



REGISTRATION OF SUPPLIERS FOR FRAMEWORK AGREEMENT F/Y 2023 – 2024

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS DOCUMENT IN ITS ENTIRETY
BEFORE MAKING ANY SUBMISSION**

Email: wisomprocurement@windle.org

Website: <https://windlesomalia.org/>



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SECTION I - INTRODUCTION

Windle International Som (WISOM) is an international humanitarian organization that supports and implements education interventions for refugees and persons affected by conflict and natural disasters. WISOM just like its sister organization in Kenya, Uganda, Sudan, South Sudan and the United Kingdom, strongly believes that education has an undisputed role in promoting positive lasting change and transformation in Africa.

Together, we empower refugees and people affected by conflict and marginalization to achieve their academic potential and contribute to sustainable development, by acting as a lead provider of quality education and training. From managing primary and secondary schools to providing higher education scholarships and offering vocational training, we help people to succeed at every educational level.

Our Vision

A world where everyone has the opportunity through education and training to make the most of their potential and contribute to sustainable development.

Our Mission

To challenge poverty and inequality and bring about lasting transformation of society by expanding access to and improving the quality of education and training, with an emphasis on refugees and communities affected by conflict, and marginalization

Our Values

Our values are those of the whole organization. In our work we aim to reflect the values which guided our founder, Hugh Pilkington, to assist those in need.

These values include:

- ✓ **The importance of education**, knowledge and freedom of thought
- ✓ **Respect** for the diversity of communities and individuals with whom we work irrespective of gender, ethnicity, disability, religion or legal status
- ✓ **Equity** – in our programs and our employment policies and practices
- ✓ **Honesty and Integrity** in all our relationships with beneficiaries, communities, donors and supporters and in our management systems
- ✓ **Impartiality** – in conflict situations, we take no sides but focus on enabling communities and individuals to exercise the basic human right of education
- ✓ **High quality** – we have a long history of striving to provide and support high quality education and are keen to collaborate with those who seek the same.

Corporate Social Responsibility

WISOM wishes to work with suppliers who embrace our core values, and also demonstrate Corporate Social Responsibility (CSR) by taking account of economic, social and environmental factors.

SECTION II –SUPPLIER REGISTRATION INSTRUCTIONS

Windle intends to register eligible suppliers/Companies for the FRAMEWORK AGREEMENT BID AND REGISTRATION FOR SUPPLY OF VARIOUS SERVICES as listed in **Section IV of this document**.

1. General Instructions to Applicants

- a) This is an **online supplier/service provider sourcing exercise** intended to assist WISOM to identify and evaluate potential suppliers/service providers who may subsequently be invited to tender or give quotations for the supply of goods /and or services mentioned in section IV of this document.
- b) Bidders are expected to give their details and send scanned copies of documentary evidence and certificates as required, with the completed application to be, received **on or Monday 21st Nov 2022 at 12 Noon**. The purchase documents can be accessed from the WISOM website tender page (<https://windlesomalia.org/tenders.html>). The necessary documents are to be sent to the email address; [wisomprocurement@windle.org]
- c) All documents must be submitted in English.
- d) In order to simplify this process, you need to provide certified copies of all supporting documents requested.
- e) Windle will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete the questionnaire as required will result in elimination from consideration.
- f) This is a framework agreement document for registering firms for use through a mini competition/call off as and when need be.
- g) Please note that by participating in this exercise, you accept that all documents uploaded and answers provided in the questionnaire are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further, WISOM reserves the right without further recourse to verify at its own cost the accuracy of any information provided.
- h) The information provided in the online questionnaire is strictly confidential and solely for use by WISOM.
- i) Participants to kindly note that this does not amount to any contractual obligation on the part of WISOM and that WISOM is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
- j) All mandatory documents **MUST** be submitted. Otherwise, the incomplete bid will not be accepted.
- k) WISOM will disqualify a Vendor where it is determined that the Vendor has engaged in corrupt or fraudulent activities in competing for the proposal for award if it determines that the tender, supplier, contractor, consultant recommended for award has engaged in prohibited practices in competing for the prequalification in question.
- l) No hard copies of the bids will be accepted.

2. Eligibility for Consideration

- a) This Invitation is open to all Suppliers registered with Registrar of Companies under the Laws of Country in respective merchandise or services.
- b) WISOM's employees, committee members, board members and their relatives (spouse(s) and children) are not eligible to participate in the tender

3. Costs

The applicant shall bear all costs associated with the preparation and submission of its application, and the WISOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the process.

4. Invitation for Registration

- a) Interested eligible candidates may participate in the exercise through the WISOM official website <https://windlesomalia.org> and click on the 'Tenders' tab. Fill in and upload the required documents.
- b) Prospective bidders may download this document from the website (<https://windlesomalia.org/tenders.html>) under the 'downloads' section to peruse through the required documents for each category.

Note:

- ❖ **Local suppliers within areas where the projects are operational are encouraged to apply.**
- ❖ **Special groups (Youth, Women and Persons Living with Disabilities -YWPD) are encouraged to apply.**

WISOM reserves the right to accept or reject any or all applications to the prequalification either in whole or in part without assigning reasons.

SECTION III – REGISTRATION MANDATORY DOCUMENTATION SUBMISSION CHECKLIST

No	Documentation	Tick if available
1.	Duly filled in registration details of the company	
2.	Duly filled Annex 1 / Price Schedule	
3.	Duly filled in bidder's financial information- bank name & number account	
4.	Submission of copy of Company or Firm's Certificate of Incorporation/Registration.	
5.	Submission of copy of the Company's Current Valid Tax Compliance	
6.	Submission of Copy of Valid PIN certificate	
7.	Submission of Sexual Exploitation and abuse and child protection policy form duly filled, signed stamped (download, fill, sign, stamp, scan and upload)	
8.	Submission of resumes/CVs of at least three (3) key staff that be directly involved in the area of assignment, detailing their skills and experience	
9.	Submission of copies of at least 3 Recommendation letters from past and existing clients	
10.	Valid Tax Compliance Certificates & PIN Certificate	
11.	Submission of copies of at least 5 recent/ existing evidences of recent/existing clients where supplier has supplied similar goods/services (evidence of existence of each contract) /LPOs/ LSOs)	
12.	Trade license/Local Authority License/ Business permit	
13.	Certificate of Business Registration,	
14.	Audited Accounts OR Bank statement for the last 6 months	
15.	WISOM Confidential Business Questionnaire and declaration form Fully filled	

SECTION IV – SUPPLIER CATEGORY REGISTRATION NOTICE

1. See annex 1 attached

SECTION V - Prequalification Business Questionnaire with Child protection and declaration form.

5.1 Corporate Information

No	Information Required	Information Provided
i.	Company Name	
ii.	Trading Name (if different from above)	
ii.	Legal status –Registration Certificate	
iv a)	Company registration certificate No. (attach copy)	
b)	Certification by regulatory bodies (e.g. Chamber of Commerce, Ministry of public works etc) (Attach copies), If applicable	
v	Nature of business licensed to operate as indicated on the document. Attach a copy	
vi	Tax Compliance Certificate (State level). No (Attach Copy)	
vii	Contact Person	
	Name	
	Title	
	Tel. No	


viii	Postal Address	
	Tel. No	
	Fax	
	Email Address	
	Website	
ix	Physical Location	

5.2 Names of Directors and their nationality:

No	Names of partners/shareholder	Nationality	Citizenship	Percentage of shares
i.				
ii.				
iii.				
iv.				
v.				

5.3 Financial Information

a)

		2020	2021
i)	What is your turnover in the last two years		
ii)	Has your company met all its obligations to pay its creditors and staff during past year? Give details	Yes	No
	Have you had any contracts terminated for poor	Yes	No
iii)	Performance in the last three years or any contracts where damages have been claimed by the contracting authority  If If yes, please give details. If No Please explain why.		

b) Bank details

What is the name and branch of your bank (who could provide a reference)?

Name of the bank	
Branch	
A/C No:	

c) Accounts: Provide a copy of the following

- i) A copy of your most recent audited accounts for the last two years (If applicable) or
- ii) A statement of your turnover, profit & loss account, and cash flow for the last one year of trading

5.4 Business Activities (Please fill in)

- i) Have you or your principals been subject of legal proceedings or insolvency, bankruptcy, receivership or your business activities suspended for related reasons?

Yes

No

If yes, when (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

- ii) Are you or your servants or agents subject to legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for the award of a tender?

Yes

No

- iii) Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

Yes

No

- iv) What is your average response time to a request for quotation/RFP?

- v) What is your average response time to delivery of goods /services after issuance of LPO/CPO?

Provide written commitment to supply quality goods/service on time.

vi) What is the maximum value of business, which you can handle at any one time?

USD.....

vii) What products/services to do you want to be considered to supply? (Indicate relevant category and product code and Location)

Goods/Product/Service or Works Code	Category	Preferred location

5.5 Trade References

Prospective suppliers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below

NO	Customer or organization name)	Customer contact name and phone number	Contract reference and brief description	Date contract awarded	Value of business transacted
1.					
2.					
3.					
4.					

5.6 Prevention of Sexual Exploitation and Abuse

Every WISOM staff, supplier, contractor, vendor, consultant, and other related personnel shall abide by the following:

- i). Respect and promote the fundamental human rights of all, without discrimination of any kind and irrespective of social status, race, ethnicity, color, religion, gender, sexual orientation, age, marital status, national origin, political affiliation, or disability.
- ii). Never engage in any sexual activity with children, that is, persons under the age of 18, regardless of what the age of majority or consent locally may otherwise be. It shall not be a defense that one was mistaken as to the age of the child concerned.
- iii). Never engage in sexual exploitation or abuse of beneficiaries or the vulnerable under any circumstances
- iv). Never accept or exchange money, employment, goods, or any other services for sex, including sexual favors for services that must otherwise be provided to the beneficiaries by duty and free of charge.
- v). Never engage in any other forms of humiliating, degrading, or exploitative behaviour under any circumstances whatsoever.
- vi). Ensure that all confidential information, including reports on breaches of these standards by other workers or obtained from beneficiaries, is channeled correctly and handled with the utmost confidentiality.
- vii). Ensure that any breaches of the standards set out in this document are immediately reported to senior management or the human resources manager in the agency reported to, senior management or the human resources manager in the agency concerned, or through any other established reporting mechanism.
- viii). Uphold the highest standards of accountability, efficiency, competence, integrity, and transparency in the provision of protection, goods, and services in the execution of their responsibilities.
- ix). Create and maintain an environment that prevents sexual exploitation and abuse, corruption, or abuse of power and promotes the implementation of this Code or any other similar instruments within the respective agencies.
- x). Never abuse their authority, position, or influence by withholding protection, humanitarian assistance, and services, nor give preferential treatment in order to solicit sexual favors, gifts, payments of any kind, or any other advantage.
- xi). Not purposely make false accusations against another worker or service provider of breaching the provisions of the Code of Conduct.
- xii). Note that WISOM does not condone child exploitation, Sexual Exploitation, abuse, or any other form of violence and any staff or partner found guilty of the same will be summarily dismissed or the contract canceled. The organization will not in any way be responsible for the guilty staff or partner in the event that the matters attract legal or criminal proceedings.

Declaration of Commitment to Child Protection & Safeguarding Policy, PSEA Policy & Code of Conduct

By signing this document, I indicate my understanding and acceptance of the provisions outlined within CPS, PSEA Policies and COC. I understand my legal and ethical obligations as detailed within these documents. I also understand that a breach of these Policies and/or Code of Conduct (COC) could result in criminal prosecution.

I declare that:

- a) I have read and understood WISOM's Child Protection & Safeguarding Policy, PSEA Policy & Code of conduct
- b) I will work within the procedure as laid out in WISOM's Child Protection & Safeguarding policy, PSEA Policy & COC.
- c) I will report any suspected child abuse and Sexual Exploitation & Abuse by others immediately.
- d) I have not been accused or convicted of any offence involving physical or sexual abuse of children or young people or Sexual Exploitation and Abuse.
- e) I understand that if a complaint is brought against me regarding the abuse of children or SEA whilst I am engaged in WISOM activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.
- f) I understand that it is my responsibility as a person engaged by WISOM to avoid actions or behaviors that are abusive or exploitative of children/beneficiaries or actions that could be construed as such.
- g) I Authorize WISOM to undertake any necessary enquiries, including criminal record checks and reference checks as part of my engagement process.

I confirm my commitment to WISOM Child Protection & Safeguarding Policy, PSEA Policy & COC

Name	ID NO	Signature	Date

Witness

Name	ID NO	Signature	Date

5.7 Declaration

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any WISOM employee.

Do you have a relationship with any WISOM employee that would cause any real or perceived conflict of interest?

Yes

No

If yes Specify the type of relationship

I Declare for and on behalf of (company/firm) that all the information furnished to WISOM in connection with this pre- qualification is true and accurate in all material respect. WISOM is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by – (Name)

Title -----

Signature -----

Date -----

Telephone Number -----

Email -----

Company Stamp -----

Witnessed by – (Name)

Title -----

Signature -----

Date -----

Telephone Number -----

Email -----

Company Stamp -----