



TENDER NOTICE REF: ACRIF/TD/2025/01

**SUBJECT: INVITATION FOR PRE-QUALIFIED LIST OF
SUPPLIERS FOR 2025/2026**

A. About ACRIF

ACRIF is a child rights organization. ACRIF was founded in 2008 and has its headquarters in Hargeisa, Somaliland. ACRIF is a development and humanitarian organization that advances children's rights and equality for girls and boys. We strive for a just continent, working together with children, young people, our supporters, and our partners. ACRIF intends to establish a list of pre-qualified suppliers to carry out its work in an efficient and effective manner in order to promote supplier partnership and to improve on the quality of products and services whilst achieving the most competitive prices.

B. CATEGORIES

ACRIF invites applications for pre-qualification from interested, competent companies and individuals to tender for the supply of goods and services in the underlisted categories for the year 2025/2026.

ACRIF/TD/2025/01/01	Provision of hospitality services (Training, Workshop, Conference, Accommodation, and Catering Services).
ACRIF/TD/2025/01/02	Provision of Transport Rental Services (Cargo Trucks, Vehicle Rental - 4X4 Land Cruisers, and Taxi Services).
ACRIF/TD/2025/01/03	Provision of Carpentry Workshops (Office Furniture, Tables, and Chairs).
ACRIF/TD/2025/01/04	Provision of General Store (Detergents, Soap, Toiletries, Cleaning Materials and Equipment, Register Books, Referral Forms (booklets), Mats, Handwashing Facilities, and Bar Soap).
ACRIF/TD/2025/01/05	Provision of General Store (Foodstuffs, Refreshments, and Drinking Water).
ACRIF/TD/2025/01/06	Provision of Electrical Fittings, Lighting Materials, Solar Energy, and Installation Services.
ACRIF/TD/2025/01/07	Provision of Office Equipment (Desktop Computers, Laptops, Printers, Photocopy Machines, and Accessories).
ACRIF/TD/2025/01/08	Provision of Office Consumables (Stationery, Printer and Photocopier Cartridges, and Consumables).
ACRIF/TD/2025/01/09	Provision of Printing Press Services (Promotional/Visibility Materials, Design and Layout of IEC Materials, Printing of Calendars, Diaries, T-Shirts, Caps, Posters, ID Cards, Signboards, Banners, and Billboards).
ACRIF/TD/2025/01/10	Provision of Travel Agents and Air Ticketing Services.
ACRIF/TD/2025/01/11	Provision of Vehicle Spare Parts and Accessories.
ACRIF/TD/2025/01/12	Provision of Petroleum Products (Fuel, Oil, Gas, and Lubricants).
ACRIF/TD/2025/01/13	Provision of Maintenance Services for Vehicles.
ACRIF/TD/2025/01/14	Provision of Maintenance of Computers, Printers, and IT-Related Equipment.
ACRIF/TD/2025/01/15	Supply of Medical Equipment and Materials (Hospital Beds, Nurse Uniforms, Sanitary Items, Register Books, Referral Forms, Mats, Counseling Cards, Handwashing Facilities, Bar Soap, and Other Related Materials).
ACRIF/TD/2025/01/16	Provision of Construction and Renovation Services (Including Minor Repairs and Maintenance of Buildings).
ACRIF/TD/2025/01/17	Provision of Plumbing and Water System Maintenance Services.
ACRIF/TD/2025/01/18	Provision of ICT and Networking Services (Internet Connectivity, Software Development, and Network Installation).
ACRIF/TD/2025/01/19	Supply of Laboratory Equipment and Consumables (Diagnostic Tools, Reagents, and Protective Equipment).
ACRIF/TD/2025/01/20	Provision of Legal and Consultancy Services.
ACRIF/TD/2025/01/21	Provision of Audit and Financial Consultancy Services.
ACRIF/TD/2025/01/22	Provision of Insurance Services (Health, Vehicle, and Property).
ACRIF/TD/2025/01/23	Provision of Training and Capacity-Building Services (Workshops and Technical Training).
ACRIF/TD/2025/01/24	Provision of Gardening and Landscaping Services.
ACRIF/TD/2025/01/25	Supply of Agricultural Equipment and Inputs (Seeds, Tools, and Fertilizers).

REQUIRED PREQUALIFICATION DOCUMENTS

1. **Legal Documents:** Proof of the business's registration, incorporation, and tax compliance.
2. **Financial Capability:** Bank statements or financial records to demonstrate stability and ability to fulfill contracts.
3. **Experience and References:** Evidence of past work, including contracts, recommendation letters, and details of previous clients.
4. **Personnel Information:** CVs and qualifications of key staff involved in the contract.
5. **Physical Presence:** Proof of a registered business address (e.g., utility bills or lease agreements).
6. **Compliance with Standards:** Certifications specific to the services being provided, such as health certificates or accreditation from relevant authorities.

INSTRUCTIONS TO APPLICANTS

- The applicants shall prepare a document comprising the prequalification document clearly marked with the category.
- The prequalification document shall be typed or written in indelible ink (in the case of copies, photocopies are acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant.
- The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initiated by person or persons signing the prequalification.
- Late submission of documents will not be accepted. Canvassing for tenders by bidders/applicants or by proxy shall lead to automatic disqualification.
- The applicants are required to submit pre-qualification request per tender category in separate application if the applicant is interested in more than one category.
- Each application must be clearly marked with the tender category reference code number the supplier is applying for prequalification.
- Any prequalification document received after the deadline will be disqualified.
- Applications received after the closing date shall be rejected.
- Provide all the mandatory requirements to qualify for detailed Technical Evaluation
- Giving false information constitutes a serious offence and is basis for disqualification

C. ADDITIONAL INFORMATION:

We believe in a country where children face so many threats of harm, it is our duty to ensure that we do everything we can to keep children safe. Safeguarding the child that we come into contact with throughout our work is a key priority for ACRIF within the ACRIF, Child safeguarding is making ACRIF safe for children. ACRIF is committed to ensuring a safe working environment for all those who work for us and for all those who come into contact with our staff and representatives, including children and members of the communities with whom we work. All our stakeholders are expected to carry out their duties in accordance with our Safeguarding Policy and the Code of Conduct. In the light of this, a range of back ground checks will be undertaken in conformity with ACRIF's Safeguarding Policy.

D. APPLICATION AND SUBMISSION

Duly filled **pre-qualification forms (Pre-qualification Questionnaire) and attached documents** shall be submitted via email to procurement@acrifoundation.org or must be submitted to ACRIF Hargeisa Main Office, **closing deadline Time: 15th February 2025 at 4.00 pm EAT.**

IMPORTANT NOTE: **The subject in the email should clearly indicate the category number of the supplier**

e.g. (ACRIF/TD/2025/01/03)