



PREQUALIFICATION DOCUMENT

FOR

SUPPLIERS FOR GOODS AND SERVICES

TENDER No: CISP/PQOS/1/2025-2027

SEPTEMBER 2024

APPLICATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES (YEAR 2025- 2027)

BACKGROUND:

Founded in Rome in 1983, today CISP (The International Committee for the Development of Peoples) is active in over 30 countries worldwide in Africa, South America, the Caribbean, Asia, the Middle East and Europe. The head office is located in Rome, with a Country office in Mogadishu and a field office in Galkayo. CISP considers the community's needs as a whole and adopts a comprehensive approach towards them, providing a range of interventions tailored to the context. So far, main Geographic Areas of intervention in Somalia have been Mogadishu, Ceell Dheer, Xarardere, South Galkayo, Hobyo and Dhusamareeb. CISP's priority Sectors of Intervention includes: Education, Health and Nutrition, Livelihood, Water and Sanitation, Protection, Gender, HIV/Aids, culture and arts.

PRE-QUALIFICATION DATA INSTRUCTION:

All interested and eligible suppliers'/service providers are invited to apply for prequalification by submitting the duly filled **Application Form** (Annex I), indicating the **Reference code: "TENDER No: CISP/PQOS/1/2025-2027"** and sub-category of goods or services the supplier wish to supply. The Prequalification Application and Declaration Forms can also be downloaded from our website: www.cisp-som.org.

CISP does not charge any fees for this process.

For this purpose, interested existing service providers and new eligible and capable suppliers, manufacturers, vendors are invited to apply and submit an up-to-date information as requested for consideration and registration as CISP suppliers for goods and services. This prequalification will be valid until 31st December 2027.

PRE-QUALIFICATION DOCUMENTS:

ANNEX I: APPLICATION FORM AND PAST EXPERIENCE

ANNEX II: PRE-QUALIFICATION CRITERIA (EVALUATION MATRIX)

ANNEX III: FILE SUBMISSION CHECKLIST

ANNEX IV: CISP CHILD PROTECTION POLICY

ANNEX V: CISP PSEA POLICY DOCUMENT

ANNEX VI: UN SUPPLIER CODE OF CONDUCT

SUBMISSION INSTRUCTIONS:

(i) The bidders **MUST** comply with all the instructions, terms and conditions, and submit the following mandatory requirements in the prequalification exercise:

1. Filled, Signed and Stamped Application Form
2. Valid registrations Certificate
3. Valid License from Ministry of commerce and Industry or Ministry of public work
4. Tax Compliance Certificate
5. Business Volume and Financial soundness
6. Presentation of evidence for vendor existence
7. Declaration form (Code of Conduct)

The completed prequalification Application Form and attached documents to be submitted in a sealed envelope marked:

Reference;

Prequalification Category Number;

(ii) Application should be submitted in sealed Envelope from interested and eligible vendors to be deposited in the “**PRE-QUALIFICATION BOX**” clearly marked “**TENDER No: CISP/PQOS/1/2025-2027**” for goods and services” on or before **20th October 2024** at **10:00am** at CISP Mogadishu Office located at HOUSE #:1044, WADADA JAYGA ADAN ADDE INTERNATIONAL AIRPORT, WABARI DISTRICT, MOGADISHU SOMALIA

or

CISP GALKACYO SOUTH, HOBYO ROAD OPPOSITE OF ALSHACAB SECONDARY SCHOOL

iii) The Applications will be opened on the same day at 1:30 PM and thereafter a written communication will be sent out to successful Applicants.

(iv) Please note the following:

- i. Suppliers who are currently doing business with CISP should also apply for the pre-qualification.
- ii. Any Tender document received after the *deadline shall be disqualified.*
- iii. To be eligible, suppliers must prove that they qualify to participate in this Pre-qualification by providing the documents requested.

(v) For any enquiries, please contact following phone and email:

+ **252614200758**

Email: procurement.somalia@cisp-ngo.org

(vi). Please note that this notice is meant to enable preparation of a list of suppliers and service providers from whom service Categories are outlined hereunder.

Item #	CATEGORY A - SUPPLY OF GOODS
CISP/2025/A01	<ul style="list-style-type: none"> A. Supply of Office Stationery B. Printing General Office Stationery, Corporate Newsletter, Calendars, Diaries, Cards, Brochures and fliers. C. Provision of Design Artworks & Printing of Promotional material e.g. tear drops, umbrellas, bags, pens, notebooks and other promotional items, T-Shirts, Caps, banners, polo shirt, billboards, stickers, banners and scarves, Promotion books D. ID Cards, visitor cards, stamp etc. E. Supply of Newspapers F. Printer cartridges and computer cleaning materials G. Scholastic materials or teaching & learning materials (Books, Chalks, pens, File box (standard), ALPA, School Bell, Whiteboard Marker Pen- removable white board marker, Duster for white board, A4 paper, Cartoon, Wall-Mounted Whiteboard 0.9meter-wide x 1.2meter high. Aluminum frame. Includes pen tray and wall mounting kit.
CISP/2025/A02	<ul style="list-style-type: none"> A. Supply of Computer Accessories and Computer related Consumables (Scanner, Photocopy, Printer, tablet and cameras etc.) B. Supply of Computer Hardware & Software C. Mobile phones and other communication equipment D. Electric equipment E.g. Power Generator Machines, Cables, Solar Panels, Mounting Racks and Accessories, Solar Equipment Systems with Inverters, Switches and Maintenance Services, Fan (Standing, Ceiling and Wall)
CISP/2025/A03	<ul style="list-style-type: none"> A. Office materials - Garden materials, Cleaning Supplies (detergents/hygiene items (Soap, Shampoos, Omo), Disinfectants, handwashing, hand sanitizers air fresher and liquids B. Plumping materials (Steel/PVC pipe, water tap, flexible C. Electrical materials (Lamp, sockets, switch offs etc.) D. Office Utensils (Thermos, cups, spoons, cooking kitchen, plates etc.)
CISP/2025/A04	<ul style="list-style-type: none"> A. Food Supplies (Rice, Flour, Sugar, vegetable Oil, Sorghum, wheat flour, Maize and tea leaves, porridge, Corn, Cone Soya Bean Blend, KG, Oil Vegetable etc.) B. Provision Snacks (Biscuits, drinking water and sweets, Bottled Mineral Water) C. Supply of office consumables (Fresh milk, Can of Milk powder etc.)
CISP/2025/ A05	<ul style="list-style-type: none"> A. Provision of training support (Refreshment, Lunch and Dinner – write details) B. Venue Equipped projector and internet service a day.

CISP/2025/ A06	<p>A. School Furniture (Table, Chair and Forms, cupboard etc.)</p> <p>B. Office Furniture (Swivel chairs, tables, cabinets etc.)</p> <p>C. Supply and Maintenance of Office Furniture</p>
CISP/2025/ A07	<p>A. Sport materials (T shirts, Whistles referee's non-metallic, shoes, ball, etc.)</p> <p>A. School/Sports Uniform (HIJAAB, SKIRTS, Sport Uniform, etc.)</p> <p>B. Office Uniform (Cleaning Uniform)</p>
CISP/2025/A08	<p>A. Provision of medical supplies (drugs, injectable, infusions, equipment etc.)</p> <p>B. Non-food Items (NFI), Kitchen Kits, Hygiene Kits, Aqua tabs, Household Kits, Mosquito Nets, Jerry-cans, Tents, Plastic Sheets, Blankets, Dignity/Emergency Kits</p>

Item #	CATEGORY B - PROVISION OF WORKS/SERVICES
CISP/2025/B01	<p>A. Civil works e.g. Renovations, Partitioning, Painting, Plumping and rehabilitations, Construction of Buildings</p>
CISP/2025/B02	<p>A. Car Rental Services- Transport Hire firms must attach evidence of having taken all the Insurance covers</p> <p>B. Ambulance Rental Services - Transport Hire firms must attach evidence of having taken all the Insurance covers</p>
CISP/2025/B03	<p>A. Provision of Courier Services/Mail Delivery</p> <p>B. Custom clearance service</p>
CISP/2025/B04	<p>A. Internet Service Provision</p>
CISP/2025/B05	<p>A. Language Translation services</p>
CISP/2025/B06	<p>A. Provision of Air Travel, Reservations and Ticketing Services</p>
CISP/2025/B07	<p>A. Supply and Maintenance of Fire Suppression and Fire Fighting Equipment</p> <p>B. Provision of firefighting training</p>
CISP/2025/B08	<p>A. Provision of Event Management Services (Hospitality Services, outside catering and accommodation)</p>

ANNEX I

PREQUALIFICATION APPLICATION FORM

Category: (Select from table above)

I/We..... Hereby apply for registration as suppliers

A. (Name Of Company)

Of
(Item Description)

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

Marketing Manager.....

Accountant.....

Net Worth Equivalent in USD.....

Bank Reference and Address.....

B. VENDOR PROFILE

1. Company Profile (*please provide a description of the company and its achievements*)

2. Legal status (partnership/sole proprietor/ Ltd. Company) _____

a) Company registration certificate No. _____ Banadir regional Administration registration certificate and if Company is willing to work with us in Galmudug state of Somalia, please add No. of valid Galmudug registration certificate (*attach copy*).

b) Certification by Authorities {(a). Ministry of commerce and industrial Minister of Commerce and Industry Federal Government of Somalia, (b). Ministry of public works of federal government of Somalia (*Note Construction companies should submit for both certificates*)} and if Company is willing to work with us in Galmudug state of Somalia, please add valid Galmudug registration certificate of Ministry of commerce and industrial and Ministry of public works of Galmudug State of Somalia (*Note Construction companies should submit for both certificates*) (*Attach copies*)

3. Tax Compliance Certificate (Valid) for the last 6 Month (*Attach copies*)

4. Business Volume and Financial soundness (Bank Statement for the last one year & Financial Statement) (*Attach copies*)

5. Presentation of:

- a. Evidence of Physical Address and Premises (*Attach copies*)
- b. Electricity bills (*Attach copies*)
- c. Water bills (*Attach copies*)
- d. Tenancy Agreement (*Attach copies*)

C. Past experience (names of clients served in the last two years and value of orders)

1. Name of 1st 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 2nd 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 3rd Client Name of 1st 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)*

Additional Information:

CISP reserves the right to request submission of additional information from prospective supplier/service providers without offering any explanation for such request.

Request for quotations:

CISP will request for quotations only from those suppliers’/service providers who have been successful at the Pre-qualification stage and have been notified in writing as being successful prequalified suppliers/service providers for CISP for the period specified in this prequalification document. A supplier/service provider will be deemed to have been successful for this pre-qualification after scoring more than 60 points after the completion of the pre – qualification process.

SWORN STATEMENT ON YOUR COMPANY’S LETTERHEAD

NB: Failure to sign this statement will lead to an automatic disqualification of the supplier/service provider from any further pre-qualification considerations

Having Studied the Prequalification 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 prequalified, we acknowledge that this grant us the right to participate in due time in the submission of a tender or Quotation based on provisions in the tender or Quotation Documents to Follow.
- 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.

Date:

Applicant’s Name.....

Represented By:

Signature:

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

Data Protection

The Supplier / Service Provider consents and authorizes the release from time to time of any or all personal or professional data that is necessary or desirable for the administration of the Prequalification process (the “Relevant Information”). Without limiting the above, the Supplier / Service Provider permits CISP to collect, store, dispose of, process, register, and transfer to the Relevant Institutions all Relevant Information (including any professional and personal data) that may be useful or necessary for the purposes of the administration of the Prequalification. The Supplier / Service Provider hereby authorizes the Relevant Information to be transferred to any authority that CISP considers appropriate. The Supplier / Service Provider shall have access to, and the right to change, the Relevant Information. CISP will lawfully process and share the Relevant Information in accordance with applicable Data Protection Laws.

Definition of the “Relevant Information”

All relevant information shall be requested on procurement and shall be kept by CISP in electronic and physical form and shall be disposed of in accordance with CISP data / document retention policies. The relevant information is contained in the following documents: Company profile, identification documents certificate, passport-sized photos, Certificate of Good Conduct (from CID), Recommendation Letters, CVs, Application letters, banking forms, insurance forms, etc.

CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired supplier / service provider for any category should share and support this commitment in all aspects of their personal and professional behavior. Any history implicating that the supplier / service provider has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding them from engagement with CISP.

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

CISP reserves the right to accept or reject any tender in whole or in part and is not bound to give reasons for the decision taken.

ANNEX II
PREQUALIFICATION CRITERIA
EVALUATION MATRIX

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below.
The evaluation will be out of 100% with a pass mark of 60% and above.

	Evaluation	Parameters	Scoring range	Weighted %
1.	Mandatory Requirements, Duly Completed Prequalification Application Form and signing code of conduct	Full Submission	1-7pts (Incomplete filled application form, code of conduct and submission of incomplete docx) 7-14pts (Completely filled application form, code of conduct and submission of complete docx)	14
2	Profile	Mandatory	1-5pts Less than 3 years' experience, less than 10,000 USD contracts, type of clients. Without experience support docs. 6-10pts 3-6 years of experience, 10,000 to 20,000 USD contracts, type of clients. With experience supporting docx 11-15pts detailed profile with more that 6-years experience, contract above 20,000 USD, type of client and support docx	15
3	a. Banadir regional Administration registration certificate / Galmudug registration certificate (7) b. Ministry of commerce and Industry Federal Government of Somalia Ministry of public works of federal government of	Mandatory	a). 3pts Registration certificate expiry date less than 2 month 7pts Registration certificate expiry dates above 2 months. b). 3pts Ministry registration certificate expiry date less than 2 month 7pts Ministry registration certificate expiry dates above 2 months.	14

	<p>Somalia (<i>Note Construction companies should submit for both certificates</i>)/ Galmudug registration certificate of Ministry of commerce and industrial and Ministry of public works of Galmudug State of Somalia (<i>Note Construction companies should submit for both certificates</i>) (7)</p>			
4	<p>Tax Compliance Certificate for the last 6 months (Ministry of finance for Federal gov't. and regional administration).</p>	Mandatory	<p>5pts- Tax compliance certificate update is older than 2 months</p> <p>10pts- Tax compliance certificate update not older than 2 months</p>	10
6	<p>Business Volume and Financial soundness (Bank Statement for the last one year) (5) and Financial Statement (5)</p>	Mandatory	<p>A). Company financial statement amount 1-20,000 USD (1-3pts)</p> <p>Company financial statement amount 20,000- 50,000 USD (3-6pts)</p> <p>B). Bank statement for the last six months (7pts)</p>	13
7	<p>Presentations of Documents (Contracts, PO & Reference letters from Current Clients duly signed and stamped)</p>	Mandatory	<p>1(PO=4pts, Contract=7pts, Reference letter/Recommendation letter=7pts)</p>	18
8	<p>a. Evidence of Physical Address and Premises (4) b. Electricity bills (4) c. Water bills (4) d. Tenancy Agreement (4)</p>	Mandatory	16	16

ANNEX III

FILE SUBMISSION CHECKLIST	Yes or No
1. Mandatory Requirements and Prequalification Application Form	
2. Valid registrations Certificate for local or regional Administrations or Federal Government of Somalia	
3. Valid License from Ministry of commerce and Industry or Ministry of public work (Regional States and Federal Government of Somalia)	
4. Tax Compliance Certificate for the last 6 months	
5. Business Volume and Financial soundness A. Bank Statement for the last one year and B. Financial Statement	
6. Paste Experience of works of a similar nature (attach proof for evidence)	
7. Evidence of vendor existence a. Physical Address and Premises b. Electricity bills c. Water bills d. Tenancy Agreement (5)	
8. Declaration form (Code of Conduct)	

Refer to the website links for the below Annexes.

ANNEX IV: CISP CHILD PROTECTION POLICY

ANNEX V: CISP PSEA POLICY DOCUMENT

ANNEX VI: UN SUPPLIER CODE OF CONDUCT