

PREQUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF PROCUREMENT, WORKS AND SERVICES TO WORLD VISION SOMALILAND IN 2025-2028

World Vision Somaliland, jointly invites applications from registered eligible companies for consideration as approved Suppliers/Service providers of goods, works and services' categories as per below detailed categories.

Prequalification documents are free of charge and can be download from the website Somali jobs, or requested by sending an email to: somaliland_supply_chain@wvi.org or collected directly from World Vision Office in Hargeisa.

This invitation is extended to all suppliers including those who are currently supplying to World Vision office in Somaliland.

Guidelines

1. Registration is open to all interested and eligible applicants
2. Only successful applicants will be contacted
3. Application for registration documents must be submitted in hard copy in sealed envelopes showing the category # applied for received **on or before 4:00 pm Sunday 4th February 2025**, to the below office address:

World Vision Somaliland, Masalaha Area Behind Ambassador Hotel. Hargeisa, Somaliland.

Applicants **MUST** attach the valid copies of the following documents

1. Business license issued by the Ministry of Commerce in Somaliland
2. Somaliland Tender Board Registration
3. Registration Certificate from the local Government
4. Tax Clearance Certificate from the Ministry of Finance
5. Evidence of registration under relevant statutes/bodies. e. g. Ministry of Energy and Natural Resources, Ministry of Social Affairs and Public Works, Ministry of Health, Ministry of Agriculture, Livestock etc.
6. Duly filled in signed and stamped Vendor Registration Form
7. Duly filled, signed and stamped World Vision Supplier Code of Conduct

Notes:

1. All the information requested for pre-qualification shall be provided in English Language
2. The detailed list of categories and sub categories is attached for ease of reference.

Please Note: World Vision International reserves the right to accept or reject any application and is not bound to give reasons for its decision.

Queries and or clarifications required, please write to somaliland_supply_chain@wvi.org

VENDOR REGISTRATION FORM

Section 1: Company Details and General Information

Category Applying for:	
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1. Name of Company:			
2. Physical Address:		3. Postal Mailing Address:	
City/Town:		Street/Road:	

4. Tel:	5. Website Address:
6. Cell phone: Contact Person:	7. Email Address of

8. Contact Persons Name and Title:

9. Parent Company (Full legal Name (If any))
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10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):
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11. Type of Business (Mark one only):

Corporate/ Limited:		Partnership :		Other (specify):	
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12. Nature of Business:

Manufacturer: Authorized Agent: Trader: Consulting

Other (specify): _____

13. Year Established:		14. Number of Full-time Employees:	
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Section 4: Experience

15. Recent Contracts/Works:

Organization Name:	Year:	Value:	Goods/Services Supplied:	Contact Person:

16. Certification:

I, the undersigned, hereby confirm that the information provided in this form is correct. I also understand that it is an off wrongful information.

Name: _____

Functional Title: _____

Signature & Stamp: _____

Date: _____

Category #	Category Name	Sub-Category
WVSL/CAT/01/FY2025	Agriculture, Farm (Equipment and Supplies) & Livestock	Livestock
		Agricultural Inputs
		Beekeeping Equipment
		Pesticides and Fertilizer
		Irrigation Equipment and Materials
Farm Tools, Equipment, tractor ploughing, implements (Assorted)		
WVSL/CAT/02/FY2025	Uniforms and Shoes	Uniforms
Footwear (Shoes)		
WVSL/CAT/03/FY2025	Health, Drugs & Medical (Equipment and Supplies)	Pharmaceuticals
Medical Supplies		

		Medical Equipment
		Veterinary Supplies
		Veterinary Pharmaceuticals and Medicines
WVSL/CAT/04/ FY2025	IT Hardware	Printers & Copiers
		Cartridges & Toners
		Computer Accessories
		Office & School Supplies
WVSL/CAT/05/ FY2025	Office Equipment and Furniture	Cameras
		Office Appliances
		Office Equipment
		Office Furniture & Fittings
		Air Conditioners
		Water Dispensers

WVSL/CAT/06/ FY2025	Power Generation	Solar Equipment
		Solar Panels
		Power Back Up Equipment - Other

WORLD VISION INTERNATIONAL SUPPLIER CODE OF CONDUCT

World Vision is a relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Inspired by our Christian values, we are dedicated to working with the world’s most vulnerable people. We serve all people regardless of religion, race, ethnicity or gender.

World Vision is strongly committed to observe the highest ethical and moral standards in all its procurement activities including safeguarding of children and adults in our programmes. This Code of Conduct provides a set of principles and behaviours in our everyday conduct of business, ensuring internationally recognized procurement ethics are followed. Standard elements of good business practice should also be applied. The Code of Conduct is applicable to staff from all World Vision entities, and extends to suppliers, Supply providers, volunteers, and Board Members. To ensure World Vision is donor complaint, we will adhere to donor procurement requirements, where applicable. Suppliers and their subSupply providers must sign the Code of Conduct, acknowledging agreement to abide by the principles herein.

World Vision expects its suppliers to:

1) Improve value for money –

- i. Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
- ii. Price appropriately and honestly to reflect requirements and risks.
- iii. Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain
- iv. Earn fair but not excessive rewards

2) Act with Professionalism and integrity –

- i. Be honest and realistic about capacity and capability when bidding.
- ii. World Vision expects that its suppliers encourage and work with their own suppliers and sub Supply providers to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and when required.
- iii. Work collaboratively to build professional business relationships, including with World Vision staff.
- iv. Act in a manner that supports the development of a mature and ethical business relationship with World Vision.
- v. Demonstrate clear, active commitment to Corporate Social Responsibility.
- vi. Be cleared of any outstanding legal judgements filed within the past three years.

3) Be accountable –

- i. Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
- ii. Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.

4) Align with World Vision –

- i. Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
- ii. Be able to operate across all World Vision offices, including in fragile and conflict affected areas.
- iii. Share and transfer innovation and knowledge of best practices to maximize overall
- iv. development impact.
- v. Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
- vi. Reflect World Visions international development goals and demonstrate their commitment to poverty reduction.

5) Agree to avoid any Conflict of Interest –

In order to avoid a conflict of interest, Suppliers or Supply providers agree to disclose the following to WV:

- i. Whether the Supplier or Supply provider, or a relative of the Supplier or Supply provider, receive(s) financial benefits from WV/VF. (This would include such things as serving as an employee, agent or independent Supply provider of WV/VF).
- ii. whether the Supplier or Supply provider has existing business dealings with WV/VF. (This would include such things as being a consultant, a Supply provider, or is a supplier for WV/VF)
- iii. whether the Supplier or Supply provider has a family or business relationship (outside of WV/VF) with a member of the WVI or VFI board, or with a member of the WVI or VFI senior management team. In addition, the Supplier or Supply provider confirm(s) that they have no relationship, business affiliation, involvement, association, position, financial interest, and haven't received any gift, loan, or have engaged in any other transaction requiring disclosure under the World Vision or VisionFund Conflict of Interest Policy.

6) Observe International Labor Conventions –

- i. World Vision expects its suppliers, and their sub-Supply providers to observe International Labor Conventions
- ii. Prohibit any use of forced, bonded, or indentured labor or involuntary detention labor
- iii. Prohibit the use of child labor
- iv. Prohibit any form of discrimination in hiring and employment practices on the ground of race, colour, religion, gender, ethnicity, age, physical disability
- v. Comply with local law in terms, of wages, working hours, and freedom to association and right to organize and bargain collectively
- vi. Support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights
- vii. Ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.

7) Comply with WV's Child and Adult Safeguarding Policy -

- i. Suppliers or Supply providers engaged in situations where they—or their employees or sub Supply providers—may have access to children or adult beneficiaries in WV programmes or to personal data about such children or adult beneficiaries, must comply with the Safeguarding Behavior

Protocol.

- ii. Any incidents of harm or risk of harm to children or to adult beneficiaries will be reported immediately to WV
- iii. Any individuals with access to children or adult beneficiaries, or to personal data about such persons, will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WV upon request)

8) Have a strong Environmental Policy –

- i. World Vision expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
- ii. Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
- iii. Suppliers should obtain wherever possible, a certified quality management system.

9) Anti-corruption and Bribery –

- i. World Vision expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
- ii. Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.
- iii. Disclose any situation that may appear as a conflict of interest

17.0 Termination

17.1 WVSLD may terminate this Agreement at any time should the anticipated funding for projects from its donor(s) be eliminated, or for any other reason. In the event of such a termination, **the Supply provider** will be paid approved fees and expenses for services performed in accordance with this Agreement up to the date of termination.

17.2 This Agreement may be terminated immediately by either party in the event of a breach of the provisions herein by the other party, in addition to whatever remedies or damages are provided under the governing law.

17.3 Either party in the event of any intervening “force majeure” (natural disaster, war, etc.) recognized under the governing law may terminate this Agreement. In the event of such termination, **the Supply provider** will be paid approved fees and expenses for services performed in accordance with this Agreement up to the date of termination.

17.4 Indemnification

17.4.1 The **Supply Provider** agrees to indemnify and hold harmless WVSLD, and any of its affiliates or subsidiaries, and all of the officers, agents, and employees of WVSLD and such entities from any and all claims or liabilities including, but not limited to, injury, death and/or damage to property, which may arise in the performance of this Agreement, except to the extent that such claims or liabilities arise from the gross negligence of WVSLD or its affiliates or subsidiaries.

18.0 Entire Agreement, Amendments

- 18.1 This Agreement supersedes any and all other agreements, oral or written, between WVSLD and The **Supply Provider** with respect to the subject matter hereof, and no agreement, statement, or promise relating to the subject matter of this Agreement other than that which is contained herein shall be binding upon the parties.
- 18.2 This Agreement may not be amended except by written agreement of the parties.

19.0 Settlement of Disputes/Arbitration

- 19.1 Any controversy or claim arising out of or relating to this Agreement, which remains unresolved after negotiation between the parties, shall be submitted to the laws and justice systems of the US Government

20.0 Governing Law, Settlement of Disputes

- 20.1 This Agreement shall be governed by the substantive law of the State of California, USA. Unless otherwise agreed by the parties hereto, any controversy or claim arising out of or relating to this Agreement, which remains unresolved after negotiation shall be settled by binding arbitration before the American Arbitration Association, according to its rules. The arbitration shall be conducted in Los Angeles County in the State of California and shall be conducted in the English language. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

21. Anti-Terrorism

World Vision Somalia (“WVSLD”) is a relief, development and advocacy organization dedicated to working with the children, families and communities to overcome poverty and injustice. As such, WVSLD is determined to accomplish its purpose without directly or indirectly facilitating terrorism, WVSLD has instituted due diligence procedures that requires all staff vendors, Supply providers, and other stakeholders to commit to the following: “That they have not and will not commit, attempt, advocate, facilitate, or participate in terrorism activity.”

22. WV “Zero Tolerance” Rule on Corruption

The World Vision Partnership follows a “zero tolerance” rule with regard to corruption (including fraud). Corrupt behavior by WV Staff is always unacceptable. Such behavior directly violates World Vision’s Employee Code of Conduct. There are no exceptions. World Vision does not tolerate corruption under any circumstance.

CONFLICT OF INTEREST DISCLOSURE LETTER.

Having read the World Vision(WV) Code of Conduct and examined my(our) relationships with World Vision or Vision Fund (VF), and noting that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either “yes” or “no” for each. Note that “WV/VF” as used below refers to any World Vision or Vision Fund entity, including affiliated microfinance institutions. “A relative” refers to any individual related by blood or marriage. Circle the appropriate answer for each statement below:

1. Yes / No I/my company/business (or a relative of mine) receive(s) financial benefits from WV/VF. (This would include such things as serving as a volunteer or a beneficiary of WV/VF). *[If answer yes, please provide details at the end of this form.]*

- 2. Yes / No I or a relative of mine is a current employee for WV/VF. **[If answer yes, please provide details at the end of this form.]**
- 3. Yes / No I/my company (or a relative of mine) has existing business dealings with WV/VF. (This would include such things as being a consultant, a Supply provider, or is a supplier for WV/VF) **[If answer yes, please provide details at the end of this form.]**
- 4. Yes / No I/my company has a family or business relationship (outside of WV/VF) with a member of the WVI or VFI board, or with a member of the WVI or VFI senior management team. **[If answer yes, please provide details at the end of this form.]**

Please describe below the details of any positive response for items 1 – 4 above, and/or any other potential conflicts of interest, or any comments you may wish to make on the matters disclosed above. If more space is needed, kindly attach an additional sheet.

hereby certify that my answers to statements 1 – 4 above are accurate. If I have indicated “no” for all of statements 1- 4, I confirm that I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions requiring disclosure under the World Vision or Vision Fund Conflict of Interest Policy.

Supplier Name:

Print Name:

Title of Supplier Representative: