The Federal Republic of Somali
Somali Disaster Management Agency (SoDMA)

PROCUREMENT UNIT

REQUEST FOR QUOTATION (RFQ)

COUNTRY HUMANITARIAN FORUM (CHF) — DUSAMAREB, GALMUDUG STATE

Travel • Accommodation • Catering • Media • Printing • Branding • Event Equipment

RFQ PARTICULARS	DETAILS
RFQ reference number	SoDMA/RFQ/CHF/2026/04
Date of invitation	01-11-2026
Event date(s) and venue	Dusomareb, Galmudug State, Somalia
Quotation deadline	14-11-2026, 04:00 PM Mogadishu Time (UTC+3)
Submission method / Address	Email to procurement.head@sodma.gov.so and/or physical delivery to SoDMA HQ, Procurement Office, 1st Floor, Airport Road, Wadajir, Mogadishu, Somalia.
Quotation validity	30 calendar days after submission deadline
Currency	USD
Lots	1: Travel 2: Accommodation and Catering 3: Media, Print and Event Equipment

The Somali Disaster Management Agency (SoDMA) invites eligible and qualified service providers to submit sealed or electronic written quotations, in accordance with the submission method specified above, for the services and supplies required for the upcoming Country Humanitarian Forum (CHF) in Dusamareb, Galmudug State, Somalia. Suppliers may quote for one, two or all three lots; each selected lot must be priced completely. Awards may be made by lot, subject to the approved procurement procedure and funding availability.

1. 1. Purpose and Expected Service Standards

The Somali Disaster Management Agency (SoDMA) is organizing the Country Humanitarian Forum (CHF), tentatively scheduled for 26 November 2026 in Dusamareb, Galmudug State, Somalia. The Forum will bring together government authorities, humanitarian organizations, development partners, and other key stakeholders to strengthen coordination, information sharing, and collaboration on humanitarian priorities.

SoDMA seeks qualified and experienced suppliers to provide reliable, timely, safe, and cost-effective services covering travel, accommodation and catering, media coverage, printing, and event equipment.

All suppliers are expected to:

1. Deliver goods and services in accordance with the specified technical requirements, quantities, and agreed timelines.
2. Maintain appropriate quality, safety, professionalism, and service standards throughout implementation.
3. Coordinate closely with the designated SoDMA focal point on all logistical and operational arrangements.
4. Assign a dedicated contact person who remains accessible throughout preparation, mobilisation, delivery, and event implementation.
5. Ensure that all goods, equipment, and services are available, functional, and ready before the event begins.
6. Promptly address operational challenges, delays, or service deficiencies without compromising agreed standards.

2. Schedule of Requirements and Minimum Specifications

The following schedules outline the estimated quantities, service descriptions, and minimum technical requirements for the Country Humanitarian Forum (CHF).

Suppliers must prepare their financial quotations based on the specified quantities and requirements for their selected lot. Separate quotations must be submitted for each lot, with clear unit rates, total costs, and applicable taxes or additional charges.

The procurement is divided into three lots:

- **Lot 1 — Travel:** Provision of round-trip transportation tickets for designated participants, including booking arrangements, itinerary confirmation, and travel coordination.
- **Lot 2 — Accommodation and Catering:** Provision of suitable accommodation, meals, refreshments, and related hospitality services in accordance with the required quantities and service standards.
- **Lot 3 — Media, Print and Equipment:** Provision of media coverage, branded conference materials, printing services, audiovisual equipment, and necessary event setup support.

The estimated event date is **26 November 2026**, and suppliers must demonstrate their ability to complete all necessary preparations and deliveries within the approved timeframe.

SoDMA will confirm final event dates, travel itineraries, accommodation arrangements, technical specifications, and delivery locations through official communication.

Suppliers must clearly identify any assumptions or proposed deviations in their quotations. **No changes** to the specified quantities, technical requirements, or service standards shall be made without prior written approval from SoDMA.

All quotations will be evaluated based on compliance with the stated requirements, supplier capacity, delivery readiness, and financial competitiveness.

LOT 1 — Travel arrangements

Code	Route / participants	Unit	No. of persons	Planning Frequency
T1	Mogadishu–Dusamareb–Mogadishu; federal line ministries, FMS ministries/DGs and civil society	Return journey	29	2
T2	Las Anod–Mogadishu–Las Anod; minister/DG	Return journey	2	2
T3	Jowhar–Mogadishu–Jowhar minister/DG	Return journey	2	2
T4	Baidoa–Mogadishu–Baidoa minister/DG	Return journey	2	2
T5	Kismayo–Mogadishu–Kismayo; minister/DG	Return journey	2	2

Suppliers must provide a comprehensive quotation per passenger covering the complete round-trip journey, including baggage allowance, booking and ticket confirmation, applicable taxes, and related travel arrangements.

Quotations must clearly specify the mode of transportation, proposed routes, departure and return schedules, cancellation and rebooking conditions, and any applicable security or weather-related considerations.

All travel services must be provided through legally authorized and reliable transport operators. Suppliers must ensure timely bookings, confirmed tickets, and effective coordination with the designated SoDMA focal point.

Important: For T2–T5, onward travel between Mogadishu and Dusamareb is not included in the specified routes. Any additional travel requirements must be clearly identified and approved in writing by SoDMA before implementation.

Pricing Note: The unit rate must cover one complete round-trip ticket per passenger, including both outbound and return journeys. Planning frequency refers to the two travel legs and must not be treated as an additional pricing multiplier.

LOT 2 — Accommodation, refreshments and lunch

Code	Required service	Unit / basis	Participants	Service days / nights
A1	Accommodation in Dusamareb for FMS and line-ministry participants	Person-night	29	2 nights (provisional)
A2	Accommodation in Mogadishu for FMS participants	Person-night	8	2 nights (provisional)
C1	Forum refreshments and lunch in Dusamareb	Participant-day	190	1 day (provisional)

Accommodation specification: safe, clean rooms; functioning sanitation; adequate power and water; breakfast where stated in the quotation; clear check-in/check-out times; inclusive room rates and rooming-list support. Catering specification: morning/afternoon refreshments as instructed, drinking water, safe lunch, hygienic service and clean-up, adequate staff, and reasonable arrangements for allergies or special dietary needs communicated in advance. Quote catering per participant per service day and accommodation per person per night.

LOT 3 — Media, printing, branding and event equipment

Code	Description	Unit	Quantity
M1	Radio/TV/event media coverage: submit proposed deliverables and coverage plan	Media assignment / package	6
P1	Printed event banners; sizes and artwork to be approved	Each	2
P2	Roll-up banners with stands; sizes and artwork to be approved	Each	2
P3	SoDMA-profile branded notebooks	Each	190
P4	Blue pens suitable for SoDMA branding	Each	190
P5	SoDMA-branded cover files / presentation folders	Each	190
P6	Participant name badges with holder / lanyard	Each	190
E1	LCD / event display or projection-screen rental (source notes “4×4 metre square”)	Rental package	1

Lot 3 specification: materials must be new, professionally finished and suitable for distribution to 190 participants. Supplier to provide artwork proofs for SoDMA written approval before production and to include packing, transport and delivery to the named Dusamareb venue. Media quote must identify number of personnel/outlets, coverage hours, photographs/videos/broadcast outputs, file delivery and usage rights. Equipment quote must specify actual screen dimensions, projector/display, cabling, installation, operator, testing, power needs and breakdown support.

3. Delivery, implementation and acceptance

- Event dates, reporting location, delivery windows and installation schedule: The event is tentatively scheduled for 26 November 2026 in Dusomareb, Galmudug State, Somalia. Suppliers shall propose realistic lead times, delivery schedules and mobilisation arrangements before the event.
- Before any travel bookings, guest reservations or printing, the supplier shall secure written instructions or proof approval from the authorised SoDMA focal point.
- Goods must be delivered ready for inspection; defective, missing or non-compliant items must be replaced at no additional charge within the agreed operational timeframe.
- Services shall be verified through manifests, hotel occupancy records, signed delivery notes, catering attendance records, media output links/files or equipment acceptance records as appropriate.
- SoDMA may adjust requirements only by written contract or purchase-order amendment in accordance with applicable rules; no verbal variation creates a payment entitlement.

4. Eligibility and required quotation documents

Each supplier must provide the following for every lot it proposes to supply. SoDMA may seek verification of originals before award.

- Completed and signed Form 1 (Supplier Quotation Submission); state the lot(s) offered and the validity period.

- Current business registration and applicable trade/sector licence(s), with evidence of tax compliance where legally required.
- Short company profile, physical office address, telephone/email, authorised representative, and evidence of relevant capability.
- At least two comparable assignments or relevant client references, plus capacity to serve Dusamareb on the required dates.
- Lot-specific technical statement addressing all specification lines, delivery plan and any proposed subcontractors.
- Completed Form 2 pricing schedules with unit prices, extended totals, taxes, transport and any exclusions clearly shown.
- Signed Form 3 declaration of eligibility, non-collusion, conflicts of interest and safeguarding.

5. How to submit a quotation

Quotations must be submitted by **14 November 2026 at 04:00 PM Mogadishu Time (UTC+3)** via email to **procurement.head@sodma.gov.so** and/or delivered physically to **SoDMA HQ, Procurement Office, 1st Floor, Airport Road, Wadajir, Mogadishu, Somalia**.

Suppliers may bid for one or more lots but **must submit a separate quotation for each lot**, including individual financial proposals and supporting documents.

The email subject must read: **"RFQ – CHF Dusamareb – SoDMA/RFQ/CHF/2026/04 – [Supplier Name] – Lot [1/2/3]".**

Each quotation must include a signed PDF and relevant supporting documents. Financial schedules may also be submitted in Excel format if requested.

Clarification requests must be submitted in writing to the above email address before the quotation deadline. Any amendments will be communicated through official procurement channels.

Late submissions will not be considered. Quotations must remain valid for **30 calendar days after the submission deadline**.

6. Evaluation and selection

Quotations will be evaluated separately for each lot by the SoDMA Procurement Evaluation Committee based on the following criteria:

1. **Administrative Compliance:** Submission of a signed quotation, valid business registration, and required supporting documents.
2. **Technical Compliance:** Ability to meet the specifications, quality standards, and service requirements outlined in the RFQ.
3. **Financial Evaluation:** Competitive and reasonable pricing, including all applicable costs and taxes.
4. **Delivery and Capacity:** Demonstrated ability to deliver the required goods and services on time, ahead of the event scheduled for 26 November 2026.
5. **Relevant Experience:** Previous experience in providing similar goods or services.

Selection and Award: Contracts may be awarded separately for each lot to the lowest-priced, technically compliant and qualified supplier. SoDMA reserves the right to accept or reject any quotation in accordance with its applicable procurement procedures.

7. Commercial and ethical conditions

1. **Pricing:** All quotations must be submitted in USD, inclusive of applicable taxes, transportation, delivery, and other related costs. Prices must remain fixed throughout the quotation validity period.
2. **Payment Terms:** Payments will be made upon satisfactory delivery of goods or services, submission of a valid invoice, and confirmation of acceptance by SoDMA, in accordance with the agreed contract terms.
3. **Delivery and Performance:** Suppliers must ensure timely delivery and completion of all agreed services according to the approved specifications and event schedule.
4. **Ethical Conduct:** Suppliers must adhere to the principles of transparency, fairness, integrity, and accountability. Fraud, corruption, bribery, collusion, and conflicts of interest are strictly prohibited.
5. **Confidentiality:** Suppliers must maintain the confidentiality of all procurement-related information and documents.
6. **Compliance:** Suppliers must comply with applicable Somali laws, SoDMA procurement procedures, and relevant contractual obligations.
7. **Right of Acceptance:** SoDMA reserves the right to accept or reject any quotation, cancel the procurement process, or award contracts separately by lot in accordance with applicable procurement procedures.

FORM 1 — SUPPLIER QUOTATION SUBMISSION

To: Procurement Unit, Somali Disaster Management Agency (SoDMA)

RFQ Reference: SoDMA/RFQ/CHF/2026/04
Procuring Entity: Somali Disaster Management Agency (SoDMA)
Event Location: Dusamareb, Galmudug State, Somalia
Estimated Event Date: 26 November 2026

A. Supplier Information

Description	Supplier Details
Company / Supplier Name	
Business Registration Number	
Company Address	
Contact Person	
Telephone Number	
Email Address	
Lot Number (1, 2 or 3)	

B. Quotation Submission

We, the undersigned, hereby submit our quotation in response to the above-referenced RFQ and confirm that:

1. We have reviewed and understood the RFQ requirements, specifications, and terms and conditions.
2. Our quotation complies with the technical and financial requirements of the selected lot.
3. All quoted prices are in **USD** and include applicable taxes, transportation, delivery, and other related costs.
4. Our quotation shall remain valid for **30 calendar days after the submission deadline**.
5. We confirm our ability to deliver the required goods or services within the agreed timeframe, ahead of the scheduled event.
6. We agree to comply with SoDMA's procurement procedures and ethical standards.

C. Quotation Details

Lot Applied For (select one):

☐ Lot 1 — Travel

☐ Lot 2 — Accommodation and Catering

☐ Lot 3 — Media, Print and Event Equipment

Total Quoted Amount (USD): _____

Proposed Delivery / Service Timeline: _____

FORM 2 — FINANCIAL QUOTATION SCHEDULES

RFQ Reference: SoDMA/RFQ/CHF/2026/04
Supplier Name: _____
Currency: USD

Suppliers must complete the financial schedule for their selected lot. **A separate financial quotation must be submitted for each lot.** All prices must include applicable taxes, transportation, delivery and related costs.

LOT 1 — TRAVEL

Code	Description	Pricing QTY	Pricing Unit	Unit rate USD	Line Total (USD)
T1	Mogadishu ↔ Dusamareb return	29	Round-trip Ticket		
T2	Las Anod ↔ Mogadishu return	2	Round-trip Ticket		
T3	Jowhar ↔ Mogadishu return	2	Round-trip Ticket		
T4	Baidoa ↔ Mogadishu return	2	Round-trip Ticket		
T5	Kismayo ↔ Mogadishu return	2	Round-trip Ticket		
	LOT SUBTOTAL				**[ ]**

All ticket prices must cover both outbound and return journeys, including applicable fees.

LOT 2 — ACCOMMODATION AND CATERING

Code	Description	Pricing QTY	Pricing Unit	Unit rate USD	Line Total (USD)
A1	Dusamareb accommodation	58	Person-night (29 × 2)		
A2	Mogadishu accommodation	16	Person-night (8 × 2)		
C1	Refreshments and lunch	190	Participant-day (190 × 1)		
	LOT SUBTOTAL				

LOT 3 — MEDIA, PRINT AND EQUIPMENT

Code	Description	Pricing QTY	Pricing Unit	Unit rate USD	Line Total (USD)
M1	Media coverage assignment	6	Each		
P1	Printed banners	2	Each		
P2	Roll-up banners	2	Each		
P3	Branded notebooks	190	Each		
P4	Blue pens	190	Each		
P5	Branded cover files	190	Each		
P6	Badges and holders	190	Each		
E1	LCD / screen rental	1	Package		
	LOT SUBTOTAL				

Prices must include printing, branding, equipment setup, installation, delivery and other applicable costs.

PRICE SUMMARY

Description	**Amount (USD)**
Selected Lot Number	
Lot Subtotal	
Applicable Taxes (if excluded above)	
Other Charges (specify)	
TOTAL QUOTED AMOUNT	

Price Clarifications / Inclusions / Exclusions:

Delivery / Service Arrangements:

Supplier Authorization

Supplier Name: _____

Authorized Representative: _____

Signature: _____ **Date:** _____

Company Stamp: _____

Important Notes:

1. Suppliers may quote for one or more lots but must submit a separate completed financial quotation for each lot.
2. Unit rates and line totals must be stated in USD.
3. Line Total = Pricing Quantity × Unit Rate.
4. Quotations must remain valid for 30 calendar days after the submission deadline.
5. All goods and services must be delivered according to the approved event schedule, tentatively set for **26 November 2026**.

FORM 3 — INTEGRITY AND COMPLIANCE DECLARATION

RFQ Reference: SoDMA/RFQ/CHF/2026/04
Procuring Entity: Somali Disaster Management Agency (SoDMA)
Event Location: Dusamareb, Galmudug State, Somalia

Supplier Information

Company Name: _____

Address: _____

Contact Person: _____

Email / Telephone: _____

Lot(s) Applied For: _____

Supplier Declaration

We, the undersigned, hereby declare and confirm that:

1. **Legal Compliance:** Our company is legally registered and complies with applicable laws and regulations in Somalia.
2. **Integrity and Anti-Corruption:** We have not engaged and will not engage in fraud, bribery, corruption, collusion, or any unethical practices related to this procurement.
3. **Conflict of Interest:** We have no actual or potential conflict of interest that could improperly influence the procurement process. Any identified conflict will be disclosed immediately to SoDMA.
4. **Accuracy of Information:** All information and documents submitted in our quotation are accurate, authentic, and complete.
5. **Technical and Financial Compliance:** We agree to comply with the RFQ specifications, delivery requirements, pricing conditions, and contractual obligations.
6. **Confidentiality:** We undertake to maintain the confidentiality of procurement-related information.
7. **Accountability:** We acknowledge that any false declaration, misrepresentation, or violation of these conditions may result in disqualification, contract termination, or other appropriate action in accordance with applicable procedures.

Declaration and Signature

We confirm that we have read, understood, and accepted the above conditions and commit to conducting all procurement-related activities with integrity, transparency, and professionalism.

Authorized Representative: _____

Position / Title: _____

Signature: _____**Date**_____

Company Stamp: _____

FORM 4 — RELEVANT EXPERIENCE AND READINESS.

RFQ Reference: SoDMA/RFQ/CHF/2026/04

Supplier Name: _____

Lot(s) Applied For: _____

Suppliers must provide details of similar contracts or services successfully completed within the last three years..

Client / contract description	Year / location	Services delivered	Client contact / reference

B. Operational Readiness

Suppliers must briefly describe their capacity to deliver the required goods or services.

1. Available Resources and Capacity:

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2. Proposed Delivery / Implementation Timeline:

3. Mobilisation and Logistics Arrangements:

4. Ability to Meet the Event Date (26 November 2026):

☐ Yes ☐ No

If no, please explain: _____

C. Supplier Confirmation

We confirm that the information provided is accurate and that our company has the necessary experience, resources, and capacity to deliver the required services within the specified timeframe.

Authorized Representative: _____

Position / Title: _____

Signature and Date: _____

Company Stamp: _____