

Annex K – Superintendent Services				
This form is mandatory for all submissions to the expression of interest related to the service above. Companies not providing this information shall not be considered for the shortlist.				
Full Company Name (As in incorporation documents)				
Fantasy name (if a company uses a different commercial brand)				
A. Basic Contact Information				
Representation office in Somalia	Address (Including P.O Box if any)			
	Phone Number		Email Address	
Did you complete “Annex A – Basic information”?		Yes ☐ No ☐	Please note that it is mandatory to submit the information in Annex A for any expression of interest to be considered for a shortlist.	
B. Business details				
What best defines your company?		☐ Specialized Superintendent Company (Legally registered, operates with long-term personnel, owns relevant equipment, has active clients etc.) ☐ Specialized Superintendent broker (Third-party operator, operates with short-term personnel, hires/owns relevant equipment, has active clients etc.) ☐ General Supply Chain Service provider superintendent is not core business.		
State region(s) of interest by your company for service provision to WFP Somalia (shortlists are regional).		Galmudug ☐ Hirshabelle ☐	Jubaland ☐ South West ☐	Somaliland – Northwest ☐ Puntland – North East ☐
List exclusive equipment that enhances services Superintendent services provision by your company:				
B.2 List below all the Superintendent Certifications/licenses for Somalia (if available)				
Certification/License	Issuing Body/Local Authority	Number	Date of Issuance	Date of Validity
C. Average Tonnage handled per year				
Please report the average monthly tonnage (MT/CBM) of cargo transported/handled in the past four years by the company:				
Type of Cargo	2023	2022	2021	2020
Small Parcel – door-to-door delivery				
General Cargo - Breakbulk				
General Cargo - Bulk				
State the maximum cargo in MT that your company can offer Superintendent services per allocation based on daily capacity.		≤ 500 MTG ☐ 500.1 – 5,000 MTG ☐ 5,000.1 – 10,000 MTG ☐ 10,000.1 – 15,000 MTG ☐ 15,000.1 – 20,000 MTG ☐ 20,000.1 – 30,000 MTG ☐ >30,000.1 MT ☐		
D. Superintendent Experience details				
D.2 Detail below the experiences in each of the following areas				
Areas of Activity	Experience		Describe activities in the past 12 months.	
Does your Company provide sample verification of commodities & tallying experience?	Yes ☐ No ☐		If yes, please provide details below:	
Does your Company have experience in spot check and inventory count?	Yes ☐ No ☐		If yes, please provide details below:	
Verification of supply chain documentation such as packaging list, coding system, waybills, and ledger books/stack cards against physical stocks	Yes ☐ No ☐			

Reconstitution/reconditioning, segregation/salvaging, and repackaging supervision	Yes ☐ No ☐	If yes, please provide details below:			
Supervision of warehousing functions including loading, offloading, and cleaning standards	Yes ☐ No ☐	If yes, please provide details below:			
Conversant with Superintendent reporting procedures for ad hoc, progress, and task completion final report.	Yes ☐ No ☐	If yes, please provide details below:			
Inspection of infestation and rodents within the warehousing premises	Yes ☐ No ☐	If yes, please provide details below:			
Inspection of Vehicle/Delivery tracking utilization at the warehouses and when in transit.	Yes ☐ No ☐	If yes, please provide details below:			
Do you have specialized professionals to handle dangerous goods regulations and requirements?	Yes ☐ No ☐	If yes, please list below the professionals:			
		Name	Position	Type of Certification	Issuing Body

The list of your presence structure in each region is below.

Region	Permanent Representation by your Company's employee?	Operational office availability?	Do you have warehouse cargo handling capacity in the region?
Galmudug	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Hirshabelle	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Jubaland	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Puntland	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
South West	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Somaliland Region	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

List your major clients in Somalia or neighboring countries in the last two years.

#	Name of the organization
1	
2	
3	
4	
5	

D. Insurance

Does your company provide cargo insurance?	Yes ☐ No ☐	If No, please tell me how your company manages incident risks.
Who is the insurer?	Name of the Company:	
Total value covered in USD		
What are the coverages?		
What are the exceptions not covered?		
Has your company ever recorded losses for a client(s) cargo while under your custody?	Yes ☐ No ☐	If yes, how did you pay the cargo's Cost Insurance and Freight (C.I.F)? State the paid C.I.F Value in USD.
How does your company manage in-transit cargo? Select all that are applicable.	GPS monitoring ☐ In transit regular reporting (emails and calls) ☐ Use of security escorts ☐ Others ☐	
How does your company manage in-transit mechanical breakdowns? Select all that are applicable.	Collaboration with local truck owners to provide alternative trucks ☐ Dispatching trucks from the point of origin ☐ Use of local security guards and local authorities at the incident scene to guard the cargo ☐ Others ☐	

I hereby certify that the information provided above is true to the best of my knowledge, and I agree that further documentation will be provided if required.

Name & Date: _____

Signature: _____

Stamp