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| **SUPPLIER VETTING** |

**SUPPLIER TECHNICAL QUESTIONNAIRE for Design and printing of harmonized child protection awareness stickers-SHF 12530-B. L 2.12, SOMALIA.**

**(ITB/T documents can also be Downloaded from CISP Website: 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 on **Design and Printing of harmonized child protection awareness stickers-SHF 12530-B. L 2.12, 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:**

1. Completed documents must be Delivered to CISP Office located in Dhusamareb; in plain sealed envelopes clearly marked as below/ or electronically via email procurement@cisp-som.org,

**Our reference: Design and Printing of harmonized child protection awareness stickers-SHF 12530-B. L 2.12, SOMALIA.**

Addressed to:

**The Regional Administrator,**

**CISP Regional Office,**

**P.O. Box 39433-00623 Parkands,**

**Tel: 020- 0733 441 441,**

**#117 Manyani East Rd, Lavington,**

 **Nairobi, Kenya.**

1. Application in a sealed Envelope **MUST** be deposited in the **TENDER BOX** available at the Office Reception, for further information please call: +252 615541155, Email: procurement@cisp-som.org, to deliver on or before **5th December 2019 from 9:00am to 11:00 am**
2. The Applications will be opened immediately thereafter, and communication sent out to successful Applicants.
3. Please note that this notice is meant to enable onboarding of qualified civil works vendor to the proposed construction and rehabilitation of learning spaces and latrines in target SHF schools.

**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………………………………………………………………(**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)** ………………………………………………………………………………………………………………………………

**ANNEX II**

**REFERENCE CHECK: PAST EXPERIENCE (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS)**

1. **Name of 1st Client (Organization)**
2. Name of Client (Organization………………………………………………………………………………..
3. Address…………………………………………………………………………………………………………
4. Contact Person………………………………………………………………………………………………………….
5. Tel Number ………………………………………………………………………………………………….
6. Value Of Contract……………………………………………………………………………………………………..
7. Signature and Stamp of the referee Organization/Company……………………………………..
8. **Name of 2nd t Client (Organization)**
9. Name of Client (Organization………………………………………………………………………………..
10. Address…………………………………………………………………………………………………………
11. Contact Person………………………………………………………………………………………………………….
12. Tel Number ………………………………………………………………………………………………….
13. Value Of Contract……………………………………………………………………………………………………..
14. Signature and Stamp of the referee Organization/Company……………………………………..
15. **Name of 3rd Client Name of 1st Client (Organization)**
16. Name of Client (Organization………………………………………………………………………………..
17. Address…………………………………………………………………………………………………………
18. Contact Person………………………………………………………………………………………………………….
19. Tel Number ………………………………………………………………………………………………….
20. Value Of Contract……………………………………………………………………………………………………..
21. Signature and Stamp of the referee Organization/Company……………………………………..

**ANNEXE III**

**VITAL SUPPLIER CONDITIONS.**

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| **Item** | **Question** | **Bidder Response** |
| **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** | 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 CorruptionB.2.2.2 Frauds and misappropriation of fundsB.2.2.3 Offences connected to terrorism and subversionB.2.2.4 Prevention of Offences Against the PersonB.2.2.5 Receiving Stolen Goods, Laundering and Forgery 2) IAPG Code of Conduct | **Yes/No** | **Comments/Attachments** |
|  |  |
| **33** | The supplier confirms that it is not on any prohibited parties or Government Blacklist. | **Yes/No** | **Comments/Attachments** |
|  |  |
|  | 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.

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| **Mandatory Requirements** |
| 1). Duly Completed Business Questionnaires |
| 2). Tax Compliance Certificate (If applicable) |
| 3). Certificate of Registration |
| 4). Last 2 Audited Accounts |
| 5). Business Volume and Financial soundness – Support with a bank statement |
| 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:

1. The Information Furnished in our Application form is accurate to the best of our knowledge.
2. That incase of Being qualified, we acknowledge that this grant us the right to participate or present a financial proposal.
3. We are not Employees of CISP or related to any employee of CISP.
4. 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.
5. 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.
6. 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*.**