

**SUPPLIER VETTING**

**A - A Supplier for the procurement of Health supplies and Equipment for Dhusamareb and Guricel Health Centres as per the attached BOQ under AICS 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 **A Supplier for the procurement of Health supplies and Equipment for Dhusamareb and Guricel Health Centres as per the attached BOQ under AICS 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: A Supplier for the procurement of Health supplies and Equipment for Dhusamareb and Guricel Health Centres as per the attached BOQ under AICS 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>th</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 for the procurement of Health supplies and Equipment for Dhusamareb and Guricel Health Centres as per the attached BOQ under AICS 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	
		Yes/No	Comments/Attachments
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	<p>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.</p> <p>1) CISP Codes of Conduct:</p> <p>B.2.2.1 Bribery and Corruption</p> <p>B.2.2.2 Frauds and misappropriation of funds</p> <p>B.2.2.3 Offences connected to terrorism and subversion</p> <p>B.2.2.4 Prevention of Offences Against the Person</p> <p>B.2.2.5 Receiving Stolen Goods, Laundering and Forgery</p> <p>2) IAPG Code of Conduct</p>	Yes/No	Comments/Attachments
33	The supplier confirms that it is not on any prohibited parties or Government Blacklist.	Yes/No	Comments/Attachments
	<p>The Supplier confirms it is fully qualified, licensed and registered to trade with CISP (including compliance with all relevant local Country legislation).</p> <p>This includes the Supplier submitting the following evidence (where applicable):</p> <p>Legitimate business address</p> <p>Tax registration number &amp; certificate</p> <p>Business registration certificate</p> <p>Trading license</p>	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 subject to a technical Evaluation based on the requirements listed below.

	Evaluation	Parameters	Scoring range	Weighted %
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=15pts), (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.*

## B - FINANCIAL OFFER

COMPANY:			
ADDRESS:		Project:	AID 12466
TEL: NO.:		Budget Line:	A.1.d.4
E-MAIL:			

Address your proposal to the undersigned.	Tel: +2526142007586
COMITATO INTERNAZIONALE PER LO SVILUPPO DEI POPOLI (CISP)	E-MAIL: <a href="mailto:procurement@cisp-som.org">procurement@cisp-som.org</a>
CISP MOGADISHU /GALKACYO OFFICE	

The offer must relate to equipment, materials and / or services listed below:

S/N	Description of Goods to be supplied.	UOM	Qty	Unit Cost	Total Cost
1	Supplies of Medical Supplies & Equipment to Dhusamareb and Guricel Health Centres under AICS Project (see the enclosed BOQ for breakdown and specifications)	Lump sum	1		
				<b>Sub-Total</b>	
				<b>Tax</b>	
				<b>Total</b>	

Follow the description of equipment, materials and / or services above and any attached specifications.



**TERMS AND CONDITIONS**

1	Indicate validity of the offer	
2	State Warranty	
3	Indicate payment Terms.	
4	Indicate Currency	
5	Indicate the Delivery lead time	

***EVERY REQUESTER MUST USE HIS/HER OFFICIAL QUOTATION***

Kindly note that, CISP is not obliged to purchase all the items listed on the tender /Quotation Request from one supplier.

## C - BOQ\_AICS Medical Supplies & Equipment

Item Description	Quantity
Amoxicilline caps 500mg (box / 1000) (Brand E-MOX Egypt/) (BOX)	1000
Acetylsalicylic Acid Tablets 300 mg (box / 1000) (TIN)	24
Albendazole 400mg (100) (TIN)	100
Aluminum hydroxide tablets 500 mg (1000) (TIN)	20
Ampicillin Capsule (box / 100) ( Brand Epocociline) (BOX)	300
Benzoic acid + salicylic acid, Ointment 6% + 3%, 30 g (Pieces )	200
Buscopan for injection 20mg (ampoules) (box / 100) (BOX)	605
Ceftriaxone 1g for injection (ampoules) (box / 100) (Unacefin 1 gram)	1500
Cetrimide + Chlorhexidine 5 liters (1 L bottles)	200
Chlorphreniramine tablets 4 mg (boxes / 1000)	45
Ciprofloxine cap 500mg (boxes / 100) (Ceprocil)	200
Clotrimazole cream (Canesten) (tube)	400
Cotrimoxazole 240mg tablets (boxes / 1000) (Bactrim P- Tab) (10*100)1000	400
Cotrimoxazole 480mg tablets (boxes / 1000) (Bactrim P- Tab)	400
Co-trimoxazole syrup 240mg / 5ml (boxes / 100) (EPITRIM .8/BOTTLE ) Pieces	800
Cream miconazole (tube) Pieces	400
Diazepam 10mg per injection (boxes / 100)	500
Dextrose 500ml (boxes / 40)	15
Doxycycline cap 100mg (1000 boxes) (Dozxicape) (BOX)	50
Ergometrine for injection 0.5 mg (boxes / 100)	10
Ferrous Folate tablets (1000 tablets) (TIN)	100
Folic acid 5mg tablets (boxes / 1000)	18
Gentian Violet solution 1 L (1 L bottles) (Pieces )	10
Griseofluvin tablets 500 mgs (boxes / 100)	200
Griseofluvin tablets 125mg (boxes / 100)	200
Hand sterilizer 500ml bottle	30
Iodine 200ml bottle (Pieces)	40
Lidocaine HCl 1% 50ml (1 bottle / 50ml)	60
Maalox / admac syrup 200ml (bottle / 35)	80
Magnesium Sulphate for injection (ampoules) (box / 100)	40
Metronidazole 250mg Tablets (1000)	14
Metronidazole syrup 100 ml (boxes / 100)	60
Multivitamin syrup (boxes / 100)	6
Multivitamin tablets ( 100/boxes)	100
Navidoxine tablets (boxes / 100)	8
Nystatin oral drops (boxes / 100)	4
Nystatin Vaginal diaphragm 100,000iu (boxes / 10)	400
Omprezole cap 40mg (30 caps/boxes)	400
Oxytocin for injection 10 iu / ml (boxes / 100)	10
Paracetamol syrup 120mg / 5ml (boxes / 24)	400
Paracetamol tablets 500 mg (boxes / 1000) (Panadol)	20
Phenoxymethyl penicillin tablets 250 mg (1000/TIN)	12
Prednisolone 5mg tablets. (boxes / 100)	20
Promethazine 25mg tablets (boxes / 100)	6
Ringer Lactate solution 500ml (boxes / 40)	50

Salbutamol tablets 4 mg (boxes / 1000)	2
Cannula, IV, short, 22G (50 Pieces /box)	20
Cannula, IV, short, 24 G (50 Pieces /box)	20
Cord clam (boxes / 100)	10
Cotton wool (500 g. (Pieces )	20
Disposable latex glo ves for exams, medium size (boxes / 100)	40
Sterile surgical gloves, size 7.5 (boxes / 100)	30
Medication container (boxes / 100)	30
Surgical masks (boxes / 50)	20
Sterile CH 14 Foley catheter (Box / 12Pieces)	20
Sterile CH 18 Foley catheter (Box / 12Pieces)	20
Non-sterile 10X 10cm gauze compresses (pack of 100)	30
10X 10 cm sterile gauze compresses (pack of 100)	40
Bandage gauze 8x4 elastic roll (boxes / 24)	50
Gauze roll 90cm x 100m, non-sterile (Pieces)	10
Surgical dish 24cm / 47ml / 840ml (Pieces)	10
Otoscope (Pieces)	4
Gowns (Boxes/50)	40
Suture set (Pieces)	4
Plastic sheets 90x25m (boxes / 100)	30
Vaginal speculum, small (Pieces)	4
Sphygmomanometer (digital) (Pieces)	6
Syringes sterile, disposable 10ml (boxes / 100)	15
Sterile, disposable syringes 5ml (boxes / 100)	30
Sterile, disposable 19G drip needle (boxes / 100)	6
Sterile drip needle, disposable 21G needle (boxes / 100)	6
Scalpel (boxes / 100)	9
Suture Catgut w / ndl 2/0 (boxes / 12 Pieces)	20
Nylon suture thread w / ndl 2/0 (boxes / 12(Pieces)	10
Tester, Urinalysis Pack x 100 (Pack / 100)	15
Digital thermometers (Pieces)	20
Tourniquet (from arm) (Pieces)	20
Urine collection bag (2000ml) (10 Pieces/box)	20
Tongue depressor, boxes x 500 (boxes / 100)	10
Ibuprofen 400mg tablets (Pedofen) (boxes / 100)	40
tetracycline cutaneous solution (cream) tube (Pieces)	10
Erythromycin 250mg tablets (Erocin-250 kenya) (100/boxes)	160
Dexamethasone for injection (boxes of 100 vials)	10
Tetracycline eye ointment 5gr (Box per 50 Pieces)	30
ORS Sachets Yellow colored one (Box/50 Pieces)	50

## D - DECLARATION FORM

We, the undersigned, hereby declare to the best of our knowledge that our company does not have conflict of interest with International Committee for the Development of Peoples-CISP, and that we acknowledge and are compliant to the following Code of conduct.

### 1. Code of conduct

1.1 The ethical principles, values and rules that inspire CISP's Procurement Procedures are described in section B of the Management System of CISP (\*Core values and Code of Behaviours). Such ethical principles must be adopted by CISP and also apply potential suppliers and local partners involved in the implementation of projects: These principles will be mentioned in each supply contract.

1.2 The suppliers (of goods, services, and works) who are in one of the following excluding conditions are not eligible:

- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations, or a similar legal action is under way against them;
- b) They have been convicted of an offence by a judgement which has the force of res judicata (and thus not appealable) for any crime affecting their professional morality, even when the persons convinced are endowed with powers of representation, decision-making or control over candidates and tenderers involved;
- c) They have been guilty of serious professional misconduct, proven by any means which the contracting authority can justify;
- d) They have not complied with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, even when the persons convinced have powers of representation, decision-making or control over candidates, tenderers or he applicants involved;

*Contracts may not be awarded to candidates or tenderers who, during the procurement procedure;*

- f) Are subject to "Conflict of interest"
- g) Are guilty of misinterpretation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failed to supply this information;
- h) Are in any of the situations of exclusion provided for in the relevant procedure.

**We shall maintain strict confidentiality in respect of all the terms and Conditions of This Contract or any information acquired during our involvement with CISP.**

<b>NAME OF LEGAL REPRESENTATIVE OF THE COMPANY</b>	
<b>POSITION</b>	
<b>SIGNATURE</b>	
<b>DATE &amp; PLACE</b>	