

## SUPPLIER VETTING

TECHNICAL QUESTIONNAIRE for the Supplier for the procurement of Dignity Kits for 600 Vulnerable Adolescent Female Learners in Galmudug Region under SETS II project, Somalia.

(ITB/T documents can also be downloaded from CISP Website: [www.cisp-som.org](http://www.cisp-som.org) )

For this purpose, interested and eligible vendors are invited to apply and submit an up-to-date information as requested for; to be consideration in a competitive bid for the **Supplier of the procurement of Dignity Kits for 600 Vulnerable Adolescent Female Learners in Galmudug Region under SETS II project, Somalia.**

Refer to the following Annexes:

ANNEX I: QUALIFICATION DATA (REGISTRATION OF SUPPLIERS APPLICATION FORM).

ANNEX II: PAST EXPERIENCES (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS

ANNEX III: VITAL SUPPLIERS CONDITIONS

ANNEX IV: SUPPLIER DECLARATIONS & CHECKLIST

Instructions:

- (i) Completed documents must be Delivered to CISP Office located in Mogadishu; in plain sealed envelopes clearly marked as below/ or electronically via email [procurement@cisp-som.org](mailto:procurement@cisp-som.org)

**Our reference/Subject: Supplier for the procurement of Dignity Kits for 600 Vulnerable Adolescent Female Learners in Galmudug Region under SETS II project, Somalia.**

Addressed to:

CISP Mogadishu Office located at HOUSE #:1044, WADADA JAYGA ADAN ADDE INTERNATIONAL AIRPORT, WABARI DISTRICT, MOGADISHU SOMALIA.

- (i) Application in a sealed Envelope **MUST** be deposited in the **TENDER BOX** available at the Office Reception, for further information please call: +252 614200758, or send through our email: [procurement@cisp-som.org](mailto:procurement@cisp-som.org) to deliver on or before **8<sup>th</sup> July 2023 @5PM.**
- (ii) The Applications will be opened on **9<sup>rd</sup> July 2023** thereafter, and communication sent out to successful Applicants.

Please note that this notice is meant to enable onboarding of qualified vendors to the proposed **Supplier of the procurement of Dignity Kits for 600 Vulnerable Adolescent Female Learners in Galmudug Region under SETS II project, Somalia.**

**ANNEX I**

**QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We..... Hereby submit our Technical proposal for the proposed  
*(Name of Company)*

Supply of: .....  
(Item/Work/Service Description)

Company Registration number..... (Attach Copy Reg. Certificate)

Tax/ VAT Registration Certificate (PIN)..... (Attach)

Website Address.....

Post Office Address:.....

Town.....

Street.....

Name Of Building.....

Room/Office.....Floor Number.....

Telephone Nos.....Email.....

Full name of Applicant.....

Other Branches Location.....

**Organization and Business Information**

Chief Executive /Managing Director

Name.....

Mobile Contacts: .....

Email Contacts: .....

Marketing Manager

Name.....

Mobile Contacts: .....

Email Contacts: .....

Accountant

Name.....

Mobile Contacts: .....

Email Contacts: .....

Please provide details of the goods/services your organization supplies:

..... (Attach Company profile).

Net Worth Equivalent in USD..... (Provide Bank Statements).

Bank Reference and Address to be contacted by CISP if required:

Bank Name.....  
Bank Branch.....  
Contact Name.....  
Position.....  
Email Address.....  
Telephone Number.....  
.....

Have you supplied goods/services to CISP previously, if so, please provide a brief summary of previous works? (Attach LPO and/or Contact award letter)

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**ANNEX II**

**REFERENCE CHECK: PAST EXPERIENCE (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS)**

1. Name of 1<sup>st</sup> Client (Organization)

- (a) Name of Client (Organization.....)
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number .....
- (e) Value of Contract..... (Attach copies)
- (f) Description of contract .....

2. Name of 2<sup>nd</sup> Client (Organization)

- (a) Name of Client (Organization.....)
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number .....

(e) Value of Contract..... (*Attach copies*)

(f) Description of contract .....

3. Name of 3<sup>rd</sup> Client Name of 1<sup>st</sup> Client (Organization)

(a) Name of Client (Organization.....

(b) Address.....

(c) Contact Person.....

(d) Tel Number .....

(e) Value of Contract.....

(f) Description of contract .....  
(*Attach copies*)

**ANNEX III**

**VITAL SUPPLIER CONDITIONS.**

Item	Question	Bidder Response	
11	Supplier accepts CISP’s Terms and condition of Purchase attached to this ITT/B process and that any work awarded from this tender process will be completed under the attached Terms and Condition of Purchase.	Yes/No	Comments/Attachments
22	The Supplier and its staff (and any sub-contractors used) agree to comply with CISP and the IAPG’s policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. 1) CISP Codes of Conduct: B.2.2.1 Bribery and Corruption B.2.2.2 Frauds and misappropriation of funds B.2.2.3 Offences connected to terrorism and subversion B.2.2.4 Prevention of Offences Against the Person B.2.2.5 Receiving Stolen Goods, Laundering and Forgery 2) IAPG Code of Conduct	Yes/No	Comments/Attachments
33	The supplier confirms that it is not on any prohibited parties or Government Blacklist.	Yes/No	Comments/Attachments
	The Supplier confirms it is fully qualified, licensed and registered to trade with CISP (including compliance with all relevant local Country legislation). This includes the Supplier submitting the following evidence (where applicable): Legitimate business address Tax registration number & certificate Business registration certificate Trading license	Requirement	Bidder Response/Attachment
		Legitimate business address	
		Tax registration No & Certificate	
		Business registration Certificate	
		Trading License	

ANNEX IV.

SUPPLIER CHECKLIST AND DECLARATION.

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below.

	<b>Evaluation</b>	<b>Parameters</b>	<b>Scoring range</b>	<b>Weighted %</b>
1.	Mandatory Requirements, Duly Completed Prequalification Application Form and Declaration form	Full Submission		Yes
2	Valid legal certificates from GALMUDUG STATE OF SOMALIA, Ministry of public works, reconstruction and housing of federal government of Somalia.	Mandatory		YES
3	Tax Compliance Certificate for the last 6 months (Ministry of finance for GALMUDUG STATE).	Mandatory		YES
4	Profile	Mandatory	1-5pts	5
5	Business Volume and Financial soundness ( <b>Bank Statement for the last Six Months</b> ) and Audited Financial Statement	Mandatory	A). Company audited financial statement amount 500,000-1Million USD (10pts) 250,000-500,000 USD (5pts) 50,000-250,000 USD (2 1/2pts)  B). Bank statement for the last six months (5pts)	15
6	Presentations of Documents (Award/Contracts, PO & Reference letters from Current Clients duly signed and Stamped)	Mandatory	(Award/Contract=1 5pts) , (Reference letter/Recommendation letter=5pts)	20
7	a. Evidence of Physical Address and Premises (2) b. Electricity bills (1) c. Water bills (1) d. Tenancy Agreement (1)	Desirable		YES
8	Offer -Total cost of the service	Mandatory	20 pts	20

**A Prospective bidder must have 60 points and above to be qualified. (To be scored by CISP Evaluation Committee).**

**SWORN STATEMENT ON YOUR COMPANY’S LETTERHEAD**

Having Studied the qualification Information, We/ I hereby state:

- i. The Information Furnished in our Application form is accurate to the best of our knowledge.
- ii. That incase of Being qualified, we acknowledge that this grant us the right to participate or present a financial proposal.
- iii. We are not Employees of CISP or related to any employee of CISP.
- iv. When our legal, Technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the prequalification made.
- v. We are not insolvent, in receivership, Bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.
- vi. That we will not engage in corrupt practices with the members of staff.

**As CISP SUPPLIER we will always act in accordance with the CISP Child Protection Policy and PSEA policy and we will support a child safe environment by undertaking screening for suitability to work with children, youth and vulnerable people.**

By signing below, We confirm that to the best of our knowledge, we have not been convicted of, we are not currently suspected of, or we are not being prosecuted for any offence involving any type of harm to a child or vulnerable persons in any country and we do not intend to engage in child labour. We declare that there is no element which could affect our suitability to work with children, minority, persons with disabilities and that we are aware of the seriousness of this declaration and we agree that we may be subject to a criminal record check to confirm our declaration.

Date:.....

Applicant’s Name.....

Represented By:.....

Signature:.....

*(Full names and Designation of the person signing and stamp or Seal)*

**N.B: THE BID DOCUMENT MUST BE BOUND TOGETHER**

*CISP reserves the right to change or cancel this requirement at any time during the selection process.*