

PRE-QUALIFICATION OF VENDORS APPLICATION

Prepared by

Human Appeal -Somalia

KM5, Zobe Subway, Wadajir, Mogadishu - Somalia

29 November 2021

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.

Section 1: Company Details and General Information



Category Applying for (Please Quote Category No from category form)	
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Name of Company:	
Physical Address:	
City/Town:	
Telephone:	
Email:	
Contractor person's name and title:	
Parent company (full legal name {if any})	
Year established:	
Number of full time employees:	
Legal Status of Organization: Public Limited ☐ Private Limited company ☐ Partnership ☐ Sole Trader ☐	
Other (please specify) _____	
Nature of business: Manufacture ☐ Authorized agent ☐ Trade ☐ Consulting ☐	
Other (please specify) _____	

Section 2: Experience

Organization name	Year	Value	Goods/services supplied	Contract person

CATEGORIES FORM FOR SUPPLY OF GOODS AND SERVICES

Category Number	CATEGORY A: SUPPLY OF GOODS
HA/CAT-A/001	<u>Office Supplies and Assets (OSA)</u>
HA/CAT-A/001.1	Supply of general stationery.
HA/CAT-A/001.2	Supply of grocery, cleanness and household items
HA/CAT-A/001.3	Supply of IT and Electronic Equipment's: (Photocopiers, scanners, computers, printers, dispenser, Uninterruptible Power Supply (UPS), laptops, software, toners, ACs, LEDs and all accessories.
HA/CAT-A/001.4	Supply of office furniture and fixture
HA/CAT-A/001.5	Supply of firefighting equipment and security alarms equipment and security systems (with installation and Maintenance).
HA/CAT-A/001.6	Supply of water bottles, beverages, food items (cooked)
HA/CAT-A/001.7	Supply of fuel (Diesel, Petrol and LPG Gas)
HA/CAT-A/002	<u>Projects Specific Supplies (PSS)</u>
HA/CAT-A/002.1	Supply of medicine, medical kits, wheel chairs and first aid kits.
HA/CAT-A/002.2	Supply of Animals (Milking goats, sheep & cows for Qurbani Animals.
HA/CAT-A/002.3	Supply of food parcels and Eid gifts
HA/CAT-A/002.4	Supply of sewing machines with all accessories
HA/CAT-A/002.5	Supply of agricultural seeds and tools,
HA/CAT-A/002.6	Supply of school uniforms, school bags and etc.
HA/CAT-A/002.7	Supply of shelter winter/ NF kits (<i>blankets, shawl, sleeping mats, Plastic sheets, Mosquito Nets and etc.</i>)
HA/CAT-A/002.8	Supply of personal/domestic hygiene kits (Cleaning Items)
HA/CAT-A/002.9	Supply of Construction Material (<i>Sand , Cement , Steel Bricks , Aluminum products, Wooden Products and Glass products with all accessories</i>)
HA/CAT-A/002.10	Supply of Solar panels for water pumps
HA/CAT-A/002.11	Supply of electric Water Coolers
HA/CAT-A/002.12	Supply of PPEs (Personal Protective Equipment)
HA/CAT-A/002.13	Establishment of Greenhouse and poultry farm
Category #	CATEGORY B: PROVISION OF SERVICES
HA/CAT-B/001	OFFICE MANAGEMENT AND ASSETS RELATED SERVICES
HA/CAT-B/001.1	Provision of event management and catering services
HA/CAT-B/001.2	Services of air travel, reservations and travel tickets.
HA/CAT-B/001.3	Services of rental cars,
HA/CAT-B/001.4	Heavy vehicle transportation and services
HA/CAT-B/001.5	Provision of internet services.
HA/CAT-B/001.6	Provision of vehicle insurance services.
HA/CAT-B/001.7	Services of renovation for office building

HA/CAT-B/001.8	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.
HA/CAT-B/001.9	Provision of courier and mail delivery services.
HA/CAT-B/001.10	Servicing, repair and maintenance of vehicles, motor cycles and Generator.
HA/CAT-B/001.11	Clearing and forwarding services.
HA/CAT-B/001.12	Cleaning and landscaping services.
HA/CAT-B/002	OTHER SERVICES
HA/CAT-B/002.1	Provision of languages translation services.
HA/CAT-B/002.2	Services of professional training institutes of different vocational, skills development and other general soft skills
HA/CAT-B/002.3	Provision of hotel accommodation, meetings and conference Facilities.
HA/CAT-B/002.4	Provision of legal Advisory, consultancy, and audit services.
HA/CAT-B/002.5	Provision of general, health, life, nutrition supplies for malnutrition programme (ready-to-use therapeutic food (RUTF) - vitamin A treatments- deworming tablets- sachets of multiple micronutrients powder- iron and folic acid tablets) and Asset insurance services.
HA/CAT-B/002.6	Provision of construction services
HA/CAT-B/002.7	Services for installations of solar water pumps and solar panels
HA/CAT-B/002.8	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
HA/CAT-B/002.8	General Security service

AREA/REGIONS OF OPERATIONS

Region	Mark field (√)	Region	Mark field (√)
Awdal		Lower Shabelle	
Bakool		Middle Shabelle	
Banadir		Mudug	
Bari		Nugaal	
Bay		Sanaad	
Galgadud		Sool	
Gedo		Togdheer	
Hiran		Waqooyi Galbeed	
Lower Jubba			

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 **2022**. 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.

PRE-QUALIFICATION EVALUATION CRITERIA

MANDATORY REQUIREMENTS

No.	Requirement	Requirement
1.	Company/Business Profile	Mandatory
2.	Registration, Tax and other legal Certificates	Mandatory
3.	Proof of evidence or recommendation letters from current and current clients	Mandatory
4.	Latest Financial statement for the last one year in the name of the firm.	Mandatory
5.	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)	Optional
6.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm	Mandatory

DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

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

The pre-qualification documents must be submitted in English Language visa email: procurement.somalia@humanappeal.org.so with the subject line **"Pre-Qualification of Suppliers 2022"**. By **or before 16 December 2021**. Late submissions will not be considered for review and automatically will be disqualified.

A prospective Bidder requiring any clarification of the bidding documents may notify through the Office line: (859574) or telephone number: 0613711015, this office line will available only working days (Sunday to Thursday) and working hours (8:00 Am to 4:00 PM).

Declaration

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

- Signature: _____
- Full Name: _____
- Position: _____
- Date: _____
- Stamp: _____

OFFICIAL USE ONLY

Prequalification Document Downloaded by: *(for HA-Somalia Staff)*

Name:

Designation:

Signature:

Date:

Remarks: