

PRE-QUALIFICATIONS SUPPLIER DOCUMENT 2024 -2025**Introduction**

The purpose of this document is to provide ADESO with information to help decide which suppliers to invite to tender for the provision of goods and services for the period 2024-2025.

Please send or bring a completed PQS document in a sealed envelope marked with the item code for the category applied for to:

ADESO Badhan Office	Geeldora Area
ADESO Garowe Office	Near Samaad Restaurant
tenders@adesoafrica.org	
0906791071	

*All responses should be received no later than **4:00 PM East African Local Time on 9th November 2023** addressed to:*

The Tender Committee
ADESO – Africa Development Solutions
Badhan, Puntland, Somalia

And delivered to the Tender Box located at the **ADESO Badhan Office or ADESO Garowe Office**, to be received on or before the above indicated date.

In case of any clarification on the direction to the office, contact **Tel: +252 905866704**

Any queries regarding the completion of this PQS document should be addressed to tenders@adesoafrica.org. Suppliers can also email their completed responses to tenders@adesoafrica.org.

Please do not alter any part of the Pre-Qualification Questionnaire and answer all questions clearly and directly.

1. Point of Contact

Suppliers are asked to provide a single point of contact. This contact will be considered the sole spokesperson for the supplier during the PQQ process.

2. Evaluation of PQQ Responses

The objective of the PQQ evaluation is to assess the responses and select potential suppliers for the next stage of the procurement process. ADESO wishes to ascertain:

- a) **Supplier Capability** – the supplier must have appropriate expertise and guaranteed capacity to meet ADESO specifications.
- b) **Supplier Track Record** - the supplier must be able to demonstrate a successful track record of providing services like those required by ADESO.
- c) **Financial Standing** - the supplier must be considered financially sound.

The specific criteria to be considered at the selection stage include:

1. Physical Location(s)
2. Specialist Skills and Competencies
3. Membership of Professional Bodies
4. Quality Accreditation
5. Comparable Work Assignments Completed with Details of Output and Results (References)
6. Contract Performance Record (References)
7. Bank References

If questions are insufficiently or incorrectly answered or go completely unanswered then the likelihood of being included in the qualification phase is reduced significantly.

GENERAL AND COMPANY INFORMATION

A. MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:

1. List of Goods or Services Pricing/Rates
2. Tax Compliance Certificate
3. Copy of Valid Business License
4. Bank Statements for the Last 3 Months
5. List of Current and Past Performed Works

(Attach Copies of all Certificates Required)

B. COMPANY PROFILE

1. Company Name: _____
2. Trading Name (if different from above):

3. Legal status (partnership/sole proprietor/ Ltd. Company): _____
Company Registration Certificate No. _____ (Attach Copy)
4. Company Address: _____
Physical Location: _____
Tel. Number: _____
E-mail Address: _____
Website: _____
5. Main Point of Contact Name: _____ Tel. No. _____

6. Name of Bank: _____ Branch: _____

Bank Account No.: _____

C. ADESO PROCUREMENT COMPLIANCE

ADESO will disqualify any supplier who:

- a) is bankrupt or is being wound up, where his/her affairs are being administered by the court, where he has entered an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
- b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
- c) has been convicted by a judgment which has the force of **res judicata** in accordance with the legal provisions of the country of any offence concerning his professional conduct;
- d) has committed any act of grave professional misconduct;
- e) has not fulfilled obligations relating to the payment of all statutory government payments.
- f) has not fulfilled obligations relating to the payment of taxes in accordance with the Legal provisions of Puntland
- g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
- h) has been the subject of a conviction for participation in a criminal organization.
- i) has been the subject of a conviction for corruption.
- j) Has been the subject of a conviction for fraud.
- k) has been the subject of a conviction for money laundering.

Please confirm whether any of the above applies to your organization or its directors or any other person who has powers of representation, decision or control of the organization.

(Yes/No): _____

Where the answer is affirmative, please provide details (Example):

ADESO may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. If at any time in the tender procedure ADESO receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation.

D. Category A (Supply and Delivery of Goods)

#	<i>Category (Goods)</i>	<i>Location(s)</i>	<i>ADESO Tender No.</i>
1	Supply and Delivery of ICT Equipment (Desktop Computers, Servers, Laptop Computers, Printers, UPS, Accessories, CCTV Equipment, Cameras, and other ICT Consumables & Accessories	Garowe, Badhan, Bosaso	Tender No: ADESO/001/2024- 25
2	Supply & Delivery of Branded Promotional Materials, E.G. T-Shirts, Polo Shirts, Banners, Caps, Brochures, Etc.	Garowe, Badhan, Bosaso	Tender No: ADESO/002/2024- 25
3	Supply and Delivery of General Office Supplies Including Stationery and Toiletries	Garowe, Badhan, Bosaso	Tender No: ADESO/003/2024- 25
4	Supply and Delivery of Drinking Bottled Water	Garowe, Badhan, Bosaso	Tender No: ADESO/004/2024- 25
5	Supply and Delivery of Solar and Solar Powered Products	Garowe, Badhan, Bosaso	Tender No: ADESO/005/2024- 25
6	Supply and Delivery of Printing Services Including Voucher Books, Reports, Posters, Etc.	Garowe, Badhan, Bosaso	Tender No: ADESO/006/2024- 25
7	Supply and Delivery of Tents, Emergency and Food and Non-Food Items	Garowe, Badhan, Bosaso	Tender No: ADESO/007/2024- 25
8	Supply of Fuel and Vehicle Maintenance Services	Garowe, Badhan, Bosaso	Tender No: ADESO/008/2024- 25
9	Supply Quarry Materials and Gravel-Cobble-Fill-and-Topsoil	Garowe, Badhan, Bosaso	Tender No: ADESO/009/2024- 25
10	Supply of Construction Materials	Garowe, Badhan, Bosaso	Tender No: ADESO/010/2024- 25

Category B (PROVISION OF SERVICES/WORKS/REPAIRS)

#	<i>Category B (Other Services/Work)</i>	<i>Location(s)</i>	<i>ADESO Tender No.</i>
1	Provision of Transport Services: Taxi/Vehicle Hire/Canter/Lorry Services	Garowe, Badhan, Bosaso	Tender No: ADESO/011/2024- 25
2	Provision of Hotel, Accommodation, Venue Conference Rental and Outside Catering Service	Garowe, Badhan, Bosaso	Tender No: ADESO/012/2024- 25
3	Provision of Air Charter Services and/or Air Cargo/ Air ticketing	Garowe, Badhan, Bosaso	Tender No: ADESO/013/2024- 25

4	Provision of Maintenance Services for Servers, Computer, Printers, IT Security Solutions	Garowe, Badhan, Bosaso	Tender No: ADESO/014/2024- 25
5	Provision of Graphic Design and Video Production, Production of Maps	Garowe, Badhan, Bosaso	Tender NO: ADESO/015/2024- 25
6	Provision of Engineering & Construction Services	Garowe, Badhan, Bosaso	Tender NO: ADESO/016/2024- 25

E. CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply:

Indicate Relevant Category and Product Code:

(Example: Tender NO: ADESO/XXX/2024-25)

2. Number of Staff Employed:

Full Time Employees: _____ Other: _____

3. Are you a manufacturer/wholesaler/retailer/other (please specify)?

4. If a manufacturer or service organization, are your products certified by the government i.e., Puntland/and or Somalia or are you affiliated to a recognized accrediting body? **(Yes/No)**

(Attach Documentary Evidence of Certification): _____

5. If you are not a manufacturer, are you an authorized dealer? **(Yes/No)**

(Attach Documentary Evidence): _____

6. List key company personnel. If you are applying for provision of professional series use a separate sheet of paper.

No.	Personnel Full Name	Company Role	Contact Tel No.
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1			
2			
3			

7. What is the country of origin for goods or services? _____

8. If you intend to use subcontractors to perform part of the obligations under your area of business, please provide details.

9. Please provide a description of the tools, plant or technical equipment which would be used to carry out the contracts.

10. Who have been your major corporate clients for the past 2 years? State Client Name, Telephone, Service/Goods Provided, and Total Work Value.

Client Name	Contact Tel No.	Service/Goods Provided	Total Value

i. What is your average response time to a request for quotation/RFP?

ii. What is your average response to delivery of goods/services after issuance of LPO?

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

USD: _____

11. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by ADESO. **(Yes/No)**
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F. PAST AND CURRENT PERFORMANCE AND EXPERIENCE

- a. Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to ADESO? **(Yes/No)**

If yes, indicate hereunder the financial year, the goods or services that you supplied and their value.

Financial Year	Goods or Service Supplied	Total Value

- b. Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action?
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- c. Has your company/firm at any one time been issued with a purchase order by ADESO and failed to deliver the goods or services without assigning and reason for your action?
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- d. If your company/firm is a current or previous period supplier of goods and services to ADESO, has it at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?
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G. PROFESSIONAL ORGANISATIONS

- a. Please indicate to which professional or trade bodies your organisation belongs:
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H. COMMENTS

- a. Please insert any general comments you wish to make. This must be no longer than 2 paragraphs.

I. DECLARATIONS

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any ADESO employee. Do you have a relationship with any ADESO employee that would cause any real or perceived conflict of interest?

(Yes/No) _____

(Specify):

I declare, for and on behalf of
(Company/Firm) that all the information furnished to ADESO in connection with this prequalification is true and accurate in all material respect. ADESO is hereby authorized to make such inquiries relating to the said information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

J. AUTHORIZATION

Form Completed By:

Name: _____

Position: _____

Tel No.: _____

Signature: _____

Date: _____



Company/Firm Official Stamp: _____

Thank you for completing this questionnaire.

The information it contains will be held in confidence by ADESO and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Services.