



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

**SUBJECT: INVITATION TO BID – SUPPLY AND
INSTALLATION OF SOLAR SYSTEMS FOR
HEALTH FACILITIES**

TENDER NOTICE REF: ACRIF/TD/2024/03

VENDOR / COMPANY NAME	
LOCATION	
CONTACT PERSON	
CELL PHONE	
EMAIL	
DATE	

A. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

1. Experience

Vendors must have at least **Three (3) years' experience** in the supply, installation, and commissioning of solar systems or similar projects. Vendors should demonstrate their capacity to organize supply and delivery at short notice by providing:

- Copies of contracts for previous works completed.
- Recommendation letters or references from past clients.

2. Personnel

Vendors must demonstrate they have qualified staff capable of executing the contract. Curriculum Vitae (CVs) of key personnel involved in the assignment must be provided, highlighting relevant skills and experience.

3. Premises

Vendors must have a registered and fixed business premise. Provide copies of:

- Certificate of Registration.
- Articles of Association or Incorporation (if applicable).

4. Statutory Obligations

Vendors must demonstrate compliance with statutory obligations by providing a valid tax compliance certificate and proof of other relevant payments.

B. PRE-QUALIFICATION EVALUATION CRITERIA

No.	Requirement	Score
1	Provide a valid (taxed) copy of business registration certificate	Mandatory
2	Provide ownership structure – names of directors/owners of the company	Mandatory
3	References, including names and contact information, from previous clients	Mandatory
4	Signed Supplier Declaration Form	Mandatory
5	Signed Code of Ethics and Conflict of Interest Disclosure Form	Mandatory
6	Successful bidders must sign ACRIF Supplier Code of Conduct Form	Mandatory

C. TECHNICAL EVALUATION CRITERIA

No.	Criteria	Weighting (%)
1	Technical Compliance	30%
2	Experience	20%
3	Financial Competitiveness	20%
4	Delivery Schedule	15%
5	Maintenance and Warranty Plan	10%
6	Bid Submission Quality	5%

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.

.....

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.....