



MERCY-USA FOR AID & DEVELOPMENT- E.A PROGRAM

PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE PERIOD -JANUARY 2023 TO DECEMBER 2024

Mercy-USA for Aid and Development (Mercy-USA) is a Not for Profit organization, dedicated to alleviating human suffering and supporting individuals and their communities in their efforts to become more self-sufficient. Incorporated in the State of Michigan in 1988, Mercy-USA's projects focus on improving health, nutrition and access to safe water and as well as promoting economic and educational growth around the world.

The East Africa office established in 1994 has been managing a wide portfolio of programs in Kenya and Somalia. Mercy-USA is also registered and operates in the zones of Somaliland, Puntland and South Central in Somalia.

Mercy-USA E.A Program intends to prequalify eligible suppliers and contractors to provide various goods, works and services required for the implementation of the humanitarian interventions in Somalia during the period **January 2023 to December 2024**.

INVITATION FOR PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES

- Mercy-USA E.A Program invites potential vendors to submit sealed applications for prequalification for supply of goods, works and services for the financial years **2023/2024**.
- To be eligible, the candidate must prove that they qualify to participate in a procurement exercise by providing the requested mandatory documents.
- Submitted hard copies should be deposited into the tender box at one of the Mercy-USA's Field or Country Offices located shown below as would be convenient on or before **20th November 2022 4.00pm**:

| Office | Physical Location |
|-----------------------------------|--|
| Somalia Country Office- Mogadishu | Halane Village- Airport & Sea View opposite Peace hotel, Mogadishu |
| Puntland Field Office, Garowe | 1 August, Islan Mohamed Road, Behind NCA Building, Garowe- Puntland Region |
| Galmudug Field Office- Galkayo | Ina Caweeye Building, Abdullahi Ciise Road- Galkayo, Galmudug Region |
| Hiran Field Office | Koshin Village, Hilo Kiyoo road, Beledweyne- Hiran Region |

- Please note that email submission will not be considered.
- The tenders will be opened thereafter by the Procurement Committee.
- This prequalification does not amount to any contractual obligation on the part of Mercy-USA and Mercy-USA is not obliged to invite any quotations from any of the candidates who have expressed their interest by responding to this invitation.
- Mercy-USA has the right to invite quotations for goods, works and services in any of the categories as and when required.
- Mercy-USA reserves the right to accept or reject any application without giving a reason.

Interested eligible and qualified suppliers and contractors are invited to apply for pre-qualification for the below categories of goods, works or services:

| S/NO | ITEM CODE | CATEGORY DESCRIPTION |
|--|-------------------------|---|
| A. SUPPLY & DELIVERY OF GOODS | | |
| 1 | MERCY/PRQ/001/2023-24 | Supply of office Stationaries |
| 2 | MERCY/PRQ/002/ 2023-24 | Supply of computer hardware & software- computer software, servers, UPS, and computer spare parts |
| 3 | MERCY/PRFQ/003/2023-24 | Supply of printers/photocopiers & printer/photocopier spare parts |
| 4 | MERCY/PRFQ/004/2023-24 | Supply of furniture & office furnishing |
| 5 | MERCY/PRFQ/005/ 2023-24 | Supply of branding, promotional and visibility materials |
| 6 | MERCY/PRFQ/006/2023-24 | Supply and fixing of office telephone heads and office telecommunication accessories |
| 7 | MERCY/PRFQ/007/2023-24 | Supply of office drinking water |
| 8 | MERCY/PRFQ/008/2023-24 | Supply of fresh milk |
| 9 | MERCY/PRFQ/009/2023-24 | Supply of hardware materials, Non Food Items (NFIs) and tools (i.e. sanitations tools, etc.) |
| 10 | MERCY/PRFQ/010/ 2023-24 | Supply of cleaning materials |
| 11 | MERCY/PRFQ/011/2023-24 | Supply of generators and generator spare parts |
| 12 | MERCY/PRFQ/012/2023-24 | Supply of water tanks (Plastic, Metallic tanks & Related accessories), water testing kits and Chlorines for flush chlorination. |
| 13 | MERCY/PRFQ/013/2023-24 | Supply of fuel & lubricants |

| | | |
|----|---------------------------------|---|
| 14 | MERCY/PRFQ/014/2023-24 | Supply of other office consumables |
| 15 | MERCY/PRFQ/015/2023-24 | Supply of Solar panels, installation, maintenance and accessories |
| 16 | MERCY/PRFQ/016/2023-24 | Supply and installation of streets lights |
| 17 | MERCY/PRFQ/017/2023-24 | Supply of motor vehicle spare parts |
| 18 | MERCY/PRFQ/018/2023-24 | Supply of uniforms/protective clothing/ materials & footwear |
| 19 | MERCY/PRFQ/019/2023-24 | Supply of medical supplies and equipment |
| 20 | MERCY/PRFQ/020/2023-24 | Supply of food items |
| 21 | MERCY/PRFQ/021/2023-24 | Supply of live animals (sheep, goats, cows & camels) and packaged meats |
| 22 | MERCY/PRFQ/022/2023-24 | Supply of security appliances and related items i.e. Security equipment, CCTV and other scanning tools and maintenance services |
| | | |
| | B. PROVISION OF SERVICES | |
| 23 | MERCY/PRFQ/023/2023-24 | Tap-stands construction & pipeline extensions |
| 24 | MERCY/PRFQ/024/2023-24 | Water trucking & water provision services |
| 25 | MERCY/PRFQ/025/2023-24 | Provision of air ticketing and freight services |
| 26 | MERCY/PRFQ/026/2023-24 | Provision of fumigation, pest control and sanitation services |
| 27 | MERCY/PRFQ/027/2023-24 | Provision of steel tanks erection and fabrication |
| 28 | MERCY/PRFQ/028/2023-24 | Provision of borehole drilling and repair services |
| 29 | MERCY/PRFQ/029/2023-24 | Repair & maintenance of motor vehicles |
| 30 | MERCY/PRFQ/030/2023-24 | Repair & maintenance of computers, servers, network equipment, data communication, fire walls and printer/photocopier repairs |
| 31 | MERCY/PRFQ/031/2023-24 | Provision of IT & related services |
| 32 | MERCY/PRFQ/032/2023-24 | Provision of internet services |

| | | |
|----|-------------------------|--|
| 33 | MERCY/PRFQ/033/2023-24 | Provision of food catering, accommodation & hall hire for meetings |
| 35 | MERCY/PRFQ/035/2023-24 | Provision of Security Services- including security personnel, bullet proof vehicles, security escorts, security assessments, etc. |
| 36 | MERCY/PRFQ/036/2023-24 | Provision of electrical equipment servicing services- air conditioning services and power back up systems |
| 37 | MERCY/PRFQ/037/2023-24 | Provision of general renovation and / repair(Masonry & Carpentry) services |
| 38 | MERCY/PRFQ/038/2023-24 | Garbage collection services |
| 39 | MERCY/PRFQ/039/2023-24 | Vehicle hire & transportation services |
| 40 | MERCY/PRFQ/040/ 2023-24 | Construction of shallow wells |
| 41 | MERCY/PRFQ/041/2023-24 | Provision of medical/health insurance services |
| 42 | MERCY/PRFQ/042/2023-24 | Taxi services |
| 43 | MERCY/PRFQ/043/2023-24 | Legal services |
| 44 | MERCY/PRFQ/044/2023-24 | Asset tags and asset tagging |
| 45 | MERCY/PRFQ/045/2023-24 | Provision of media and advertisement services |
| 46 | MERCY/PRFQ/046/2023-24 | Provision of construction/rehabilitation services: (i.e. construction, renovation and waste management services for schools, hospitals, water pans/berkeds, dams, irrigation canals, latrines including desludging, etc.) |
| 47 | MERCY/PRFQ/047/2023-24 | Provision of Consultancy Services:(i.e. Training facilitation, assessments, surveys and studies, translation services, Policy and strategy developments, and other relevant professional services and technical expertise) |
| 48 | MERCY/PRFQ/048/2023-24 | Provision of asset and property insurance services |

For any enquire please contact procurement.ea@mercyusa.org.

Complete set of Pre-qualification document to be submitted in a plain and sealed envelope



clearly marked “Pre-qualification of Suppliers 2023/2024 and description of the item applied for as appearing under “ITEM CODE” and “CATEGORY” and should be addressed to: -Mercy-USA-E. A Program Procurement Department.

The deadline for submission is **Sunday 20th November 2022, 4.00 pm.**

GENERAL INSTRUCTIONS

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
3. Answers to the questionnaire should be relevant to the goods, services or works applied for and should be as clear and concise as possible.
4. If an entity is wishing to apply for more than one category it is mandatory that the entity put the necessary documents in different sealed envelopes with different reference numbers.
5. The documents should be signed by authorized representative of the entity, stamped and submitted with relevant supporting documents.
6. Applicants are responsible for requesting for any clarifications on the prequalification documents. A request for clarification shall be made in writing or in electronic forms that provide record of the content of communication to procurement.ea@mercyusa.org.
7. The applicant shall bear all costs associated with the preparation and submission of the application documents and Mercy-USA will not in any case be responsible or liable for the costs incurred.
8. All information given in writing to or verbally shared with the applicant in connection with this pre-qualification is to be treated strictly as confidential. The applicant shall not share or invoke such information to any third party without the prior written approval of Mercy-USA. This obligation shall continue after the procurement process has been completed whether or not the applicant is successful.

MANDATORY PRE-QUALIFICATION REQUIREMENTS

- Detailed company profile showing company name, vision and mission of the company, organogram, nature of business, location and contact details (Attach Copy)
- Certificate /Business License/ Commercial License (Attach Copy)
- Valid Tax Compliance Certificate, Tax payment voucher or any other document



- certifying that the entity is a tax payer (Attach Copy)
- Registration certificate from local authority (issued by local municipality, region or district administration) (Attach Copy)
 - Technical/specialized certificate issued by a relevant authority for the specific business in which the entity is involved in (Attach Copy if applicable)
 - Evidence of relevant experience, copies of signed purchase orders (POs)/ Contracts/ completion certificates or any evidence of successful delivery from previous engagements (Attach copies to a maximum of 5 past contracts)
 - Provide valid bank details (Attach a current 3 month statement)
 - List of entity capital assets (where applicable)

You are requested to give the particulars in the below form and you are reminded that it is a serious offence to give false information.

• **GENERAL COMPANY INFORMATION (PART 1)**

| | |
|--|---|
| Business (legal name) | |
| Location of the business premises | |
| Plot Number | |
| Street/Road | |
| Country | |
| Phone no.: | |
| Fax. no.: | |
| E-mail: | |
| Web-site: | |
| Registration Certificate No | |
| Maximum Value of the Business you Can Handle at any one time in USD | |
| Bank name | |
| Bank account no. | |
| Account name | |
| Branch Name | |
| Currency of the Account | |
| | PART 2 A |
| Type of Business (Mark one only) | <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership: <input type="checkbox"/> Registered Company |
| For Sole proprietor | |
| Name in Full | |
| Nationality | |

| | |
|--|---|
| Country of Origin | |
| Citizenship details(Number) | |
| For Partnership | |
| 1st partners' Name | |
| 1st Partners' Nationality & Number | |
| 1st Partners' % of Shares | |
| 2nd partners' Name | |
| 2nd Partners' Nationality & Number | |
| 2nd Partners' % of Shares | |
| 3rd partners' Name | |
| 3rd Partners' Nationality & Number | |
| 3rd Partners' % of Shares | |
| Registered Companies | |
| Private or Public | |
| State nominal and Issued capital of company | Nominal in USD..... Issued in USD..... |
| Details of Director-1 Name Nationality ID/Passport Number Share % | |
| Details of Director-2 Name Nationality | |



CERTIFICATION

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

Name..... Title /

Signature..... Date:

| | |
|--|--|
| ID/Passport Number Share % | |
| Details of Director-3 Name Nationality ID/Passport Number Share % | |

PAYMENT TERMS

Mercy-USA's standard payment for supply and delivery is 100% payment within 30 working days after delivery of goods and upon receipt of supplier's invoice, and documents. And for Constructions/Renovations is 90% payment upon completion of works with the remaining 10% paid within 90 days, of quality Assurance, after completion.

Advance payment is NOT acceptable and is against the standard operating procedures of Mercy-USA



NOTE

Completion of the Supplier Registration Form may facilitate contracting business with Mercy-USA but it does not necessarily lead to the issue of an order to your entity.

Mercy-USA reserves the right to accept or reject registration of a potential vendor into its list of pre-qualified vendors.