



**AFRICAN CHILDREN'S RIGHTS - FOUNDATION
(ACRIF)-Former ANPPCAN SOMALILAND**

**SUBJECT: INVITATION TO BID FOR SUPPLY
OF FARM EQUIPMENT AND SEEDLING**

TENDER NOTICE REF:

ACRIF/TD/2024/01

VENDOR / COMPANY NAME	
LOCATION	
CONTACT PERSON	
CELL PHONE	
EMAIL	
DATE	

A. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

1. Experience

- a. Prospective Bidders shall preferably have at least two (2) years' experience in the supply of good and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. ACRIF reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

2. Personnel

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in Part I.

3. Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

4. Premise

The Firm must have a **registered** and **fixed** business premise in Somalia, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

5. Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the Republic of Somalia.

B. PRE-QUALIFICATION EVALUATION CRITERIA

i. MANDATORY REQUIREMENTS

No.	Requirement	Score
1.	Provide a valid (Taxed) copy of business registration certificate (company/organization) or an ownership vehicle circulation book for Individual applicants	Mandatory
2.	Provide the vehicles' ownership book.	Mandatory
3.	Provide a copy of the driver's driving license according to the vehicle level and certificate of the driver with his/her CV.	Mandatory
4.	Provide proof of vehicle registration with the Government of Somaliland (relevant authorities)	Mandatory
5.	Signed Supplier declaration form	Mandatory
6.	Singed Code of Ethics and Conflict of Interest Disclosure Form	Mandatory
7.	Successful bidder will be required to sign ACRIF Supplier Code of Conduct Form.	Mandatory

ii. TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)	Score (%)
1.	Similar work experience one	10%	
2.	Similar work experience Two	10%	
3.	Similar work experience Three	10%	
A	Total of Similar Work experience	30%	
4.	The details in the Vehicles ownership book match the vehicle specifications mentioned in the advert.	10%	
B	Total of Matching of the specification	10%	
5.	The driver's CV demonstrated 5 years and more of experience in driving passengers with knowledge of the local traffic rules. (With an experience less than 5 years equals Zero (0) Marks.	10%	
C	Total of experience of personnel to the assignment	10%	
6.	Price (Reasonableness of the price quoted in relation to the budget)	50%	
	Overall Total (A+B+C)	100%	

C. SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name.....

2. Category applied for.

i.

ii.

iii.....

3. Experience:

a) State the number of years the company has been in similar business.

Number of years in similar business:

b) State names of two major clients:

i.

ii.

4. a) Have you previously dealt with ACRIF?

i. YES/NO.....

ii. Nature of business:

b) State whether you have, at any one time, been blacklisted by ACRIF.

i. YES/NO.....

ii. If YES, Give reason:

5. Delivery & Logistics

a) Provide the details of the business as follow.

Street/Road.....City/Town.....

b) Submit a brief statement of supply and service delivery methods and procedures the business proposes/plans to use to execute the contract.

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D. DECLARATION FORM

I/We.....hereby declares:

- ✓ That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give ACRIF authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Full Name.....

Designation/Position.....

Signature.....Date.....

E. CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

ACRIF Procurement guidelines stipulate that ACRIF should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm's length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than \$10 equivalent, employees of ACRIF are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers includes the following.

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment, or any promise of future employment to employees of ACRIF who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the ACRIF as indicated below and confirm that you have read the code of ethics and you are in agreement with it.

Has any employee of ACRIF been your employee in the past one year?

If yes, please give details

Do you have any family ties with any ACRIF employee(s) through spouse or immediate family?

If so, please explain:

Have you had past business dealings with any employee of ACRIF?

If yes, please give details:

Do you have other social or political relationships with an employee of ACRIF in procurement, which may impede his/her independence or objectivity?

If yes, please give details

I confirm all information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Full Name.....

Designation/Position.....

Signature.....Date.....

In the presence of/Confirmed by ACRIF Representative:

Full Name.....

Designation/Position.....

Signature.....Date.....