



African Volunteers for Relief & Development (AVORD)
Taleh Street, Opposite Sh. Abdirashid Mosque, Hodan District
Mogadishu – Somalia

PRE-QUALIFICATION OF SUPPLIERS (April 1st 2019 – March 31st 2022)

PRE-QUALIFICATION DOCUMENT

Issued by AVORD procurement Office
March 2019

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I. BACKGROUND

African Volunteers for Relief & Development (AVORD) is a non-profit organization based in Somalia. Since inception in 1991, the organization has actively designed and implemented a range of programs to save lives and enhance vulnerable communities' access to basic needs and services. AVORD is headquartered in Mogadishu, the capital city of Somalia, and has field offices in key areas of the country to ensure swift response.

The Mission of AVORD is to uplift the poor people's quality of life by fostering sustainable livelihoods while responding promptly to natural and manmade disasters and cover the urgent needs of effected communities for shelter, food, hygiene, health services and safe drinking water. The organization envisions a world where poverty is overcome.

AVORD 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. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to AVORD on and as when required during the stated period.

Duly registered suppliers of goods and services in Somalia are invited to submit their pre-qualification documents to AVORD so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification and must have carried out successful supply and delivery of similar items/services to NGOs, Corporations and Institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria. The successful applicants will be registered on AVORD suppliers list for the period **1st April 2019 to March 31st 2022** and the organization will only deal with the firms that are registered.

II. GUIDELINES FOR THE SUBMISSION OF DOCUMENTS

1. Applicants must submit *duly* completed and signed forms included in this Pre-qualification Documents as Annexes.
2. AVORD 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.
3. 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.
4. 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.
5. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.
6. Interested entities are advised to download the set of Pre-qualification documents from the following link between March 5th 2019 to March 20th 2019:

<http://www.avord.org/Pre-qualification Document.docx>

7. Dully filled forms with necessary documents as requested in the Pre-qualification Documents must be submitted electronically to procurement@avord.org or hand delivered to the addressed provided below by 5:00 PM, Somalia Time, March 20th 2019:

**Mogadishu Headquarter
Taleh Street, Opposite of Sh. Abdirashid Mosque, Hodan District
Mogadishu – Somalia**

**Baidoa Field Office
Lugabahsi Street, Horseed Section
Baidoa – Somalia**

8. If submitted electronically, the email with the Pre-qualification documents shall only contain the following information in the Subject Line:
 - a. “AVORD Pe-qualification of Suppliers – 2019”
9. Hard Copy submissions shall be made in a single sealed envelope to the addresses provided above. Interested entities can express interest to supply/provide goods and/or services from more than one category.
10. Received submissions will be opened thereafter by a Procurement Committee. This prequalification does not amount to any contractual obligation on the part of AVORD.
11. The contractor shall bear all costs associated with the preparation and submission of the Application; AVORD will not in any case be responsible and liable for the costs incurred.
12. Applications may be withdrawn in writing, prior to the closing time specified in this Document.
13. Canvassing will lead to automatic disqualification.
14. For any clarifications, interested suppliers may contact us on the above respective numbers and/or through email at procurement@avord.org.
15. AVORD reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision. Only successful entities will be contacted.

III. GEOGRAPHIC COVERAGE AND CATEGORIES

AVORD intends to pre-qualify interested and eligible entities capable of supplying goods and providing services in Benadir, Hirshabelle, South West, Jubbaland, and Galmudug administrative areas in Somalia from April 1st 2019 to March 31st 2022. Provided below are Goods and Services that AVORD seeks to pre-qualify suppliers:

S.No	Reference Number	Category A: Supply of Goods
1	AVORD001_2019	Supply of Non-Food Items (NFIs) as per shelter cluster standards. Items include but not limited to plastic sheets, blankets, double sleeping mats, single sleeping mats mosquito nets, kitchen sets, solar lamps, solar torches, rigid jerrycans, collapsible jerrycans, etc.
2	AVORD002_2019	Supply of Dry & Wet Food Items. Items include but not limited to rice, flour, maize, sorghum, dry milk powder, etc.
3	AVORD003_2019	Supply of Assorted Construction Material.
4	AVORD004_2019	Supply of WASH supplies including hygiene and sanitation kits
5	AVORD005_2019	Supply of Livestock (live animal) such as Goat, Sheep, Cattle and Camel
6	AVORD006_2019	Supply of Agricultural Tools and Inputs.
7	AVORD007_2019	Supply of Dignity Kits such as female cloth supplies, sanitary pads, and other female-specific items.
8	AVORD008_2019	Supply of Branded Materials including but not limited to project banners, branded t-shirts, ID cards, beneficiary token cards, etc.
9	AVORD009_2019	Supply of Office Materials and Stationery
10	AVORD010_2019	Supply of IT equipment (Desktop Computers, UPSs, Laptops, Software Products, Printers, Cameras, Photocopies, etc)
11	AVORD011_2019	Supply of Fuel
12	AVORD012_2019	Supply of Generators
13	AVORD013_2019	Supply of Motor Vehicle Spare Parts
14	AVORD014_2019	Supply of Office Furniture and Fixtures
15	AVORD015_2019	Supply Solar Powered Systems
16	AVORD016_2019	Supply of Medical Equipment & Tools
17	AVORD017_2019	Supply Motor Vehicles
18	AVORD018_2019	Supply of Learning Supplies and Materials. Items include but not limited to textbooks, pens, pencils, uniforms, back bags, etc.
19	AVORD019_2019	Supply of Veterinary Medicine, Equipment and Tools.
20	AVORD020_2019	Supply of Cleaning Supplies
S.No	Reference Number	Category B: Provision of Services
21	AVORD021_2019	Provision of Transport Services
22	AVORD022_2019	Provision of Air travel and Ticketing Services
23	AVORD023_2019	Provision of Catering Services
24	AVORD024_2019	Provision of Car Hire & Taxi Services
25	AVORD025_2019	Provision of Internet Services
26	AVORD026_2019	Provision of Hotel Accommodation and Conference Facilities
27	AVORD027_2019	Provision of Security Services
28	AVORD028_2019	Provision of Insurance Services

29	AVORD029_2019	Provision of Pest Control and Sanitary Services
30	AVORD030_2019	Provision of Mail Courier and Delivery Services
31	AVORD031_2019	Provision of Media and Advertisement Services
32	AVORD032_2019	Provision of Video and Photography Services
33	AVORD033_2019	Provision of Construction & Rehabilitation Services
34	AVORD034_2019	Provision of borehole drilling and Survey Services
35	AVORD035_2019	Provision of Audit Services
36	AVORD036_2019	Provision of Legal Services
37	AVORD037_2019	Provision of Clearing & Forwarding Services
38	AVORD038_2019	Provision of Consultancy Services
39	AVORD039_2019	Provision of Garbage Collection and Housekeeping Services
40	AVORD040_2019	Provision of General Repair and Maintenance Services
41	AVORD041_2019	Provision of payment/ money transfer services

IV. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

- a. Prospective Bidders shall have at least two (2) years' experience in the supply of good and services at short notice. Past performance will be given due consideration for any pre-qualifying bidders.
- b. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document or most recent bank statements.
- a. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- b. The Firm must have a registered and fixed business premise in Somalia, with a Certificate of Registration, copies of which must be attached.

V. MANDATORY/OPTIONAL REQUIREMENTS

No.	Requirement	Mandatory/Optional
1.	Valid registration certificates	Mandatory
2.	Audited financial statements for the last 2 years. Bank statements covering January 1 st 2019 to February 28 th 2019 will be considered in lieu of audited statements.	Mandatory
3.	Detailed company profile showing previous contracts rendered, contact details and other information necessary to effectively evaluate submission.	Mandatory
4.	Pre-Qualification Submission Form – Annex A	Mandatory
5.	General Supplier Data – Annex B	Mandatory
6.	Signed declaration Form – Annex C	Mandatory
7.	Declaration of Code of Ethics and Conflict of Interest – Annex D	Mandatory
8.	List of Company Assets	Optional

VI. EVALUATION

No.	Criteria	Maximum Points
1.	Company Profile Presenting Company Background, Physical location, Past Experiences, Assets, etc.	30%
2.	Valid Registration Certificates	25%
3.	Audited Financial Statements for the Years 2017 & 2018 and/or Bank Statements Covering January 1 st 2019 – February 28 th 2019	20%
4.	Filled and Signed Pre-Qualification Submission Form – Annex A	10%
5.	Filled and Signed General Supplier Data – Annex B	5%
6.	Filled and Signed Declaration Form – Annex C	5%
7.	Filled and Signed Declaration of Code of Ethics and Conflict of Interest – Annex D	5%
	Maximum Score	100%
	Pass Score	70%

ANNEXES

Annex A – PRE-QUALIFICATION SUBMISSION FORM

Date: ____/____/____ (Day, Month,Year)

Attn: Procurement & Logistics Office
 African Volunteers for Relief & Development (AVORD)
 Email: procurement@avord.org

Dear Sir/Madam:

We, the undersigned (*Company Name*), hereby submit the attached/enclosed documents in response to your public advertisement of Pre-qualification dated March 5th 2019. Below are the categories we wish to apply for: (*Tick all that apply to your company*):

Reference Number	Category A: Supply of Goods	Tick as applicable
AVORD001_2019	Supply of Non-Food Items (NFIs) as per shelter cluster standards. Items include but not limited to plastic sheets, blankets, double sleeping mats, single sleeping mats mosquito nets, kitchen sets, solar lamps, solar torches, rigid jerrycans, collapsible jerrycans, etc.	
AVORD002_2019	Supply of Dry & Wet Food Items. Items include but not limited to rice, flour, maize, sorghum, dry milk powder, etc.	
AVORD003_2019	Supply of Assorted Construction Material.	
AVORD004_2019	Supply of WASH supplies including hygiene and sanitation kits	
AVORD005_2019	Supply of Livestock (live animal) such as Goat, Sheep, Cattle and Camel	
AVORD006_2019	Supply of Agricultural Tools and Inputs.	
AVORD007_2019	Supply of Dignity Kits such as female cloth supplies, sanitary pads, and other female-specific items.	
AVORD008_2019	Supply of Branded Materials including but not limited to project banners, branded t-shirts, ID cards, beneficiary token cards, etc.	
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AVORD010_2019	Supply of IT equipment (Desktop Computers, UPSs, Laptops, Software Products, Printers, Cameras, Photocopies, etc)	
AVORD011_2019	Supply of Fuel	
AVORD012_2019	Supply of Generators	
AVORD013_2019	Supply of Motor Vehicle Spare Parts	
AVORD014_2019	Supply of Office Furniture and Fixtures	

AVORD015_2019	Supply Solar Powered Systems	
AVORD016_2019	Supply of Medical Equipment & Tools	
AVORD017_2019	Supply Motor Vehicles	
AVORD018_2019	Supply of Learning Supplies and Materials. Items include but not limited to textbooks, pens, pencils, uniforms, back bags, etc.	
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AVORD025_2019	Provision of Internet Services	
AVORD026_2019	Provision of Hotel Accommodation and Conference Facilities	
AVORD027_2019	Provision of Security Services	
AVORD028_2019	Provision of Insurance Services	
AVORD029_2019	Provision of Pest Control and Sanitary Services	
AVORD030_2019	Provision of Mail Courier and Delivery Services	
AVORD031_2019	Provision of Media and Advertisement Services	
AVORD032_2019	Provision of Video and Photography Services	
AVORD033_2019	Provision of Construction & Rehabilitation Services	
AVORD034_2019	Provision of borehole drilling and Survey Services	
AVORD035_2019	Provision of Audit Services	
AVORD036_2019	Provision of Legal Services	
AVORD037_2019	Provision of Clearing & Forwarding Services	
AVORD038_2019	Provision of Consultancy Services	
AVORD039_2019	Provision of Garbage Collection and Housekeeping Services	
AVORD040_2019	Provision of General Repair and Maintenance Services	
AVORD041_2019	Provision of payment/ money transfer services	

We understand that you are not bound to accept any proposal you receive.

Yours Sincerely,

Name & Title:

Company Name:

Address:

(Please put your company letterhead and stamp this letter with your company seal, if available)



African Volunteers for Relief & Development (AVORD)

ANNEX B: GENERAL SUPPLIER DATA

This application is designed to help African Volunteers for Relief & Development (AVORD) assess the expertise and financial stability of potential partners prior to pursuing work together. Please answer each question and submit all information requested. Thank you in advance for your cooperation.

PART 1 – COMPANY INFORMATION

Company Name				Year Established	
Address					
Telephone		Fax			
Email		Website (if any)			
Please list all business certifications & licenses:					
Company Contacts	Name	Email	Telephone		
Managing Director / President / CEO					

PART 2 – BUSINESS ACTIVITIES

What are the main business activities of your company?

What other services can your company provide?

Please list your geographic work areas.

PART 3 – EXPERIENCE

List three most recent contracts performed:

Client Name	Goods/Services Rendered	Year	Client Contact Details

PART 4 – FINANCIAL / LEGAL INFORMATION

Please send audited financial statements/financial statements certified by the company accountant for the years 2017 & 2018 or bank statements covering January 1st 2019 to February 28th 2019.

If needed, is your Company able to obtain and provide Performance Guarantee Bonds or Bank Letters of Guaranty?	YES	NO
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<i>Within the past 5 years has your company been in any of the following circumstances?</i>	<i>Circle "YES" or "NO"</i>	
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Filed for bankruptcy	YES	NO
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Had a business license or certificate suspended; company suspended, debarred, disqualified, or otherwise prevented from bidding on, or completing a project	YES	NO
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Had a client process a court filing or submit for arbitration on a claim against your company concerning your work on a project	YES	NO
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Processed a court filing or submitted for arbitration a claim against a client concerning work on a project	YES	NO
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Been terminated for cause by a client concerning work on a project	YES	NO
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Had a surety make payments on your company's behalf to satisfy a claim made against a performance or payment bond issued on your company's behalf in connection with a construction project	YES	NO
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Had an insurance carrier cancel or deny any form of insurance or refuse to renew an insurance policy for your company	YES	NO
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If you answered, "Yes" to any of the above, please explain below:

PART 5 - SIGNATURE

I declare the information provided within this questionnaire to be accurate and true.

Name:	Job Title:
Signature:	Date:

ANNEX C - SIGNED DECLARATION FORM

I/We.....hereby declare:

- ✓ That the information given as part of these pre-qualification documents are true and further state that I/We also understand the submission does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give AVORD, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

ANNEX D – DECLARATION OF CODE OF ETHICS AND CONFLICT OF INTEREST

AVORD Procurement guidelines stipulate that AVORD should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Employees of AVORD are not allowed to accept or agree to accept any money, gifts, or other benefits on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of AVORD who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of AVORD as indicated below, and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of AVORD been your employee in the past one year? If yes, please give details:

.....

.....

.....

Do you have any family ties with any AVORD employee(s) through spouse or immediate family? If so, please explain:

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Have you had past business dealings with any employee of AVORD? If yes, please give details:

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Do you have other social or political relationships with an employee of AVORD in procurement, which may impede his/her independence or objectivity?

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I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....