



**PRE-QUALIFICATION SUPPLIERS
REGISTRATION QUESTIONNAIRE**

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

TENDER NOTICE REF:

ACRIF/TD/2025/01

YEAR: 2025/2026

A. PRE-QUALIFICATION INSTRUCTIONS AND GUIDELINES

1. ACRIF herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and provide services under the relevant tenders/quotations to ACRIF and as when required during the stated period
3. Duly registered suppliers of goods and services under the Laws of Somalia are invited to submit their pre-qualification documents to ACRIF so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs, Corporations, Institutions or Government. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
6. This document includes questionnaire forms and documents of prospective suppliers.
7. The successful applicants will be registered on ACRIF on suppliers list for the period **1st February 2025 – 31st January 2026** and ACRIF will only deal with the firms that are registered.
8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.
9. ACRIF reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
10. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of ACRIF.
11. The pre-qualified suppliers are required to immediately advise ACRIF of any significant change in its financial, technical capacity, ownership or holdings it may have
12. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

2. ACRIF SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

B. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

1. Experience

- a. Prospective Bidders shall 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. Financial Capability

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractor's credit position.
- b. Suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders and geographical location where ACRIF will require the goods and services.

3. 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.

4. 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.

5. 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.

6. 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.

3. ACRIF SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

C. PRE-QUALIFICATION EVALUATION CRITERIA

i. MANDATORY REQUIREMENTS

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
4.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers and Government registration as registered	Mandatory
5.	Outside Catering services – Bidders to avail a certificate of health for handling	Mandatory
6.	Single Business Permit from Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	Mandatory
7.	Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
8.	Financial statement for the last three months in the name of the firm.	Mandatory
9.	A minimum of two reference letters from current clients i.e. For the period 2023 – Current.	Mandatory

ii. TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)	Score (%)
1.	Accuracy of documentation	10%	
2.	Past performance/Experience	10%	
3.	Local factors/Knowledge of the local areas/Locally registered	10%	
4.	Financial Capacity (Provide Bank Statement)	10%	
6.	Legal status (Registered by the Government to operate the business)	10%	
7.	Technical capacity (Staffing and Management capacity)	10%	
8.	Price (Reasonableness of the price quoted in relation to the budget)	10%	
9	Registration (Registered with the relevant authority)	10%	
10	Completeness of tender documents (Overall documents submitted)	10%	
	Total	100%	
	PASS MARK	70%	

4. ACRIF SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

D. 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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E. 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.....

F. 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 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.....