



APPLICATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THREE YEAR PERIOD BETWEEN AUGUST 2024 – TO - JULY 2027

TENDER No: LWF/SOMPQS/8/2024-2027

TENDER RELEASE DATE: 2nd July 2024

TENDER CLOSE DATE: 29th July 2024

TENDER CLOSE TIME: 1600hrs

PRE-QUALIFICATION DATA INSTRUCTION:

All interested and eligible suppliers'/service providers are invited to apply for prequalification by submitting the duly filled **Application Form**, indicating the **Reference code: "TENDER No: LWF/SOMPQS/8/2024-2027"** and sub-category of goods or services the supplier wish to supply.

The Prequalification Application Form can also be downloaded from our website:

<https://kenyasomalia.lutheranworld.org/content/tenders-offer-31>

LWF Kenya Somalia program does not charge any fees for this process.

This document is a formal Request for Proposal (RFP) from prospective suppliers for the supply and delivery of various categories and goods, services and works for the LWF Somalia sub program.

The information you disclose will be handled in the strictest confidentiality by LWF Kenya Somalia program. The Supplier will also be held responsible for disclosing incorrect or misleading information.

The bidders must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and Submit the documents with a sealed envelope clearly marked **'LWF/SOMPQS/8/2024-2027'** to LWF Somalia Sub program offices in Kismayo and Dhobley districts.

Background:

The Lutheran World Federation (LWF) is an international humanitarian organization that has global presence in countries in Africa, Asia, Europe and Central America. The global headquarters of LWF is in Geneva, Switzerland. At regional level, LWF is headquartered in Nairobi, Kenya.

The head office for LWF Kenya-Somalia program is in Nairobi to serve both country programs with a sub office in Kismayo and a field office in Dhobley.

LWF Kenya-Somalia main Geographical areas for intervention in Somalia have been Kismayo and Dhobley. The Lutheran World Federation provides quality humanitarian assistance to displaced and affected communities and focuses on three priority areas of;

1. Quality services: covering the areas of education and WASH - with primary focus on education.
2. Protection and social cohesion: protection services to support vulnerable and at risk persons with major focus on child protection, persons with specific needs (PWDs, older persons), child mothers, and women at risk, and also supporting community social cohesion/peace building activities.
3. Sustainable livelihood: climate friendly livelihood interventions in crop and animal production, vocational skills training and development, enterprise development, micro-finance and business development skills training.

Besides the above three major priority areas, LWF provides other life-saving humanitarian assistance occasioned by natural disasters (drought, floods, etc.) through quick impact projects in its areas of operations.

SUBMISSION INSTRUCTIONS:

- A. The bidders MUST comply with all the instructions, terms and conditions, and submit the following mandatory requirements in the prequalification exercise:
 1. Filled, Signed and Stamped Application Form
 2. Valid registrations Certificate from Jubbaland state of Somalia.
 3. Valid registrations from District level registrations (Kismayo and Dhobley administrations)
 4. Valid License from Ministry of commerce and Industry.
 5. Ministry of public work- for bidders interested in construction works (A MUST)
 6. Tax Compliance Certificate.
 7. JISA certificate.
 8. Company Owner and Director Passports (Somali National)
 9. Business Volume and Financial soundness.
 10. Physical address for business location (LWF will visit business premises of prospective vendors)
 11. Declaration form (Code of Conduct)

The completed prequalification Application Form and attached documents to be submitted in a sealed envelope marked: Reference and Prequalification Category Number.

- B. Application should be submitted in sealed Envelope from interested and eligible vendors to be deposited in the **“PRE-QUALIFICATION TENDER BOX”** clearly marked **“TENDER No: ‘LWF/SOMPQS/8/2024-2027” for goods and services”** on or before **29th July 2024 at 4:00pm** at LWF Somalia sub program offices in Kismayo at Labasuul junction, Farjano and in Dhobley at Waberi location.
- C. Please note the following:
 - i. Suppliers who are currently doing business with LWF should also apply for the pre-qualification.
 - ii. Any Tender document received after the deadline shall be disqualified.
 - iii. To be eligible, suppliers must prove that they qualify to participate in this Pre-qualification by providing the documents requested.
- D. For any enquiries, please contact following email: procurement.kismayo@lutheranworld.org
- E. Please note that this notice is meant to enable preparation of a list of suppliers and service providers from whom service Categories are outlined hereunder.

ITEM #	SUPPLY OF GOODS /SERVICES/WORKS
LWF/SOMPQS.01.2024/2027	<ul style="list-style-type: none"> - Supply of General Office Stationery - Scholastic materials or teaching & learning materials (Books, Chalks, pens, File box (standard), ALPA, School Bell, Whiteboard Marker Pen-removable white board marker, Duster for white board, A4 paper, Cartoon, Wall-Mounted Whiteboard.
LWF/SOMPQS.02.2024/2027	<ul style="list-style-type: none"> - Supply of Printed Stationery, Calendars, Diaries, Cards, Brochures and fliers. - Provision of Design Artworks & Printing of Promotional material e.g. notebooks and other promotional items, T- Shirts, Caps, banners, polo shirt, billboards, stickers, banners, Shawls and scarves, Promotion books - Supply and maintenance of outdoor advertising items (directional boards, road signs, billboards - ID Cards, stamp etc.
LWF/SOMPQS.03.2024/2027	<ul style="list-style-type: none"> - Electric equipment E.g. Power Generator Machines, Cables, Solar Panels, Mounting Racks and Accessories, Solar Equipment Systems with Inverters, Switches and Maintenance Services, Fan (Standing, Ceiling and Wall)
LWF/SOMPQS.04.2024/2027	<ul style="list-style-type: none"> - Supply and Maintenance of ICT equipment's - Supply of Computer Accessories and Computer related Consumables (Scanner, Photocopy, Printer, tablet and cameras etc.) - Supply and maintenance of power back- up systems UPS, power stabilizers and other electrical services - Supply of Computer Hardware & Software - Mobile phones and other communication equipment - Printer cartridges, Toner and computer cleaning materials
LWF/SOMPQS.05.2024/2027	<ul style="list-style-type: none"> - Supply of plumbing materials - Plumbing materials (Steel/PVC pipe, water tap, flexible - Electrical materials (Lamp, sockets, switch offs etc.)
LWF/SOMPQS.06.2024/2027	<ul style="list-style-type: none"> - Food items (Rice, Flour, Sugar, vegetable Oil, Sorghum, wheat flour, Maize, assorted blended cereal porridge meals etc.) - Provision Snacks (Biscuits, drinking water and sweets, Bottled Mineral Water) - Supply of office consumables (Fresh milk, Can of Milk powder , tea leaves, coffee etc.)
LWF/SOMPQS.07.2024/2027	<ul style="list-style-type: none"> - Office/School Furnitures (Table, Chair , cupboard, cabinets
LWF/SOMPQS.08.2024/2027	<ul style="list-style-type: none"> - School uniform/sports materials (T shirts, Trousers, Shorts, Hijaab, Skirts, Whistles referee's non-metallic, shoes, ball, etc.)
LWF/SOMPQS.09.2024/2027	<ul style="list-style-type: none"> - Non-food Items(NFI), Kitchen Kits, Hygiene Kits, Aqua tabs, Household Kits, Mosquito Nets, Jerry-cans, Tents, Plastic Sheets, Blankets, Dignity/Emergency Kits - Cleaning Supplies (detergents/hygiene items (Soap, Shampoos, Omo), - Disinfectants, handwashing, hand sanitizers air fresher and liquids
LWF/SOMPQS.10.2024/2027	<ul style="list-style-type: none"> - Supply of hearing aids and accessories - Supply of braille machines/ books and accessories
LWF/SOMPQS.11.2024/2027	<ul style="list-style-type: none"> - Supply of special needs education materials - Supply of sign language books and accessories
LWF/SOMPQS.12.2024/2027	<ul style="list-style-type: none"> - Supply of farm equipment and farm inputs (green houses, seeds, seedlings, fertilizers, chemicals etc.) - Supply of irrigation equipment
LWF/SOMPQS.13.2024/2027	<ul style="list-style-type: none"> - Provision of physiotherapy, occupational therapy and orthopedic

	technology equipment, assistive devices and mobility devices for persons with disability
LWF/SOMPQS.14.2024/2027	- Supply of fuel (petrol and diesel)
LWF/SOMPQS.15.2024/2027	- Car Rental Services- Transport Hire firms must attach evidence of having taken all the Insurance covers - Taxi Services
LWF/SOMPQS.16.2024/2027	- Provision of Air Travel, Reservations and Ticketing Services
LWF/SOMPQS.17.2024/2027	- Provision of fumigation services
LWF/SOMPQS.18.2024/2027	- Provision of guarding/security services
LWF/SOMPQS.19.2024/2027	- Civil works e.g. Constructions, Renovations, Partitioning, Painting, Plumping and rehabilitations
LWF/SOMPQS.20.2024/2027	- TVET training
LWF/SOMPQS.21.2024/2027	- Kitchen equipment's - Office Utensils (Thermos, cups, spoons, cooking kitchen, plates etc.)
LWF/SOMPQS.22.2024/2027	- Consultancies- assessments, evaluations, training etc.

PREQUALIFICATION CRITERIA (EVALUATION MATRIX)

All bids submitted shall be subjected to a technical evaluation based on the requirements listed below. The Evaluation will be out of 100% with a pass mark of 70%.

	Evaluation Requirement	Parameters	Weighted %	Maximum Score
1	Mandatory Requirements	Full Submission		
	Prequalification submission form	Mandatory		
	Duly completed business questionnaire	Mandatory		
	Tax Compliance Certificate	Mandatory		
	JISA certificate	Mandatory		
	Owner and Director Passports	Mandatory		
2	Certificate of registration (LWF Will confirm authenticity)	Mandatory	4	20
3.	Last two years audited accounts and six (6) months current bank statement	Mandatory		20
4.	Business volume and financial soundness	Over USD. 20,000 Over USD. 10,000 Below USD 10,000 but above USD. 5000 Below USD. 5000	20 15 10 5	20
5.	Presentation of documents	Binding mandatory	10	10
6.	Evidence of Physical Address & Premises. (Attach utility bills e.g. water bills, electricity bills or tenancy agreement.	Mandatory	10	10
7.	Reference letters from current clients duly signed and stamped.	5 letters 4 Letter 3 Letters 2 letters	20 15 10 5	20

A prospective bidder should have 70 points and above to be prequalified.

N.B. THE BID DOCUMENT MUST BE BOUND TOGETHER



PREQUALIFICATION APPLICATION FORM

A. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... Hereby apply for registration as suppliers
(Name of company)

Of.....
(Item Description)

.....
(Category No.) (Select from the above first table)

Post Office Address.....

Town.....

Street.....

Name of Building.....

Room/Office No..... Floor No.

Telephone Nos..... Email.....

Full Name of applicant.....

Other Branches location.....

Organization and Business Information

Chief Executive/Managing Director.....

Marketing /Sales Manager.....

Accountant.....

Net worth equivalent in \$.....

Bank Reference and address.....

.....

(Mandatory)

B. 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. No.....
 - e. Value of Contract.....(Attach copies)
 - f. Description of contract_____

2. Name of 2nd Client (Organization)
 - a. Name of Client (Organization).....
 - b. Address.....
 - c. Contact Person.....
 - d. Tel. No.....
 - e. Value of Contract.....(Attach copies)
 - f. Description of contract_____

3. Name of 3rd Client (Organization)
 - a. Name of Client (Organization).....
 - b. Address.....
 - c. Contact Person.....
 - d. Tel. No.....

- e. Value of Contract.....(Attach copies)
- f. Description of contract_____

4. Name of 4th Client (Organization)

- a. Name of Client (Organization).....
- b. Address.....
- c. Contact Person.....
- d. Tel. No.....
- e. Value of Contract.....(Attach copies)
- f. Description of contract_____

5. Name of 5th Client (Organization)

- a. Name of Client (Organization).....
- b. Address.....
- c. Contact Person.....
- d. Tel. No.....
- e. Value of Contract.....(Attach copies)
- f. Description of contract_____



SWORN STATEMENT ON YOUR COMPANY’S LETTERHEAD

Having studied the pre-qualification information, We/I hereby state:

- i.** The information furnished in our application is accurate to the best of our knowledge.
- ii.** That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- iii.** We will not engage in corrupt practices with the members of staff
- iv.** We are not employees of Lutheran World Federation or related to any employee of LWF.
- v.** 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 pre-qualification made.
- vi.** We are not to be insolvent, in receivership, bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.

Date.....

Applicant’s Name.....

Represented by.....

Signature.....

(Full names and designation of the person signing and stamp or seal)



FILE SUBMISSION CHECKLIST	Yes or No
1. Mandatory Requirements and Prequalification Application Form	
2. Valid registrations Certificate for JSS/District level registration for Kismayo and Dhobley	
3. Valid License from Ministry of commerce and Industry or Ministry of public work (State and District level)	
4. Tax Compliance Certificate for the last 6 months	
5. JISA Certificate	
6. Owner and Director Passports	
7. Business Volume and Financial soundness A. Bank Statement for the last one year and B. Financial Statement	
8. Paste Experience of works of a similar nature (attach proof for evidence)	
9. Evidence of vendor existence a. Physical Address and Premises b. Electricity bills c. Water bills d. Tenancy Agreement(5)	
10. Company Owner and Director Passports (Somali National)	
10. Declaration form (Code of Conduct)	

All existing suppliers are required to participate alongside prospective suppliers in order to be evaluated and Considered.

All participants who duly complete the prequalification process will be notified of the outcome

Only prequalified firms will be requested to provide competitive quotations for goods/services/works listed above as and When needed

Suppliers must sign a bid submission register upon submitting their bids. The bid submission register can only be signed by the company's designated representative, not by any other individual.

Lutheran World Federation Kenya Somalia program reserves the right to accept or reject any bid in whole or part at its discretion.