



NORWEGIAN CHURCH AID – PUNTLAND (GAROWE OFFICE)

SUPPLIER PRE-QUALIFICATION (YEAR 2017/2018)

Norwegian Church Aid (NCA) is an International Non-governmental Organization that works for the attainment and full realization of people’s basic rights through empowerment, development of local institutions and provision of humanitarian assistance. NCA became active in Puntland State following the 2004 Tsunami currently implements programmes in WASH, Economic Empowerment, Education and Gender Based Violence in addition to providing humanitarian assistance. NCA has established an office in Garowe, Puntland.

NCA Puntland Office invites applications for prequalification from competent suppliers in the underlisted categories for the period form 2017 – 2018.

Interested, eligible and capable suppliers and contractors are invited to apply for the Pre-qualification, indicating the goods, services and works they wish to provide in the following categories:

| Supply of Goods | |
|------------------------|---|
| Category Number | Category Description |
| NCASOM/01/2017 | Supply of general office stationery and printing materials |
| NCASOM/02/2017 | Supply of IEC (information, education, communication) materials i.e. posters shirts, caps |
| NCASOM/03/2017 | Supply of sanitation tools/materials |
| NCASOM/04/2017 | Supply of Solar material and Installations, solar lumps and solar panels |
| NCASOM/05/2017 | Supply of office equipment, Electronics and furniture’s |
| NCASOM/06/2017 | Supply of essential Food stuffs and Non-food Items (NFI) |
| NCASOM/07/2017 | Supply of Sanitary kits (soaps, buckets, basins, sanitary cloths, aqua tabs) |
| NCASOM/08/2017 | Supply of Sports kits |
| NCASOM/09/2017 | Tailoring machines & accessories. |
| NCASOM/10/2017 | Supply of Fuel |
| NCASOM/11/2017 | Supply of Building and Electrical Materials. |
| NCASOM/12/2017 | Provision of Visibility Material like Stickers, Banners, Brochures, Printings, Billboards, etc. |
| NCASOM/13/2017 | Supply of farm tools and cash for work tools |
| NCASOM/14/2017 | Supply of Cleaning Materials and detergents |
| NCASOM/15/2017 | Provision of water trucking services |
| NCASOM/16/2017 | Supply of fishing kits and equipment |
| NCASOM/17/2017 | Supply of toolkits for graduates (electrical, mechanical, carpentry, tailoring) |

| Provision of Services and works | |
|--|--|
| Category Number | Category Description |
| NCASOM/18/2017 | Repair and Maintenance of ICT Equipment |
| NCASOM/19/2017 | Provision of vehicle services for field trips |
| NCASOM/20/2017 | Construction and Rehabilitation of wash-berkads, shallow wells |
| NCASOM/21/2017 | Provision of internet and telephone services |
| NCASOM/22/2017 | Provision of conference facilities (Venues) |
| NCASOM/23/2017 | Borehole drilling works |
| NCASOM/24/2017 | Provision of Media Service Productions i.e. TV and radio airing. |
| NCASOM/25/2017 | Electronic Services and Cash electronic I.e. money vendors, mobile money transfer. |
| NCASOM/26/2017 | Consultancies and trainings (FGM/WASH/Economic Empowerment/Education) |
| NCASOM/27/2017 | Program Evaluations, Baseline surveys/ Assessments, KAPs |

Eligibility Instructions /Summary of Required documents

1. Detailed Company profile that includes a capability statement and an organogram.
2. Copies of valid tax compliance certificates.
3. Copies of Certificate of Registration / Incorporation/Licenses.
4. Audited Financial Accounts for the last 2 years.
5. Three months' bank statements' copies.
6. List three corporate clients (attach documentary evidence which may include copies of LPOs issued/Delivery notes/duly authorized client testimonial in the last 2 years.
7. Particulars of all directors of the firm.
8. Professional qualifications of key personnel i.e. CVs
9. Organizations Code of Conduct.
10. Evidence of physical office premises.
11. Suppliers are not allowed to apply more for than three categories listed above.
12. Suppliers whose services and goods do not fall in the category they have applied for, will be disqualified.
13. Fill the Contractor Registration Form provided.

Procedure:

1. These documents along with duly filled Contract Registration form should be packaged in a sealed envelope addressed to **THE LOGISTICS OFFICER, NORWEGIAN CHURCH AID – GAROWE OFFICE, ALONG ISLAN MOHAMED ROAD,** on or before 4th August 2017 at 4pm. Applications received after the deadline will be rejected
2. The sealed envelope **MUST** clearly indicate the category number and item description.
3. These should be deposited in the “Prequalification Tender Box” at the NCA Garowe Offices.

NCA reserves the right to accept or reject any application wholly or partly without assigning any reason thereof.

Contractor Registration Form

| GENERAL COMPANY INFORMATION | |
|---------------------------------|--|
| Parent company (legal name): | |
| Street name and no.: | |
| City: | |
| Postal code: | |
| Country: | |
| | |
| Phone no.: | |
| Fax. No.: | |
| Email: | |
| Website: | |
| | |
| Sales Manager (name): | |
| Email: | |
| Direct phone no.: | |
| | |
| Director (name): | |
| Email: | |
| Direct phone no.: | |
| | |
| Other contact (title and name): | |
| Email: | |
| Direct phone no.: | |
| | |
| Year of establishment: | |
| Number of full time employees: | |
| Licensing authority: | |

| | |
|---|--|
| Licence number (VAT no & PIN No.) | |
| Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact? Please state which policies. | |
| Does your company have a Code of Conduct? | |
| Please state in which languages technical documents are available: | |
| Working language: | |
| | |
| List of international quality assurance certification held by your company (a copy of each certificate shall be enclosed): | |
| List of local and national quality assurance certification held by your company (a copy of each certificate shall be enclosed): | |
| International trade/professional organisations of which your company is a member: | |
| Local trade/professional organisations of which your company is a member: | |

| SECTOR OF ACTIVITIES | | | | |
|---|-------------|-----------|---------------|-------------------|
| Please list your core goods/services/l works offered: | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| Nature of business (tick in one box below): | | | | |
| Importer: | Wholesaler: | Retailer: | Manufacturer: | Authorised agent: |
| | | | | |
| Consultant: | Contractor: | | | |
| | | | | |

| SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE | |
|---|--|
| Countries with registered office: | |
| | |
| | |
| Countries with representation (agent): | |
| | |
| | |

| EXPORT AND REFERENCES | |
|--|--|
| Please list countries your company export to: | |
| | |
| | |
| | |
| | |
| | |
| <p>Have you supplied to other NGOs, EU, UN or other international organisations?</p> <p>If yes, please enclose a list with details of contracts and customer contact information for references:</p> | |

| FINANCIAL INFORMATION | | |
|---|----------------------------|----------------------------|
| Please provide a copy of the company's most recent annual or audited financial report | | |
| Annual income and export sales for the last 3 years (in USD/EUR/KES): | | |
| Fiscal year | Income sales (USD/EUR/KES) | Export sales (USD/EUR/KES) |
| 20__ | | |
| 20__ | | |
| 20__ | | |
| | | |



| | |
|-------------------------------|--|
| Bank name: | |
| Bank account no.: | |
| Account name: | |
| Bank swift/BIC address: | |
| Street name and no.: | |
| City and postal code: | |
| Country: | |
| Please provide credit rating: | |
| Credit rating: | |
| Direct phone no.: | |

| |
|--|
| <p>CONFIRMATION OF ACCEPTANCE OF</p> <p>GENERAL TERMS AND CONDITIONS FOR SUPPLY CONTRACTS – VER4 2012</p> <p>GENERAL TERMS AND CONDITIONS FOR SERVICE CONTRACTS – VER2 2012</p> <p>GENERAL TERMS AND& CONDITIONS FOR CIVIL WORKS – VER2 2012</p> |
| <p>YES.....</p> <p>NO.....</p> <p>NB: Please provide details of problematical paragraphs and attach a list if necessary</p> <p><i>Non acceptance of the General Terms and Conditions may jeopardise award of any eventual contract to your company</i></p> |

| |
|---|
| PAYMENT TERMS |
| <p>Please state your payment terms:</p> |
| <p>Standard payment for supply, service and works contracts is 100% payment within 30 days after delivery of goods and upon receipt of contractors invoice and shipping documents.</p> <p>Prepayment is in general only acceptable against a prepayment guarantee covering the full amount of the prepayment.</p> |



CERTIFICATION

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible.

Name:.....Title/Function:.....

Signature:.....Date:.....

Organization Stamp:

NOTE

Completion of the Contractor Registration Form may facilitate business with the Contracting Authority but it does not necessarily lead to the signature of a contract with your company.

The Contracting Authority reserves the right to accept or reject registration of a potential contractor into its list of registered potential contractors.