PROCUREMENT & SUPPLY CHAIN UNIT

SHAQODOON ORGANIZATION

CALL FOR SUPPLIERS / VENDOR REGISTRATION AND PREQUALIFICATION

Reference No.	SHAQ/PROC/2026/01	**Date of Advertisement**	25 November 2026
Closing Date	25 December 2026	**Closing Time**	11:59 AM

INVITATION TO QUALIFIED SUPPLIERS AND SERVICE PROVIDERS

Shaqodoon Organization invites **qualified suppliers, service providers, companies, and eligible vendors** to submit their applications for **vendor registration and prequalification** for the supply of goods and provision of services required for its programmes, projects, offices, and operations.

This call is intended to establish a reliable and competitive **Vendor/Supplier Database** and a **Prequalified Supplier List** from which qualified vendors may be invited to future procurement opportunities, including Requests for Quotations (RFQs), competitive bidding, framework agreements, and other procurement processes.

Applications are welcome from vendors operating in **Somaliland, Puntland, South-Central Somalia, and other areas where the Organization implements its programmes.**

1. CATEGORIES OF GOODS AND SERVICES

Code	Category
C01	General supplies and consumables
C02	Hygiene and sanitary materials
C03	Cleaning materials
C04	Office stationery and supplies
C05	Furniture and office equipment
C06	Computers, ICT and electronic equipment
C07	Printing and branding services
C08	Photography, videography and documentary production
C09	Media and television services
C10	Advertisement and communication services
C11	Training, conference and meeting services
C12	Hotel accommodation and catering
C13	Event management and facilitation services
C14	Vehicle rental and transportation services
C15	Vehicle spare parts and maintenance
C16	Fuel and lubricants
C17	Flight, travel and ticketing services
C18	Construction, rehabilitation and maintenance services
C19	Consultancy and professional services
C20	Logistics and delivery services
C21	Mobile app, web development and content creation
C22	Other goods and services required by Shaqodoon Organization

Note: Vendors may apply for more than one category, provided they have the required capacity and supporting documentation.

2. REQUIRED DOCUMENTS

1. Valid business registration/license
2. Company profile
3. Tax registration/certificate
4. Physical business/office address
5. Contact details of the company and authorized representative
6. Bank account details or bank confirmation letter
7. Relevant professional licenses/certifications
8. List of goods and/or services offered
9. Evidence of previous relevant experience
10. Previous contracts, purchase orders, or client references, where available
11. Current catalogue, product list and/or price list, where applicable
12. Details of geographical areas of operation
13. Any other documents demonstrating the vendor's technical and financial capacity

3. VENDOR SELECTION AND PREQUALIFICATION

Shaqodoon Organization will assess applications based on appropriate procurement criteria, including:

- Legal registration and compliance
- Relevant experience and past performance
- Technical and operational capacity
- Quality and availability of goods/services
- Financial capacity
- Competitive pricing and value for money
- Geographical coverage
- Delivery capacity and reliability
- References and previous performance
- Completeness and validity of submitted documentation

Shaqodoon Organization reserves the right to verify all information and documents provided by applicants.

4. IMPORTANT INFORMATION FOR SUPPLIERS

Vendor registration or prequalification **does not constitute an award of a contract or guarantee future business** with Shaqodoon Organization. Prequalified vendors may be invited to participate in future procurement opportunities according to the Organization's procurement procedures and requirements.

Shaqodoon Organization is committed to **fairness, transparency, competition, accountability, integrity, and value for money** in its procurement activities.

No vendor should offer money, gifts, commissions, or other benefits to any Shaqodoon Organization staff member in connection with vendor registration or procurement opportunities.

Any attempt to provide false, misleading, or fraudulent information may result in disqualification and exclusion from future procurement opportunities.

5. SUBMISSION OF APPLICATIONS

Completed applications should be submitted to the **Shaqodoon Organization Procurement Department.**

Procurement Email	procurement@shaqodoon.org
Telephone	+252 2 515777/ +252658843992
Email Subject	VENDOR REGISTRATION / PREQUALIFICATION – [CATEGORY] – [COMPANY NAME]

Shaqodoon Organization Offices

Office	Address
Hargeisa / HQ	Pepsi Area, Shacbka, Near UNDP Compound
Garowe Office	1da August, Garowe, Puntland
Mogadishu Office	Buula Xuubeey, Bangaria Area, Behind Jazeera Hotel

Applicants applying for multiple categories should clearly indicate all applicable categories in their email and application.

6. CLOSING DATE

All applications must be submitted **on or before 25 December 2026 at 11:59 AM.** The call is advertised from 25 November 2026. Late submissions may not be considered. Shaqodoon Organization reserves the right to accept or reject any application in accordance with its procurement policies and procedures.

7. VENDOR APPLICATION CHECKLIST

☐ Company registration/license attached

☐ Company profile attached

☐ Tax documentation attached, where applicable

☐ Bank confirmation/details attached

☐ Relevant experience/references attached

☐ Goods/services category clearly identified

☐ Geographical coverage indicated

☐ Authorized contact person and contact details provided

☐ Application submitted before the closing date

8. PREQUALIFIED SUPPLIER LIST

The Procurement Unit completes this register after the 25 December 2026 closing date. Only vendors that pass evaluation (proposed pass mark: 70 of 100) are listed and may be invited to RFQs.

No.	Company name	Category code(s)	Region(s) covered	Contact person & phone	Email	Licence / tax no.	Score (/100)	Status	Valid until
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Status values: Prequalified, Not prequalified, Pending documents, Suspended.

Evaluation scoring (proposed weights)

Criterion	Max score
Legal registration, licence and tax compliance	15
Relevant experience and past performance	20
Technical and operational capacity	15
Quality and availability of goods/services	10
Financial capacity (bank letter, turnover)	10
Competitive pricing and value for money	10
Geographical coverage and delivery capacity	10
References and completeness of documents	10
Total	100

Review steps

1. Receive applications at procurement@shaqodoon.org until 25 December 2026, 11:59 AM.
2. Check each application against the required documents (section 2) and mark it complete or incomplete.
3. Score complete applications with at least two evaluators, and verify licences and references.
4. Record results in the register above and approve it by the Procurement Manager.
5. Notify applicants and invite listed vendors to RFQs by category.