

SUPPLIER TECHNICAL QUESTIONNAIRE for the Supplier procurement of Refreshments for Five Schools and Beverages for Adult Discussions – South-Galkacyo under WW2-FCDO project, Somalia.

(ITB/T documents can also be downloaded from CISP Website: [www.cisp-som.org](http://www.cisp-som.org))

For this purpose, interested and eligible vendors are invited to apply and submit an up-to-date information as requested for; to be consideration in a competitive bid for the Supplier of the procurement of Refreshments for Five Schools and Beverages for Adult Discussions – South-Galkacyo under WW2-FCDO project, Somalia.

Refer to the following Annexes:

ANNEX I: QUALIFICATION DATA (REGISTRATION OF SUPPLIERS APPLICATION FORM).

ANNEX II: PAST EXPERIENCES (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS

ANNEX III: VITAL SUPPLIERS CONDITIONS

ANNEX IV: SUPPLIER DECLARATIONS & CHECKLIST

Instructions:

- (i) Completed documents must be Delivered to CISP electronically via email, [adan.ali@cisp-ngo.org](mailto:adan.ali@cisp-ngo.org), [procurement.somalia@cisp-ngo.org](mailto:procurement.somalia@cisp-ngo.org)

Our reference/Subject: **Provision of Refreshments for Five Schools and Beverages for Adult Discussions – South-Galkacyo.**

Addressed to:

CISP Mogadishu Office located at HOUSE #:1044, WADADA JAYGA ADAN ADDE INTERNATIONAL AIRPORT, WABARI DISTRICT, MOGADISHU SOMALIA.

- (i) Application must be sent through our email: [adan.ali@cisp-ngo.org](mailto:adan.ali@cisp-ngo.org), [procurement.somalia@cisp-ngo.org](mailto:procurement.somalia@cisp-ngo.org), for further information please call: +252 614200758 on or before 30<sup>th</sup> September 2025 @5PM.
- (ii) The Applications will be opened on 01<sup>st</sup> October 2025 thereafter, and communication sent out to successful Applicants.

Please note that this notice is meant to enable onboarding of qualified venders to the proposed Supplier of the procurement of Refreshments for Five Schools and Beverages for Adult Discussions – South-Galkacyo under WW2-FCDO project, Somalia.

ANNEX I

QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We ..... Hereby submit our Technical proposal for the proposed  
(Name of Company)

Supply of: .....  
(Item/Work/Service Description)

Company Registration number ..... (Attach Copy Reg. Certificate)

Tax/ VAT Registration Certificate (PIN)... .....(Attach)

Website Address.....

Post Office Address:.....

Town.....

Street.....

Name Of Building.....

Room/Office.....Floor Number.....

Telephone Nos.....Email.....

Full name of Applicant.....

Other Branches Location.....

Organization and Business Information

**Chief Executive /Managing Director**

Name.....

Mobile Contacts: .....

Email Contacts: .....

**Marketing Manager**

Name.....

Mobile Contacts: .....

Email Contacts: .....



**Accountant/finance**

Name.....

Mobile Contacts: .....

Email Contacts: .....

Please provide details of the goods/services your organization supplies:

..... (Attach Company profile).

Net Worth Equivalent in USD ..... (Provide Bank Statements).

Bank Reference and Address to be contacted by CISP if required:

Bank Name.....

Bank Branch.....

Contact Name.....

Position.....

Email Address.....

Telephone Number.....

.....

Have you supplied goods/services to CISP previously, if so, please provide a brief summary of previous works? (Attach LPO and/or Contract award letter)

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**ANNEX II**

REFERENCE CHECK: PAST EXPERIENCE (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS)

1. Name of 1<sup>st</sup> Client (Organization)

(a) Name of Client (Organization).....

(b) Address.....

(c) Contact Person.....

(d) Tel Number .....

(e) Value of Contract..... (Attach copies)

(f) Description of contract/PO .....

2. Name of 2<sup>nd</sup> Client (Organization)

- (a) Name of Client (Organization).....
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number .....
- (e) Value of Contract.....(*Attach copies*)
- (f) Description of contract/PO .....

3. Name of 3<sup>rd</sup> Client Name of 1<sup>st</sup> Client (Organization)

- (a) Name of Client (Organization).....
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number .....
- (e) Value of Contract.....
- (f) Description of contract/PO .....  
(*Attach copies*)

ANNEX III

VITAL SUPPLIER CONDITIONS.

Item	Question	Bidder Response	
11	Supplier accepts CISP's Terms and condition of Purchase attached to this ITT/B process and that any work awarded from this tender process will be completed under the attached Terms and Condition of Purchase.	Yes/No	Comments/Attachments
22	The Supplier and its staff (and any sub-contractors used) agree to comply with CISP and the UN Supplier Code of Conduct listed below, throughout this tender process and during the term of any contract awarded. 1) CISP Codes of Conduct: B.2.2.1 Bribery and Corruption B.2.2.2 Frauds and misappropriation of funds B.2.2.3 Offences connected to terrorism and subversion B.2.2.4 Prevention of Offences Against the Person B.2.2.5 Receiving Stolen Goods, Laundering and Forgery 2) UN Supplier Code of Conduct	Yes/No	Comments/Attachments
33	The supplier confirms that it is not on any prohibited parties or Government Blacklist.	Yes/No	Comments/Attachments
	The Supplier confirms it is fully qualified, licensed and registered to trade with CISP (including compliance with all relevant local Country legislation). This includes the Supplier submitting the following evidence (where applicable): Legitimate business address Tax registration number & certificate Business registration certificate Trading license	Requirement	Bidder Response/Attachment
		Legitimate business address	
		Tax registration No & Certificate	
		Business registration Certificate	
		Trading License	

ANNEX IV.

SUPPLIER CHECKLIST AND DECLARATION.

Section one- Mandatory requirement (Pass/fail)

Tenderers must meet all Mandatory Requirements under section one in order to proceed to the next stage of evaluation. Failure to meet any of these requirements will result in disqualification from both the technical and commercial evaluation phases. Each criterion under this section will be assessed on a 'Pass' or 'Fail' basis.

1. Mandatory Requirements, Duly Completed Prequalification Application Form and Declaration form.
2. The tender must submit a **valid Business license** issued by the ministry of commerce and industry of Galmudug state of Somalia.
3. A **valid tax compliance certificate (TCC)** from Ministry of Finance of Galmudug State of Somalia.

Section two- Technical requirements

Tenderers must achieve a minimum score of 35 points to qualify for the next stage of evaluation (Financial).

1. Company profile (vision, mission, contact information, address ...). For 5 marks.
2. Bank statements for last six months from 1<sup>st</sup> March 2025- 31<sup>st</sup> August 2025. For 7 Marks.
3. Audited financial statements of the company for the years 2023 and 2024. For 8 marks.
4. Presentations of Documents/experience (Award/Contracts, PO & Reference letters and recommendation letters from Current Clients duly signed and stamped). For 20 marks.
5. Evidence of Physical Address and Premises, electricity and water bills, and tenancy agreements. For 5 marks.

Section 3-Financial Offer

1. Signed and stamped Quotation or Financial Offer.

### Summary of all requirements

In the table below , we have listed all requirements for this tender as summary table.

	Evaluation	Parameters	Scoring range	Weighted %
1.	Mandatory Requirements, Duly Completed Prequalification Application Form and Declaration form	Full Submission		YES
2	Valid Legal certificate from ministry of commerce and industry of Galmudug state of Somalia.	Mandatory		YES
3	A valid tax compliance certificate with QR-Code issued by the Ministry of Finance of Galmudug state of Somalia.	Mandatory		YES
4	Profile	Mandatory	1 - 5pts	5
5	Business Volume and Financial soundness ( <b>Bank Statement for the last Six Months from 1<sup>st</sup> March 2025- 31<sup>st</sup> August 2025</b> ) and Audited Financial Statement for 2023&2024.	Mandatory	A). Company audited financial statement amount (0\$-100,000\$ - 3pts)  (100,001\$-200,000\$ 4 - 6pts)  (Above 200,001\$ - 8pts)  B). Bank statement for the last six months (7pts)	15
6	Presentations of Documents/ experience (Award/Contracts, PO & Reference letters from Current Clients duly signed and stamped)	Mandatory	(Award/Contract=15pts),  (Reference letter / Recommendation letter = 5pts)	20
7	a. Evidence of Physical Address and Premises (2) b. Electricity bills (1) c. Water bills (1) d. Tenancy Agreement (1)	Mandatory		YES
8	Offer -Total cost of the service	Mandatory		YES

**A Prospective bidder must have 35 points and above to be qualified. (To be scored by CISP Evaluation Committee).**

SWORN STATEMENT ON YOUR COMPANY'S LETTERHEAD

Having Studied the qualification Information, We/ I hereby state:

- i. The Information Furnished in our Application form is accurate to the best of our knowledge.
- ii. That incase of Being qualified, we acknowledge that this grant us the right to participate or present a financial proposal.
- iii. We are not Employees of CISP or related to any employee of CISP.
- iv. When our legal, Technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the prequalification made.
- v. We are not insolvent, in receivership, Bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.
- vi. That we will not engage in corrupt practices with the members of staff.

As CISP SUPPLIER we will always act in accordance with the CISP Child Protection Policy and PSEA policy and we will support a child safe environment by undertaking screening for suitability to work with children, youth and vulnerable people.

By signing below, We confirm that to the best of our knowledge, we have not been convicted of, we are not currently suspected of, or we are not being prosecuted for any offence involving any type of harm to a child or vulnerable persons in any country and we do not intend to engage in child labour. We declare that there is no element which could affect our suitability to work with children, minority, persons with disabilities and that we are aware of the seriousness of this declaration, and we agree that we may be subject to a criminal record check to confirm our declaration.

Date:.....

Applicant's Name.....

Represented By:.....

Signature:.....

*(Full names and Designation of the person signing and stamp or Seal)*

N.B: THE BID DOCUMENT MUST BE BOUND TOGETHER

*CISP reserves the right to change or cancel this requirement at any time during the selection process.*



## DECLARATION FORM

We, the undersigned, hereby declare to the best of our knowledge that our company does not have conflict of interest with International Committee for the Development of Peoples-CISP, and that we acknowledge and are compliant to the following Code of conduct.

**1. Code of conduct**

- 1.1** The ethical principles, values and rules that inspire CISP's Procurement Procedures are described in section B of the Management System of CISP (\*Core values and Code of Behaviours). Such ethical principles must be adopted by CISP and also apply potential suppliers and local partners involved in the implementation of projects: These principles will be mentioned in each supply contract.
- 1.2** The suppliers (of goods, services, and works) who are in one of the following excluding conditions are not eligible:
  - a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations, or a similar legal action is under way against them;
  - b) They have been convicted of an offence by a judgement which has the force of res judicata (and thus not appealable) for any crime affecting their professional morality, even when the persons convinced are endowed with powers of representation, decision-making or control over candidates and tenderers involved;
  - c) They have been guilty of serious professional misconduct, proven by any means which the contracting authority can justify;
  - d) They have not complied with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - e) They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, even when the persons convinced have powers of representation, decision-making or control over candidates, tenderers or the applicants involved;

**Contracts may not be awarded to candidates or tenderers who, during the procurement procedure;**

- f) Are subject to "Conflict of interest"
- g) Are guilty of misinterpretation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failed to supply this information;
- h) Are in any of the situations of exclusion provided for in the relevant procedure.

**We shall maintain strict confidentiality in respect of all the terms and Conditions of This Contract or any information acquired during our involvement with CISP.**

NAME OF REPRESENTATIVE OF THE COMPANY(CEO/Chairman)	
POSITION	
SIGNATURE	
DATE & PLACE	