

Date: 1st May 2024

DEADLINE EXTENDED-PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION GOODS, WORKS AND SERVICES FOR THE PERIOD June 2024 TO DECEMBER 2025 – PUNTLAND STATE OF SOMALIA

SIDRA is a registered non-governmental, not-for-profit institution for research and analysis, policy support, development projects planning and implementation based in Somalia.

SIDRA provides quality research and development services to the public and private entities in Somalia. It offers technical innovative solutions to key development issues facing Somalia through knowledge-based dialogue, research, independent analysis, insight and expertise in development projects from needs assessment, planning, design and implementation to output monitoring and impact evaluation. Our projects, research studies and policy support are centred on the three main thematic areas of: Good Governance and Rule of Law, Gender and Women’s Empowerment and Socio-economic Development.

Our work is aimed at having positive impact on the communities we work with in the three thematic areas of governance and rule of law, gender and women empowerment and socio-economic development by informing and influencing policy and best practice and implementing development projects with high standards of performance, value for money development and accountability.

SIDRA intends to prequalify eligible suppliers and contractors to provide various goods, works and services required for the implementation of its program in Somalia during the years **2024 - 2025**.

INVITATION FOR PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES

- SIDRA invites potential suppliers/contractors/vendors to submit sealed applications for prequalification for supply of goods, provision of works and services for the financial years **2024 and 2025**.
- To be eligible, the candidate must prove that they qualify to participate in a procurement exercise by providing the requested mandatory documents.
- Submitted hard copies should be deposited into the tender boxes at SIDRA’s HQ Offices in Garowe (as indicated in the below table) on or before **21st May 2024 at 3:30 PM:**

Office	Physical Location
SIDRA HQ Office, Garowe	Wadajir, Ministerial Hill, behind Immigration office, Garowe, Puntland-Somalia

- Please note that email submission will not be considered.
- The tenders will be opened thereafter by the SIDRA Procurement Committee for evaluation.

- This prequalification doesn't bind SIDRA to any contractual obligation and as such, the organization is not obliged to invite any quotations from any of the candidates who have expressed their interest by responding to this invitation.
- SIDRA has the right to invite quotations for goods, works and services in any of the categories as and when required.
- SIDRA reserves the right to accept or reject any application without giving a reason.

Interested eligible and qualified suppliers, vendors and contractors are invited to apply for pre-qualification for the following categories of goods, works or services:

#	ITEM CODE	CATEGORY DESCRIPTION
A. SUPPLY OF GOODS		
1	SID/PRQ/G/001/24-25	Supply of office Stationaries
2	SID/PRQ/G/002/24-25	Supply of computer hardware & software- computer software, servers, UPS and computer accessories
3	SID/PRQ/G/003/24-25	Supply of printers/photocopiers & printer/photocopier spare parts and accessories
4	SID/PRQ/G/004/24-25	Supply of furniture, fixtures & office fittings
5	SID/PRQ/G/005/24-25	Supply of branding, promotional and visibility materials
6	SID/PRQ/G/006/24-25	Supply and fixing of office telephone heads, internet connections and office telecommunication accessories
7	SID/PRQ/G/007/24-25	Supply of office drinking water
8	SID/PRQ/G/008/24-25	Supply and installation of Solar Equipment
9	SID/PRQ/G/009/24-25	Non-Food Items (NFIs) and tools (sanitation, digging and construction tools)
10	SID/PRQ/G/010/24-25	Supply of cleaning materials
11	SID/PRQ/G/011/24-25	Supply of sanitation tools and hygiene kits Supplies
12	SID/PRQ/G/012/24-25	Supply of water tanks (plastic, bladder, onion and metallic tanks & related accessories), water testing kits and chlorines
13	SID/PRQ/G/013/24-25	Supply of fuel & lubricants
14	SID/PRQ/G/014/24-25	Supply of other office consumables
15	SID/PRQ/G/015/24-25	Supply of Medical Supplies and equipment
16	SID/PRQ/G/016/24-25	Supply and installation of streets lights
17	SID/PRQ/G/017/24-25	Supply of motor vehicles and spare parts
18	SID/PRQ/G/018/24-25	Supply of uniforms/protective clothing/materials & footwear
19	SID/PRQ/G/019/24-25	Supply of food items
20	SID/PRQ/G/020/24-25	Supply of live animals (sheep, goats, cows & camels) and packaged meat carcasses
21	SID/PRQ/G/021/24-25	Supply of Tailoring & Sewing Materials
	SID/PRQ/G/022/24-25	Supply of Cooking Materials & Kitchen Utensils
22	SID/PRQ/G/023/24-25	Supply of Electric & Electrical kits and tools
23	SID/PRQ/G/024/24-25	Supply of Mechanical Tools & Kits
24	SID/PRQ/G/025/24-25	Supply of Saloon & Beautifying Materials
B. PROVISION OF SERVICES		
25	SID/PRQ/S/001/24-25	Provision of Plumbing and construction & pipeline extensions

26	SID/PRQ/S/002/24-25	Provision of Water trucking & water provision services
27	SID/PRQ/S/003/24-25	Provision of air ticketing and freight services
28	SID/PRQ/S/004/24-25	Provision of steel tanks erection and fabrication
29	SID/PRQ/S/005/24-25	Provision of Repair & maintenance of motor vehicles
30	SID/PRQ/S/006/24-25	Provision of Repair & maintenance of computers, servers, network equipment, data communication, fire walls and printer/photocopier repairs
31	SID/PRQ/S/007/24-25	Provision of IT & related services
32	SID/PRQ/S/008/24-25	Provision of internet services
33	SID/PRQ/S/009/24-25	Provision of food catering services, accommodation & hall/venue hire for meetings
34	SID/PRQ/S/010/24-25	Provision of electrical equipment servicing services, air conditioning services and power backup systems services
35	SID/PRQ/S/011/24-25	Provision of general renovation and repair, masonry & carpentry services
	SID/PRQ/S/012/24-25	Provision of Vehicle hire, transportation & taxi services
36	SID/PRQ/S/013/24-25	Provision of Garbage collection services
37	SID/PRQ/S/014/24-25	Provision of Legal services
38	SID/PRQ/S/015/24-25	Provision of Consultancy Services:(i.e. Training facilitation, skills development and vocational training, assessments, surveys and studies, translation services, Policy and strategy developments, and other relevant professional services and technical expertise)
39	SID/PRQ/S/016/24-25	Provision of media and advertisement services
40	SID/PRQ/S/017/24-25	Provision of Tamper-proof Asset tags and asset tagging
41	SID/PRQ/S/018/24-25	Provision of assets and property insurance services
42	SID/PRQ/S/019/24-25	Provision of Geophysical and Hydrological Surveying
	C.	PROVISION OF WORKS
43	SID/PRQ/W/01/24-25	General Construction and Rehabilitation Works
44	SID/PRQ/W/02/24-25	Borehole drillings and Construction of shallow wells
45	SID/PRQ/W/03/24-25	
46	SID/PRQ/W/04/24-25	Construction, rehabilitation, renovation for schools, hospitals, water pans/berkeds, water catchments/reservoirs, irrigation canals, latrines and WASH facilities etc.)

Should you have an enquiry or seeking clarifications, please contact procurement@sidrainstitute.org.

Complete set of Pre-qualification document to be submitted in a plain and sealed envelope clearly marked "**Pre-qualification of Suppliers/Vendors for the years 2024 - 2025 and description of the item(s) applied for under the above ITEM CODES and CATEGORIES**", addressed to the **SIDRA Procurement Department**.

The deadline for submissions is **Saturday 1st June, 2024, 3:30 PM.**

GENERAL INSTRUCTIONS

1. This invitation of application for pre-qualification is open to potential applicants meeting the requirements for proven technical, financial, and managerial capacity to supply/render the listed goods, works and services
2. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
3. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
4. Response to the questionnaire should be relevant to the goods, services or works applied for and should be as clear and concise as possible.
5. For any business entity wishing to apply for more than one category it is mandatory that the entity put the necessary documents in different sealed envelopes with different reference numbers (item codes).
6. The documents should be signed by authorized representative of the business entity, stamped and submitted with relevant supporting documents.
7. Applicants are responsible for requesting for any clarifications on the prequalification documents. A request for clarification shall be made in writing and addressed to procurement@sidrainstitute.org
8. The applicant shall bear all costs associated with the preparation and submission of the application documents and SIDRA will not in any case be responsible or liable for the costs incurred.
9. All information given in writing to or verbally shared with the applicant in connection with this pre-qualification is to be treated strictly as confidential. The applicant shall not share or invoke such information to any third party without the prior written approval of SIDRA. This obligation shall survive beyond the completion of this procurement process regardless of the result.
10. The pre-qualified suppliers are required to immediately advise SIDRA of any significant changes in its financial, technical capacity, ownership or holdings it may have.

MANDATORY PRE-QUALIFICATION REQUIREMENTS

Essential Criteria

1. Registration certificate from ministry of commerce with TIN number
2. Valid Tax Compliance Certificate, Tax payment Voucher or any other Document certifying that your company is tax payer

Selection Criteria

1. Detailed company profile showing company name, vision and mission of the company, organogram, nature of business, location and contact details (Attach Copy)
2. Evidence of Relevant experience for Assignment, signed Purchase Orders (POs)/ Contracts/Completion Certificates and any evidence of successful delivery)
3. The entity's financial capability will be determined by the presentation of the most current Bank Statement (Attach Certified Bank Statements for the last one year)
4. Applicants must submit a duly completed and signed Questionnaire form provided herein the attached template.
5. Lead time
6. Price

Failure to submit any of the essential Criteria requirements will lead to automatic disqualification from the exercise.

PRE-QUALIFICATION EVALUATION CRITERIA

#	Requirements	Score (%)
1.	Detailed company profile showing company name, vision and mission of the company, organogram, nature of business, location and contact details (Attach Copy)	20%
2.	Evidence of Relevant experience for Assignment, signed Purchase Orders (POs)/ Contracts/Completion Certificates and any evidence of successful delivery) (1 contract=10%, 2 contract=20%, 3contracts=30%)	30%
3.	Bank Statement (Attach Certified Bank Statements for the last one year)	15%
4.	Lead time	10%
5.	Price	15%
6.	Duly completed pre-qualification questionnaire form	10%

The representative(s) of the applicant company are requested to provide their business details in the below questionnaire form and are hereby reminded that it is a serious offence to give false information.

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE FORM

Please answer all questions asked in the questionnaire as failure to do so may result in disqualification. Write N/A if the question does not apply to you and write N/K if you don't know the answer.

Verification of Information Provided:

SIDRA may seek verification or ask to see these documents at a later stage, hence it is advisable that you ensure they can be made available upon request.

Company Details:

Full name of Company			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Website	
Town			
Email		Telephone No.	
Government Licence Registration No.			
Name of Parent Company			
Type of Company	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

DETAILS FOR CONTACT PERSON

Contact details for enquiries about Business Issues

Name of Staff	
Address	
Position in Company	
Town	
Phone	
Mobile	
Email	

1.1	Is your business legally registered with the Ministry of Commerce and Industry?	
1.2	Is your Company in Possession of Certificate of Incorporation?	
1.3	Do you have all the licenses from the Puntland Government	
1.4	Do you have all the licenses from the Local Authority/Government	
1.5	Are you a tax compliant entity? If yes, tax registration no.	

Grounds for Mandatory Rejection

In some circumstances SIDRA is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your Company or any directors, employees, managers or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) A crime	
(b) Corruption	

(c)	The offence of bribery;	
(d)	Fraud	
(e)	Money laundering	
(f)	Any other offence	

Grounds for Discretionary Rejection

SIDRA is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please provide the details of the relevant incident and any remedial action taken subsequently in a separate annex. The information provided will be considered by SIDRA in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your Company?		
(a)	Is bankrupt or under receivership or bankruptcy restrictions order made against the Company	
(b)	Is insolvent,	
(c)	Is the subject of an order by the court winding up otherwise than for the purpose of <i>bona fide</i> reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
Has your Company		
(a)	been convicted of a criminal offence relating to the conduct of your business or profession;	
(b)	committed an act of grave misconduct in the course of your business or profession;	
(c)	failed to fulfil obligations relating to the payment of taxes under the local laws.	
(d)	been guilty of serious misrepresentation in providing any information required	

1	FINANCIAL INFORMATION	
1.1	<i>Please indicate by ticking the item(s) you intend to provide details on-</i>	
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	

	<i>A bank statement for the last three months</i>	
	<i>Attach copies of POs/Contracts at least three contracts</i>	
2	BANK INFORMATION	
2.1	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter from Bank</i>	

3	REFERENCES – (EXPERIENCE & CONTRACT EXAMPLES)			
	Please provide details of up to three contracts (that were your Company served), that are relevant to SIDRA's requirement. Contracts for the supply of goods, works or services should have been performed during the past Three years.			
	Description	Contract 1	Contract 2	Contract 3
3.1	Customer Name			
	Contact Person			
	Phone Number			
	Email			
3.2	Contract Details: -			
	Start date			
	Completion date			
	Contract Value			

3.3	Type of goods/service/work contracted.			
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If you cannot provide at least one example, please briefly explain why:

NB: Attach contract/LPO or purchase orders from them

4. Categories applied for

S/N	Reference	Category name	Category description	Location
1				
2				
3				

Declaration:

5.	I declare that to the best of my knowledge the answers submitted in this questionnaire are correct. I understand that the information will be used in the process to assess my Company's suitability to be invited to tender for SIDRA's requirement and I am signing on behalf of my Company. I understand that SIDRA may reject this questionnaire if there is a failure to answer all relevant questions fully or if I provide false/misleading information. By signing the questionnaire, I certify that all of the above statements are accurate and factual.	
	COMPLETED BY	
5.1	Name:	
5.2	Position:	
5.3	Signature:	
5.4	Date:	
5.5	Stamp:	

Completion of the Supplier Registration Form may facilitate contracting business with SIDRA but it does not necessarily lead to the issue of an order to your entity.

SIDRA reserves the right to accept or reject registration of a potential vendor into its list of pre-qualified vendors.

