



SUPPLIER VETTING

SUPPLIER TECHNICAL QUESTIONNAIRE for LAUNCHING OF OFFICE VEHICLE, AMBULANCE AND TUK TUKS FOR MOGADISHU OFFICE in Mogadishu, Somalia.

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 on **LAUNCHING OF OFFICE VEHICLE, AMBULANCE AND TUK TUKS FOR MOGADISHU OFFICE in Mogadishu, 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:

Our reference: LAUNCHING OF OFFICE VEHICLE, AMBULANCE AND TUK TUKS FOR MOGADISHU OFFICE in Mogadishu, Somalia.

Addressed to:

International Committee for the Development of Peoples
ADDEN ADDE INTERNATIONAL AIRPORT ROAD, WADAJIR DISTRICT, MOGADISHU SOMALIA
Tel. +252614200758 , Email: procurement@cisp-som.org and copy to adhiambo@cisp-nairobi.org

The Regional Administrator,
CISP Regional Office,
P.O. Box 39433-00623 Parklands,
Tel: 020- 0733 441 441,
#117 Manyani East Rd, Lavington,
Nairobi, Kenya.

For further information please call: +252 614200758 and complete application documents **MUST** be sent to procurement@cisp-som.org and copy to adhiambo@cisp-nairobi.org, before **11th February 2020 from 9:00am to 5:00 pm**

- (ii) The Applications will be opened immediately thereafter, and communication sent out to successful Applicants.
- (iii) Please note that this notice is meant to enable onboarding of qualified vendor to the proposed provision of office and field vehicles rent under CISP procurement procedures.

Field Code Changed

ANNEXE 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.....

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

Bank Name.....

Bank Branch.....

Contact Name.....

Position.....

Email Address.....

Telephone Number.....

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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 1st Client (Organization)

- (a) Name of Client (Organization).....
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number
- (e) Value Of Contract.....
- (f) Signature and Stamp of the Organization/Company.....(Present recommendation letters/PO/Contract)

2. Name of 2nd Client (Organization)

- (a) Name of Client (Organization).....
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number
- (e) Value Of Contract.....
- (g) Signature and Stamp of the Organization/Company.....(Present recommendation letters/PO/Contract)
- (f)

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.....
- (h) Signature and Stamp of the Organization/Company.....(Present recommendation letters/PO/Contract)

ANNEXE III

VITAL SUPPLIER CONDITIONS.

Item	Question	Bidder Response	
		Yes/No	Comments/Attachments
1	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.		
2	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		
3	The supplier confirms that it is not on any prohibited parties or Government Blacklist.		
	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	

ANNEXE IV.

SUPPLIER CHECKLIST AND DECLARATION.

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

Mandatory Requirements
1). Duly Completed Business Questionnaires
2). Tax Compliance Certificate
3). Certificate of Registration
4). Last 2 Audited Accounts
5). Business Volume and Financial soundness
6). Evidence of Physical Address and Premises (Attach Utility Bills e.g. electricity bills or Tenancy Agreement).
7). Reference letters from Current Clients duly signed and Stamped

A Prospective bidder must have 70 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 in case 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 pre-qualification process.