PRE-QUALIFICATION OF VENDOR

APPLICATIONS FOR 2024 – 2025

Prepared by

Human Appeal –Somalia

Ceel-Qalaw, Jaalle Siyaad Street, Madina Gate, behind Peace Hotel, Wadajir District, Mogadishu, Somalia

27th February 2024

Company Information:

Name of Company	
Name of Representative	
Email	
Telephone/Mobile	
Physical address	
Date of Application	

Introduction:

Human Appeal is an incorporated UK charity working across the globe to strengthen humanity's fight against poverty, social injustice and natural disaster, through the provision of immediate relief and establishment of self-sustaining development programmes. Our vision is to become the global agent of change for a just, caring, and sustainable world.

DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents must be sent visa email: procurement.somalia@humanappeal.org.so with the subject ***"Pre-Qualification of Suppliers 2024 – 2025"*** not later than **20th March 2024** at **23:59pm** at the **Human Appeal.** For any clarifications please **email us on**: procurement.somalia@humanappeal.org.so**.** Bids submitted later than the above date will be disqualified.

HA Somalia is desirous to pre-qualify eligible and experienced service providers to provide the following services highlighted in the table below.

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

General Instruction:

Interested vendors/suppliers are requested to mark their areas of specialization by putting the (√) signs in front of the category they have extensive experience. Putting any other sign or text will cause automatic disqualification from the process.

Reference Number	CATEGORY A: SUPPLY OF GOODS	Mark field (√)
1.	**Office Supplies and Assets (OSA)**	
1.1	Supply of general stationery.	
1.2	Supply of grocery, cleanness and household items	
1.3	Supply of IT and Electronic Equipment's: (Photocopiers, scanners, computers, printers, dispenser, Uninterruptible Power Supply (UPS), laptops, software, toners, ACs, LEDs and all accessories.	
1.4	Supply of office furniture and fixture	
1.5	Supply of firefighting equipment and security alarms equipment and security systems (with installation and maintenance).	
1.6	Supply of water bottles, beverages and food items (cooked)	
1.7	Supply of fuel (Diesel, Petrol and LPG Gas)	
2.	**Projects Specific Supplies (PSS)**	
2.1	Supply of medicine, medical kits, wheel chairs and Nutrition Products (included for livestock), medical equipements, medical consumable.	
2.2	Supply of Animals/meat (goats, sheep & cows (120kg/cow), and Qurbani animals).	
2.3	Wholesaler of food parcels and Eid gifts, Eid clothes, children packs.	
2.4	Supply of sewing machines with all accessories.	
2.5	Supply of agricultural seeds and tools,	

2.6	Supply of school uniforms, school bags and shoes etc.	
2.7	Supply of winter kits *(Quilts, shawl, socks, blankets, caps, gloves, mattress, plastic sheets and cloths etc.), Shelter (tents).*	
2.8	Supply of personal/domestic hygiene kits	
2.9	Supply of Construction Material *(Sand , Cement , Steel Bricks , Aluminum products, Wooden Products and Glass products with all accessories)*	
2.10	Supply of Solar panels for water pumps and for light.	
2.11	Supply of electric Water Coolers	
2.12	Supply of water pumps for tube well.	
2.13	Supply of water pumps for agriculture irrigation.	
Reference Number	**CATEGORY B: PROVISION OF SERVICES**	**Mark field (√)**
1.	**OFFICE MANAGEMENT AND ASSETS RELATED SERVICES**	
1.1	Provision of event management and catering services	
1.2	Services of air travel, reservations and travel insurances.	
1.3	Services of rental cars,	
1.4	Heavy vehicle transportation services	
1.5	Provision of internet services.	
1.6	Provision of vehicle tracking services.	
1.7	Services of renovation for office building	
1.8	Repair Services for IT and Electronic Equipment's: (Photocopiers, scanners, computers, printers, dispenser, Uninterruptible Power Supply (UPS), laptops, software, toners, ACs, LEDs, Fans and telephones.	
1.9	Servicing, repair and maintenance of vehicles, motor cycles and generator.	
1.10	Clearing and forwarding services.	
1.11	Cleaning and waste management services.	
2.	**OTHER SERVICES**	
2.1	Provision of languages translation services	
2.2	Services of professional training institutes of different vocational, skills development and other general soft skills	
2.3	Provision of hotel accommodation, meetings and conference facilities.	
2.4	Provision of legal Advisory, consultancy, Media and audit services.	
2.5	Provision of general health, life and Asset insurance services.	
2.6	Provision of construction services/ Engineer consultations	
2.7	Services for installations of solar water pumps and solar panels	
2.8	Services for digging of water wells, Installation of Water Wells (deep hand pumps), hand pumps, Water Coolers, Water Filtration Plants, Water Storage Tanks, Water supply pipelines, Latrines	
2.9	Provision of designing & printing services	

PRE-QUALIFICATION INSTRUCTIONS

1. HA-SOMALIA 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 also provide services under the relevant tenders/quotations to HA-SOMALIA on 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 HA-SOMALIA 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/Government of similar size. 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 required of prospective suppliers.

7. The successful applicants will be registered on HA-SOMALIA suppliers list for the period **2024 – 2025.** The organization will only deal with the firms that are registered.

8. HA-SOMALIA 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.

9. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.

10. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.

11. Failure to submit any of the mandatory requirements mentioned in tables below will lead to automatic disqualification from the exercise.

MANDATORY REQUIREMENTS

No.	Requirement
1.	Company/Business Profile
2.	Registration certificates (relevant federal ministries and/or state levels)
3.	Tax Compliance Certificate
4.	A minimum of three reference letters from current clients
5.	Latest Financial statement for the last three months in the name of the firm.
6.	Credit Facility for HA-SOMALIA *(Willingness-taxes deduction, payments vide cross cheques-payment within 30 days after completion of services/delivery of items/completion of works)*
7.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Business Profile	05
2.	List of Directors full names and contact addresses	05
3.	Company/business registrations certificates at federal and state level	20
4	Tax certificates/compliance at federal and/or state	
5.	A minimum of three reference letters from current and/or recent-past clients	05
6.	Latest Financial statement for the last three months in the name of the firm (Latest bank statement).	15
7.	Credit Facility for HA-SOMALIA *(payments via cross cheques-payments within 30 days after completion of services/delivery of items/completion of works)*	10
8.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm	10
9.	List services contracted above USD 10,000 and names of at least 3 contracting organizations	30
	TOTAL	**100**
	PASS MARK	**75+**

Declaration

I confirm that the information contained in this application is correct and I am authorised by the organisation to complete this form on its behalf.

- Signature_____
- Full Name_____
- Position_____
- Date_____
- Stamp: _____