



PREQUALIFICATION OF SUPPLIERS

2021 - 2024

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

ARC Compound, Dalxis Road, Kismayo
Aven Premier International _MIA, Mogadishu
Mobile Telephone: +252617336244 / +25637055509
Email: wisomprocurement@windle.org

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

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1. 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.

2. SECTION II – PREQUALIFICATION INSTRUCTIONS

Windle International Somalia/Somaliland (WISOM) intends to prequalify eligible candidates/Companies for PREQUALIFICATION OF SUPPLIERS OF GOODS as listed in **Section IV of this prequalification document.**

General Instructions to Applicants

- a. This is an **online prequalification exercise** intended to assist WISOM to identify and evaluate potential suppliers who may subsequently be invited to tender or give quotations for supply of goods /and or services within the specified category.
- b. Bidders are expected to give their details and upload scanned copies of documentary evidence and certificates as required, with the completed application to be received on or before **2359 hrs EAT Tuesday 5th October 2021 on** the Windle website tender page (<https://windlesomalia.org/tenders.html>).
- 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. WISOM 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. Please note that by participating in the prequalification 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.
- g. The information provided in the online prequalification questionnaire is strictly confidential and solely for use by WISOM.
- h. 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.
- i. All mandatory documents **MUST** be submitted. Otherwise, the incomplete bid will not be accepted.
- j. 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.
- k. No hard copies of the bids will be accepted.

Eligibility for Pre-Qualification

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

Cost of Prequalification

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 Prequalification process. The price to be charged for the Prequalification Document shall be as indicated in the Invitation for Prequalification section.

Invitation for Prequalification (IFPQ)

- a. Interested eligible candidates may participate in the prequalification exercise through the Windle International Som official website <https://windlesomalia.org> and click on the **'Tenders'** tab. Fill and upload the required documents.
- b. In order to participate in the prequalification exercise, interested firms must pay a non-refundable fee of **USD. 20 per category**. The payment can be made to WISOM E-dahab Number 627336244. Kindly print the message and attached as part of the documents as proof of payment.
- c. Prospective bidders may download this prequalification 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.

3. SECTION III – PRE-QUALIFICATION MANDATORY DOCUMENTATION SUBMISSION CHECKLIST

No.	Documentation	Applicable Categories Ref no. (As given in Section III)
1.	Duly filled in registration details of the company	All categories
2.	Duly filled in bidder's financial information- bank name & account number	All categories
3.	Submission of copy of Company or Firm's Certificate of Incorporation/Registration.	All categories
4.	Submission of copy of the Company's Current Valid Tax Compliance Certificate or previous/expired Tax Compliance Certificate together with an acknowledgement receipt to prove that you have recently applied	All categories
5.	Submission of Copy of Valid PIN certificate	All categories
6.	Submission of child protection policy form duly filled, signed and stamped (download, fill, sign, stamp, scan and upload)	All categories
7.	Submission of resumes/CVs of at least three (3) key staff that will be directly involved in the area of assignment, detailing their skills and experience	All categories
8.	Submission of copies of at least 3 Recommendation letters from past and existing clients (2018 to date)	All categories
9.	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	All categories

4. SECTION IV – PREQUALIFICATION NOTICE

Windle intends to prequalify eligible candidates for **PREQUALIFICATION OF SUPPLIERS OF GOODS** as listed below:

ITEM REFERENCE NO.	CATEGORY A: SUPPLY OF GOODS	FEES (USD)
WISOM/G/001/2021-2024	Supply and Delivery of General Office Stationery (Mogadishu, Kismayo and/or Hargeisa).	20
WISOM/G/002/2021-2024	Design, printing & Supply of branded stationery, promotional/publicity materials such as posters, banners, billboards etc (Mogadishu, Hargeisa Kismayo and/or Garowe)	20
WISOM/G/003/2021-2024	Provision of School Uniform (Kismayo, Mogadishu and/or Garowe)	20
WISOM/G/004/2021-2024	Supply and Delivery of Scholarship students General requirements and Toiletries- Stationeries, Sanitary pads, school bags etc (Mogadishu, Kismayo and/or Garowe)	20
WISOM/G/005/2021-2024	Supply, Delivery, Repair and Maintenance of ICT Hardware, Accessories and Consumables	20
WISOM/G/006/2021-2024	Supply, Delivery and Maintenance of ICT Software	20
WISOM/G/007/2021-2024	Supply and Delivery of office assorted furniture, school desks, chairs, cabinets & beds, signage, and fittings	20
WISOM//G/008/2021-2024	Procurement and supply of secondary school text books (Mogadishu)	20

5.0 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/shareholde	Nationality	Citizenship	Percentage of shares
i.				
ii.				
iii.				
iv.				
v.				

5.3 Financial Information

a)

		2019	2020
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? <input type="checkbox"/> If yes, please give details. <input type="checkbox"/> If No Please explain why.
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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 for 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 of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for 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 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 Promotion of Child Protection and safeguarding Policy

All WISOM staff and partners should endeavor to promote the rights of children, prevent sexual abuse and violation and ensure their protection through but not limited to:

- Appreciate and accept the fact that a child is any person under the age of eighteen (18) years.
- Applying the highest standards of ethics and morality in everything we as WISOM staff together with our partner's do
- Create awareness on child protection and the rights of children to the community and other stakeholders; what is acceptable and what is not acceptable behavior towards children
- Ensure that every staff and partner is accountable for their own behavior and experience the wages of violating children's rights
- Ensure that the workplace and other WISOM premise and that of the WISOM partners do not expose the children to exploitation and abuse of any form.

Reporting of Child Abuse/Child Exploitation

- a) Reporting and investigation will be done using the Human Resources manual guidelines. Proper documentation will be done from the time of reporting the alleged incidence, investigations and findings. A committee will be formed by the Human Resources department to carry out this process.
- b) All WISOM staff and partners must know that all allegations of child abuse or exploitation will be thoroughly investigated. During the time of investigation, the accused is in no manner whatsoever allowed interaction with the child victim or working in the area where the child victim frequents.
- c) All staff must know that the Windle International Somalia/Somaliland does not condone child exploitation or abuse and that any staff found guilty of the same will be summarily dismissed. WISOM will not in any way be responsible for the guilty staff in the event that the matters attract legal or criminal proceedings.
- d) All with collaborating partners, volunteers, Suppliers, journalists, researchers and visitors must know that the Windle International Somalia/Somaliland does not condone child exploitation or abuse and that WISOM will sever relations any of our partners found guilty of the same.

As a Supplier of WISOM, I pledge myself to

Create and maintain a work environment which prevents child abuse in whatever form ranging from physical abuse, emotional abuse, Sexual abuse and child neglect,

Name	National ID #	Signature	Date
Witness			
Name	Designation	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

.....

Title

.....

Signature

.....

Date

Telephone Number

Email

Company Stamp

Witnessed by

Title

Signature

Date

Telephone Number

Email

Company Stamp

WISOM Checklist- Mandatory Documents	
1	Prequalification Receipt
2	Valid Tax Compliance Certificates & PIN Certificate
3	Trade license/Local Authority License/ Business permit
4	Certificate of Business Registration,
5	Audited Accounts OR Bank statement for the last 6 months
6	Two Letters of recommendation from your current corporate clients /organizations
7	Commitment letter- Committing to timeliness and quality
8	Filled and signed child protection policy form
9	WIK Confidential Business Questionnaire and declaration form Fully filled