*Contract Reference: TENDER NO. SIF/T/01/2025/SO*

# PREQUALIFICATION / REGISTRATION OF SUPPLIERS
## in Mogadishu Area
for the provision of goods, services and works

### 1. Action Required:

Complete Our Supplier Information Form To become a certified supplier and share your necessary documents, please fill out this mandatory form first: Click here to start the process https://forms.office.com/e/czy0k1asD9

Upon completion, you will receive a confirmation message with the next steps, including where to send your documents and what documents are required.

Important: Completing the form alone does NOT guarantee prequalification. You must review the full document below for eligibility criteria, required documents, and submission deadlines.

### 2. Background and Context

Secours Islamique France (SIF) is an International Non-Governmental Organization that has been working in France for more than 30 years, acting wherever there are humanitarian and social needs to be addressed. SIF believes in a more just and caring world where the basic needs of vulnerable people are met. SIF is committed to reducing poverty and vulnerability across the world, without proselytizing or discriminating. It implements emergency relief, development programs and advocacy programs. In Kenya and Somalia, SIF started its operations in 2012 through interventions on supporting vulnerable communities on thematic areas such as Child Well-being Sponsorship Program, Food Security and Livelihoods; and Water, Sanitation and Hygiene (WASH).

### 3. Objective of the Prequalification / Registration Exercise

The primary objective of this prequalification and registration process is to identify, evaluate, and enlist competent, qualified, and reliable suppliers, contractors, and service providers who demonstrate the capacity to supply goods, offer services, or undertake works in accordance with SIF's procurement standards and operational needs.

This exercise seeks to:

- Establish a vetted pool of suppliers for SIF.
- Ensure transparency, fairness, and accountability in the procurement process.
- Enhance operational efficiency by reducing lead time for procurement.
- Promote inclusivity by encouraging participation from youth, women, and persons with disabilities (AGPO-certified firms).
- Build long-term supplier partnerships that support SIF's humanitarian and development mission across Somalia.

All applicants must meet the minimum eligibility and technical requirements outlined in this document to qualify for listing in the official SIF supplier database.

**Note**: Applications may be made for prequalification of more than one category of goods, services & works, but one tender document can only be used to apply for one category.

## 4. Expected Results

Obtain an updated list of, qualified and reliable suppliers, contractors, and service providers.

## INVITATION TO APPLY FOR PREQUALIFICATION / REGISTRATION OF SUPPLIERS

Name of Contract: PREQUALIFICATION / REGISTRATION OF SUPPLIERS

Registration Reference No.: TENDER NO. SIF/T/01/2025/SO

Secours Islamique France (SIF) invites applications from eligible firms to participate in the supplier registration process for the applicable categories listed below for the town of Mogadishu.

| A). SUPPLY OF GOODS | |
|---|---|
| • SIF/G/1/SO | Office Furniture, Fittings and Furnishing |
| • SIF/G/2/SO | Supply of Computers, Laptops, Servers, UPS, Printers, Scanners, and allied Accessories Other Electronic appliances (TVs, Radios, Fridges, Dispensers, CCTV and Access Control Maintenance etc.) |
| • SIF/G/3/SO | Supply of Calling Cards/Airtime |
| • SIF/G/4/SO | Supply of Promotional and Branded Items (Calendars, Diaries, Brochures, business cards etc.) - Graphic design, layout and printing services |
| • SIF/G/5/SO | Computer Software and Licenses |
| • SIF/G/6/SO | Supply and Management Services of Motor Vehicle items and accessory's Management Services (Garage Services) |
| • SIF/G/7/SO | Cleaning Materials, Detergents and Disinfectants |
| • SIF/G/8/SO | Supply & Delivery of Hardware Materials, Farm Inputs & Tools |
| • SIF/G/9/SO | General Office Supplies, Stationery and Printer Consumables |
| • SIF/G/10/SO | Supply and Maintenance of Firefighting Equipment & PPEs (Face Masks, Sanitizers, Gloves) |
| | **Program Related** |
| • SIF/G/11/SO | Supply and Delivery of Hygiene Kits (Sanitary materials - Sanitary Pads, Soap, under pants, etc) |
| • SIF/G/12/SO | Supply and Delivery of School Learning materials (Stationeries, text books, pens, pencils, crayons, calculators, rules, school bags, mathematical sets, folders, glue sticks among others and Printer Consumables) |
| • SIF/G/13/SO | Supply and Delivery of WASH supplies (e.g Water purification kits machines and tablets, Water tanks, Handwashing stations, Gutters and associated plumbing supplies |

| | |
|---|---|
| • SIF/G/14/SO | Supply and Delivery of relief food commodities (rice, wheat flour, sugar, beans, cooking oil, milk powder, tea leaves, salt, etc.) |
| • SIF/G/15/SO | Supply and Delivery of NFIs (household kits, shelter materials, hygiene kits, tarpaulins, blankets, mattresses, solar lamps, cooking sets) |
| • SIF/G/16/SO | Provision of livelihood Animals (livestock- goats chicken etc, sewing machines, artisan toolkits,)(Mogadishu) |
| • SIF/G/17/SO | Supply and Delivery of Animals/Poultry Feeds.(Mogadishu) |

| B). PROVISION OF SERVICES | |
|---|---|
| • SIF/S/1/SO | Repairs and Maintenance of ICT Equipment and other Teleconference Equipment. E.g Laptops, Mobile Phones, Tablets and CCTV Maintenance Services, Printers, Server, LAN and WAN Maintenance Services etc |
| • SIF/S/2/SO | Provision of Firefighting Equipment servicing and maintenance |
| • SIF/S/3/SO | Provision of Training Services ( Team building, HR, Finance, Supply Chain, Fire Marshal, First Aid, and Occupational Health & Safety Training Providers etc.) |
| • SIF/S/4/So | Provision of Transport Services & Air Travel & Ticketing Services IATA Registered(Provision of Car Hire Services, Taxi, self-drive, bus, vans and or tracks) |
| • SIF/S/5/SO | Translation and Transcription Services (English/ French/ Somalia/Arabic) |
| • SIF/S/6/SO | Provision of Insurance Services (Medical, WIBA, Motor vehicle, and Office Insurance) |
| • SIF/S/7/SO | Provision of team building services |
| • SIF/S/8/SO | Internet Services Provision - ISP provider |
| • SIF/S/9/SO | Supply and Management Services of Motor Vehicle items and accessory's Management Services (Garage Services) |
| • SIF/S/10/SO | Cleaning and Fumigation Services |
| • SIF/S/11/SO | Provision of security services. (Alarm System, Security guards etc) |
| • SIF/S/12/SO | Provision of Fire Safety and Occupational Health & Safety Audit Service Providers |
| • SIF/S/13/SO | Provision of Medical Examination for Staff (DOSH Certified Medical Providers) |
| • SIF/S/14/SO | Accommodation and Conference Facilities (Mogadishu areas) |
| • SIF/S/15/SO | Barcoded Fixed Asset Management Solutions |
| • SIF/S/16/SO | Disposal (financial Recoreds) / Cleaning Services Curtains, Carpets, Furniture, and Waste Removal |
| • SIF/S/17/SO | Provision of Audit Services-project & institutional audit / Provision of tax and consultancy services Audit |
| | **Program Related** |
| • SIF/S/18/SO | Provision of project evaluation Consultancy Services (Baseline Survey, Market Research and Satisfaction Surveys, MSNA) |
| • SIF/S/19/SO | Photography, Audio-Visual and Production Services |
| • SIF/S/20/SO | Radio, TV Programs, and Documentary Production - Air Play, stations |
| • SIF/S/21/SO | Provision Financially training services for beneficiaries |

| | |
|---|---|
| • SIF/S/22/SO | Provision of Project Evaluation Consultancy Services |
| • SIF/S/23/SO | Provision of School Children holiday camp facilitation and training services - Children fun day |
| • SIF/S/24/SO | Provision of Project Evaluation Consultancy Services |
| • SIF/S/25/SO | Provision of agricultural extension and farmer training services |
| • SIF/S/26/SO | Provision of veterinary services (vaccination, treatment, animal health support) |

**Note:** Applicants must indicate the category they are applying for and submit one document per category. Incomplete applications will be disqualified.

**1.1 QUALIFICATION CRITERIA AND REQUIREMENTS**

The SIF will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

Preliminary Examination - PASS/FAIL

1. Copy of Certificate of Registration / Certificate of Incorporation.
2. Copy of Tax Compliance Certificate from Federal Government of Somalia
3. Duly filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred

➢ Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate. Evaluation shall be on a Yes / No Criteria.

**<u>SECTION I</u> INSTRUCTIONS TO APPLICANTS**

**General**

1. **Scope of Application**

   The name of the SIF inviting for applications is defined in the Prequalification/Registration.

2. **Fraud and Corruption**

   The SIF requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures. Zero tolerance approach as per SIF Goods Business Regulations

3. **Eligible Applicants**

   Applicants shall meet the eligibility criteria maybe a firm that is a private entity, a state-owned enterprise or institution.

   Applicants shall not have a conflict of interest.

   Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if: a. As a matter of law or official regulations, Somalia prohibits commercial relations with that country, or b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, SIF prohibits any import of goods

or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

4. **Clarification of Registration Documents, site visit(s) and Pre-Application Meeting**
   An Applicant requiring any clarification of the Registration Document shall contact SIF in writing at the SIF 's address indicated. SIF will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. SIF shall forward a copy of its response to all prospective Applicants if need be.

5. **Signing of the Application and Stamping.**
   The Applicant shall be signed by a person duly authorized to sign and stamped.

6. **Late Applications**
   The SIF reserves the right to accept applications received after the deadline for submission of applications.

7. **Procedures for Evaluation of Applications Confidentiality**
   Information relating to the Applications, their evaluation and results of the Registration shall not be disclosed to Applicants or any other persons not officially concerned with the Registration process until the notification of Registration results is made.

8. **SIF 's Right to Accept or Reject Applications**
   SIF reserves the right to accept or reject any Application, and to annul the Registration process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

9. **Registration of Applicants**
   All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the SIF. SIF shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified.

10. **Deadline for Submission and Application Process**
    Applicants can only submit their Applications by mail and provided Link. SIF may, at its discretion, extend the deadline for the submission of Applications

Interested candidates/Firms should submit below documents on by 25th December at 16:30 am.

**Documents Comprising the Application**

- A cover letter /Company Profile outlining the category applied for **(Signed and Stamped)**
- Detail firm/consultant profile which must include CVSs', professional certificates if for trainings etc.
- References letters/ POs (maximum 3) from previous clients.
- Copy of Registration certificate

The file should be more than two PDF attachment made up of the above with the Subject line being the Code e.g **SIF/G/1 Office Furniture, Fittings and Furnishing**

**Secours Islamique France (SIF)**
Kenya/Somalia Mission
Website: www.secours-islamique.org

➢ The list will be used for source for quotations competitively basis as and when needs arises.

**Appendix B: SIF Goods Business Regulations**

- **Appendix:**
- **SIF's GOOD BUSINESS REGULATIONS**

**These Good Business Regulations are the ground for a professional working relationship between SIF and the suppliers.**

**They are general regulations valid unless others particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender dossier will prevail on these Good Business Regulations.**

## I - Principles of the procurement procedures

SIF has transparent procedures to award markets. Essential principles are

– *Transparency* in the procurement process
– *Proportionality* between the procedures followed for awarding contracts and the value of the markets
– *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- **Authorization to perform the market**
- **Financial and economic capacities**
- **Technical expertise**
- **Professional capacities**

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

## II - Misbehaviour, ineligibility and exclusion

SIF considers the following misbehavior as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts:

- **Fraud** defined as any intentional act or omission relating to:
    - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of SIF or institutional donor's funds
    - Non-disclosure of information, with the same effect
    - The misapplication of such funds for purposes other than those for which they were originally granted
- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage SIF or institutional donors financial interests
- **Collusion:** the co-ordination of firms competitive behaviour, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.
- **Coercive practice:** harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- **Bribery:** to offer SIF employees monetary or in kind gifts in order to gain additional markets or to continue a contract
- **Involvement in a criminal organization** or any other illegal activity established by a judgment , by the US Government, the European Union, the United Nations or any donor funding SIF.
- **Immoral Human Resources practices**: exploitation of child labour and the non-respect of basic social rights and working conditions of employees or sub contractors

SIF will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have enter into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been **convicted of an offence** concerning professional conduct by a judgement
- To have been **guilty of professional misconduct** proven by any means that SIF can justify
- To have not fulfilled obligations relating to the **payment of taxes** in accordance with the legal provisions of the Somalia in which they are established or with those of the Somalia where SIF mission is operating or those of the Somalia where the contract is to be performed

- They have been the **subject of a judgement** for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be in **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

**SIF will not award contracts to candidates or tenderers who, during the procurement procedure:**

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required SIF as a condition of participation in the contract procedure or fail to supply this information

## III - Administrative and financial sanctions

In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices SIF will impose:

- **Administrative sanctions:**

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- **Financial sanctions:**

SIF will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by SIF.

## IV - Information of and access for the Donors

SIF will inform immediately the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the contractors agree to guarantee a right of access to their financial and accounting documents to the representatives of SIF's institutional donors for the purposes of checks and audits.

## V - Documents to be a supplier

Hereafter is the minimal documentation a contractor working with SIF will have to provide:

- Personnel national ID document of the supplier/company representative
- Status and registration of the company
- Mission order or power of attorney authorizing the representative to contact

**Important note:** Additional documentation may be required for a particular market.

In addition the contractor must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

**TO BE FILLED OUT BY THE SUPLLIER**

I, undersigned …….. representative of …… certified that I have read and understood these regulations.

On behalf of the company I act for, I accept the terms of SIF Good Business Regulations and I commit to achieve the best performances in the event …… is awarded a market.

By signing, I certify that …… has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral Human Resources practices, such as the use of Child labour or overriding basic social rights and work conditions or the standards defined by the International Labour Organisation (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labour, and the respect of working and hygiene conditions .

Last, I hereby certify that …… is not involved in any pending lawsuit, claim or action in the Company's name, or on behalf of any other person or entity, against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

Name:..... Date:.....

Position:..... Stamp:

Signature: .....