clearance and appearance for the dress	
4	Hotel security Sustainable Environment for Hotel Security Ensure that all participants are on clearance.	
5	Policy for the protection of the environment Set Rules for the protection of contaminated environment	

Schedule of Requirements and Prices Lot2.

For

**Local transport for districts (Adan-Yabal, Adale, Jalalaqsi, and Bulaburte)
in the Hirshabelle State of Somalia**

Item	Description of Goods	Units /Days	Quantity	Rate	Amount (USD)	Remarks
1	MOILG Land Transport from Mogadishu - Adan-Yabal district / person	2	1			
2	MOILG and Participants ground Transport from and to villages (round trip) 2 vehicles	2	2			
3	MOILG Tickets Go and Back Mog-Buloburte round trip for 2 times	2	5			
4	Participants and MoILG team ground Transport from and to villages (round trip) 8 people	1	2			
5	MOILG Land Transport from Mogadishu-Adale district, 2 Vehicles	2	2			
6	MOILG and Participants ground Transport from and to villages (round trip) 2 vehicles	2	2			
7	MOILG Land Transport from Mog-Jalalaqsi district, 2 Vehicles	2	2			
8	MOILG and Participants ground Transport from and to villages (round trip) 2 vehicles Participants and MOILG team ground Transport from and to villages (round trip) 2 vehicles	2	2			
	Total Amount					

Summary

Total Amount in United States Dollars (In wards)	USD
The delivery period offered is:	

SPECIFICATIONS

The MINISTRY OF INTERIOR AND LOCAL GOVERNMENT of Hirshabelle State of Somalia is conducting 32 days of pre-district council formation initiatives for Hirshabelle State priority district councils of (Adan-Yabal, Adale, Jalalaqsi, and Bulaburte Districts) hires vehicles maximum 16 days for MOILG staffs who will be conducting pre-district council formation initiatives in Hirshabelle state districts. The Ministry is looking for prequalified potential car rental services that can provide the following service with the stipulated specifications.

TECHNICAL SPECIFICATIONS (for Items in Bidding LOT 2)

NO	TECHNICAL SPECIFICATIONS REQUIRED	Bidder to provide details of proposed good and specifications
	A. a. Land cruiser good Conditions b. drivers should have a valid driving license c. Drivers should have mobile phones. d. spare on board e. vehicles should be in good condition. f. engine starters must be well functioning. g. Both internal and external cleanliness h. Central door locking (preferred) i. air conditioning (preferred) j. fire extinguisher k. set of tools for quick repairs.	

REQUIREMENTS

1.0 Language

- 1.1 All documentation shall be submitted in English
- 1.2 Every firm can only apply not more than **1 Lot**

2.0 Evaluation of quotations

- (i) Compliance with the specifications
- (ii) Vendor must be able to deliver required Services
- (iii) Vendor must be a government registered business/Registered for MOILG /District Level

Preliminary screening:

2.1 - Prior to the detailed evaluation, the Ministry will determine the responsiveness of each Vendor to the Request for Quotation (RFQ). A substantially responsive quote is one which conforms to all the terms and conditions of the RFQ.

2.2 The Ministry will examine the quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.

2.3 - Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the correction of errors, its

quotes will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

2.4 - A quotation determined as not substantially responsive will be rejected by the ministry and may not subsequently be made responsive by the supplier by correction of the non-conformity.

3. Award Criteria: The ministry will issue Contract to the select qualified Vendor. The Ministry reserves the right to accept or reject any quote, to annul the solicitation process and reject all quotes at any time prior to the award of contract, without thereby incurring any liability to the affected Vendor(s) or any obligation to provide information on the grounds for the purchaser's action.

Contact Persons

Name: -----

Phone number: -----

Date: -----

NB: please indicate the location on your subject line, when you submit the email (Adan-Yabal, Adale, Jalalaqsi, and Bulaburte Districts Districts)

Yours sincerely,