



APPLICATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES (YEAR 2024- 2027)

PRE-QUALIFICATION DATA INSTRUCTION:

Development and Endowment for Humanity (DEH) is inviting all interested and eligible suppliers/service providers to apply for prequalification by submitting the duly filled **Application Form** (Annex I), indicating the **Reference code: "TENDER No: DEH/PQ/0004/2024-2027"** and sub-category of goods or services the supplier wish to supply.

For this purpose, interested existing service providers and new eligible and capable suppliers, manufacturers, and vendors are invited to apply and submit up-to-date information as requested for consideration and registration as DEH suppliers for goods and services. This prequalification will be valid until **20th Jan 2024**.

PRE-QUALIFICATION DOCUMENTS:

ANNEX I: APPLICATION FORM AND PAST EXPERIENCE

ANNEX II: PRE-QUALIFICATION CRITERIA (EVALUATION MATRIX)

ANNEX III: FILE SUBMISSION CHECKLIST

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. Company profile
 3. Valid registrations Certificate
 4. Tax Compliance Certificate
 5. Evidence of past experience (at least 2 of similar nature)

The completed prequalification Application Form and attached documents are to be submitted in a sealed envelope marked with "**Prequalification Category Number**" at the Mogadishu office located at A3 Safari Apartment, KM5; (or) via email at procurement@deh-africa.org before 20th Jan 2024.

For any enquiries, please contact the following phone and email:
+ 252-610229122 / procurement@deh-africa.org



CATEGORIES:

CATEGORY A – SERVICES/WORKS	
ITEM #	DESCRIPTION
DEH/2024/A01	Provision of printing and publication services
DEH/2024/A02	Provision of venue and catering services
DEH/2024/A03	Provision of civil works
DEH/2024/A04	Provision of travel services
DEH/2024/A05	Provision of car rental services

CATEGORY B – SUPPLIES	
ITEM #	DESCRIPTION
DEH/2024/B01	Supply of ICT items
DEH/2024/B02	Supply of food and non-food items
DEH/2024/B03	Supply of furniture and fittings
DEH/2024/B04	Supply of medical supplies



ANNEX I

PREQUALIFICATION APPLICATION FORM

Category: (Select from the table above)

(Supplier name) Hereby apply for registration as suppliers.

Of
(Item Description)

Office Address:

Telephone No:

Email:

Full name of representative:

Additional Information:

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

Request for quotations:

DEH will request 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 DEH for the period specified in this prequalification document. A supplier/service provider will be deemed to have been successful in this pre-qualification after scoring more than 60 points after the completion of the pre-qualification process.



DECLARATION 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 in case of Being prequalified, we acknowledge that this grants us the right to participate in due time in submitting a tender or Quotation based on provisions in the tender or Quotation Documents to Follow.
- iii. We are not Employees of DEH or related to any employee of DEH.
- 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 staff members.

Date:

Supplier Name:

Represented By:

Signature:

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

DEH 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 candidate for any position should share and support this commitment in all aspects of their personal and professional behavior. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with DEH.

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

DEH 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 65% and above.

	Evaluation	Parameters	Scoring range	Weighted %
1.	Duly Completed Prequalification Application Form and signed code of conduct	Full Submission	10pts (Incomplete filled application form) 20pts (Completely filled the application form)	20
2.	Company Profile	Mandatory	10pts- average business profile 20pts- detailed business profile	20
3.	Business Registration Certificate	Mandatory	20pts- valid registration certificate from relevant authority	20
4.	Tax Compliance Certificate	Mandatory	20pts- tax compliance certificate update not older than 6 months	20
5.	Presentations of Past Experience Documents (Contracts, PO & Reference letters from Current Clients duly signed and Stamped)	Mandatory	20pts- 3 evidence of similar experience 10pts- 2 evidence of similar experience 5pts- 1 evidence of similar experience	20



ANNEX III

FILE SUBMISSION CHECKLIST	Yes or No
1. Mandatory Requirements and Prequalification Application Form	
2. Company Profile	
3. Valid registration Certificate for local or regional Administrations or the Federal Government of Somalia	
4. Tax Compliance Certificate for the last 6 months	
5. Paste Experience of works of a similar nature (attach proof for evidence)	
6. Declaration form (Code of Conduct)	