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**PRE-QUALIFICATION OF SUPPLIERS**

**FOR GOODS, WORKS & SERVICES**

**2014/2016**

**Contact Information:**

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**Clarifications should be addressed to:**

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**Procurement Number: AU/AMISOM/PRE/14-16**

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**PRE- QUALIFICATION OF VENDORS (SUPPLIERS)**

**FOR GOODS, WORKS & SERVICES.**

**2014/2016**

**INTRODUCTION**

The African Union Commission through African Union Mission in Somalia (AMISOM) is Implementing projects funded by the European Union, Spanish Government, Danish Government and Italian Government. The engagement of suppliers, contractors or services providers **from the African Union Member States** by African Union Mission in Somalia (AMISOM) for the supply of goods, works and services for AMISOM Mission in Somalia.

The AUC 's/ AMISOM's database of pre-qualified suppliers and contractors from which service providers would be selected to supply and implement its projects and contracts that are below the threshold for Open Competitive Tendering or the case may be as required.

In view of the above, the African Union Mission in Somalia (AMISOM) invites potential suppliers, contractors and service providers with regards to the various categories below to register for pre-qualification. Prequalified suppliers and contractors will be eligible to participate in Selective/ Restrictive bidding process that will be conducted during the procurement process for the supply and implementation of projects in Somalia as a whole.

Interested suppliers and contractors should register with AUC/AMISOM **operating** in Mogadishu- Somalia. The registration form can be obtain from AMISOM website [www.amisom-au.org](http://www.amisom-au.org) or request the pre-qualification form by sending an email to [gbarie@africa-union.org](mailto:gbarie@africa-union.org) /[khalidS@africa-union.org](mailto:khalidS@africa-union.org), This procurement exercise and the subsequent tendering processes shall be subject to the African Union Commission Financial Rules & Regulation as well as the Procurement Manual .

## SECTION I - INVITATION FOR PRE-QUALIFICATION.

AMISOM (hereinafter referred as “Procuring Entity”) intends to prequalify suppliers and contractors for the provision of the following goods, works and services.

All the same, the services and supplies for which this pre-qualification notice is issued are **but** not limited to the following:

### 1. Contractors for Civil Works

#### **A) Business Category 1 (Contractors for Civil works): estimated contract award less than 200,000USD**

- 1) Construction and Rehabilitation of Buildings (all types)-
- 2) Construction and Rehabilitation/repairs of water supply systems.
- 3) Construction general etc

#### **B) Business Category 2 (Contractors for Civil works): estimated contract award less than 200,000USD **but** less than 500,000USD**

- 1) Construction and Rehabilitation of Buildings (all types)-
- 2) Construction and Rehabilitation/repairs of water supply systems.
- 3) Construction general etc

#### **C) Business Category 3 (Contractors for Civil works): estimated contract award **above** 500,000USD **but** less than 1,000, 000USD**

- 1) Construction and Rehabilitation of Buildings (all types)-
- 2) Construction and Rehabilitation/repairs of water supply systems.
- 3) Construction general etc

#### **D) Business Category 4 (Contractors for Civil works): Estimated contract award above 1,000, 000USD.**

- 1) Construction and Rehabilitation of Buildings (all types)-
- 2) Construction and Rehabilitation/repairs of water supply systems.
- 3) Construction general etc

### 2. Suppliers for various Goods

#### **A) Business category 1 (Suppliers) Estimated contract award less than 200, 000USD**

- 1) Computers and accessories
- 2) Office equipment and consumables
- 3) Electrical Materials
- 4) Office furniture
- 5) General/Office stationery and supplies
- 6) Spare parts (motor vehicles)
- 7) Generators
- 8) Security equipments etc.
- 9) Supply of Flags for various African country
- 10) Printing services of Calendars, diaries and Brandings etc
- 11)

**B) Business category 2 (Suppliers) Estimated contract award above 200,000USD but Less than 500,000 USD**

- 1) Computers and accessories
- 2) Office equipment and consumables
- 3) Electrical Materials
- 4) Office furniture
- 5) General/Office stationery and supplies
- 6) Spare parts (motor vehicles)
- 7) Generators
- 8) Security equipments etc.
- 9) Supply of Flags for various Africa countries
- 10) Printing services of Calendars, diaries and Brandings etc

**C) Business category 3 (Suppliers) Estimated contract award above 500,000USD**

- 1) Computers and accessories
- 2) Office equipment and consumables
- 3) Electrical Materials
- 4) Office furniture
- 5) General/Office stationery and supplies
- 6) Spare parts (motor vehicles)
- 7) Generators
- 8) Security equipments etc.
- 9) Supply of Flags for various African countries
- 10) Printing services of Calendars, diaries and Brandings etc

**3) Consultancy Services as well as General Services**

**A) Business category 1 (Services) Estimated contract award below 200,000USD**

- 1). Humanitarian project management, implementation and monitoring and evaluation.
- 2) Cleaning Services

**General Services**

- 1) Installation, maintenance and general Repairs
- 2) Electrical Installations and Repairs
- 3) Interpretations and translations service
- 4) Training services
- 5) Hotels services from 3(three) to 5(Five) stars hotels with full board services for conferences and workshops
- 6) Catering service

**B) Business category 2 (Services) Estimated contract award above 200,000USD but below 500,000USD**

- 1). Humanitarian project management, implementation and monitoring and evaluation.
- 2) Cleaning Services

**General Services**

- 1) Installation, maintenance and general Repairs
- 2) Electrical Installations and Repairs

- 3) Interpretations and translations service
- 4) Training services
- 5) Hotels services from 3(three) to 5(Five) stars hotels with full board services for conferences and workshops
- 6) Catering service

**C) Business category 3 (Services) Estimated contract award above 500,000USD**

- 1). Humanitarian project management, implementation and monitoring and evaluation.
- 2) Cleaning Services

**General Services**

- 1) Installation, maintenance and general Repairs
- 2) Electrical Installations and Repairs
- 3) Interpretations and translations service
- 4) Training services
- 5) Hotels services from 3(three) to 5(Five) stars hotels with full board services for conferences and workshops
- 6) Catering service

**Note: Any other items not listed may be welcome.**

Firm in each category of business should submit their duly filled registration form and to attached the following documents:

1. Attached complete prequalification forms with all relevance document list from No.(2- 7)
2. Profile of business. The profile should include, but not limited to a description of the type of business entity, the firm's technical and financial capability to execute the business etc
3. Business Registration Certificate, Valid Tax Clearance and VAT Certificate etc
4. Ministry of works, Housing and planning certificate for works category.
5. Evidence of experience in the form of list of contracts that have been executed in the last –five years. The list should include a description of goods, and works or service, name of Employer/client, value of the contract and status of the contract.
6. Financial statement
7. Profile of contract awarded in each of the categories mentioned. Please attached award letter ,Purchase Orders(POs), Contract agreements/Long terms agreement(if Any)☺

**Note Below:**

- Owners of new ventures can apply provided they submit the documents mentioned in 1, 2 and 3 above.
  - The prequalification shall be conducted in accordance with the **African** Union Commission Procurement Manual and the Financial Regulation.
  - The established vendors database will be updated with new vendors identified during open tendering as per the needs of the market and will be also redundant for none performing vendors.
  - The registration forms and supporting documents must be submitted on or before 15<sup>th</sup> May 2014, at 4.30p.m.
8. Completed pre-qualification documents in plain sealed **envelopes marked clearly “REF: Vendor Registrations/ Pre-qualification with the category number and amount/threshold,** should be deposited in **AMISOM TENDER BOX AT AMISOM OFFICE at Gigiri, Nairobi** and should be addressed to:

**Chairperson of Local Tender Board, Gigiri Crescent, Just before Diplomatic Police station, P.O.Box 20182-00200 Nairobi, Kenya.**

**Clarifications should be addressed to:**

Dr. Sahr Gborie: Email: [gbaries@africa-union.org](mailto:gbaries@africa-union.org), Khalid Seid: Email: [khalidS@africa-union.org](mailto:khalidS@africa-union.org),

Any **documents** received after the deadline time and date shall be rejected .AMISOM reserves the right to accept or reject any application and is not bound to give reasons for its decision.

## **SECTION II - INSTRUCTIONS TO APPLICANTS**

### **2.1 Scope of Tender**

2.1.1 AMISOM intends to prequalify suppliers for the supply of the goods, works and services detailed in the invitation for prequalification. It is expected that prequalification applications will be submitted and to be received by the **Chairman, Local Tender Board, on or before 15<sup>th</sup> May 2014, at 4.30p.m.**

2.1.2. Prequalification is open to eligible firms and formed ventures as indicated in appendix to instructions to Applicants.

2.1.3. Current contracted suppliers are also invited to submit their bids.

### **2.2. Submission of Application**

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposit in the **AMISOM TENDER BOX AT THE MOGADISHU MAYOR OFFICE** and should be address to:

**Chairperson of Local Tender Board, Gigiri Crescent, Just before Diplomatic Police station, P.O.Box 20182-00200 Nairobi, Kenya.**

**Clarifications should be addressed to:**

Dr. Sahr Gborie: Email: [gbaries@africa-union.org](mailto:gbaries@africa-union.org), Khalid Seid: Email: [khalidS@africa-union.org](mailto:khalidS@africa-union.org),

The closing date for applications is **15<sup>th</sup> May 2014, at 4.30p.m.** AMISOM reserves the right to accept or reject any application and is not bound to give reasons for its decision.

2.2.2 All the information requested for pre-qualification shall be provided in the English Language.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or sub substantiation of the information supplied

2.2.4 may result in the applicant's disqualification.

## **2.3 Eligible Applicants**

2.3.1 This Invitation for Bids is open to all suppliers from eligible source countries except as provided hereinafter;

2.3.2 Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices as issued by the African Union.

## **2.4. Qualification Criteria**

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in the Appendix 1 hereof and **of which weighted / Merit point system will be used as against each criteria.** A short listing of suppliers will be done taking into account the applicant's general and particular experience, personnel, capability and financial position as demonstrated by the applicant's response in the attached forms.

2.4.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

2.4.3. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.

## **2.5. Additional Requirements**

Agents/distributors shall provide copies of letters of appointment by the manufacturers to be dealers.

## **PRE-QUALIFICATION OF SUPPLIERS FOR YEAR 2014-16**

### **Confidential Business Questionnaire:**

*(Please note that giving false information under this section will result in your application being disqualified automatically)*

### **GENERAL INFORMATION**

1. The questionnaire must be fully and comprehensively completed in all respects.
2. Information given by the applicant shall be treated in strict confidence.
3. AMISOM reserves the right to visit and inspect the business premises of the company/firm that will participate.
4. Any information given under and later found to be incorrect shall lead to disqualification from the tendering process.
5. The following documents **MUST** be attached:
  - a. **Certificate of incorporation**
  - b. **Trading certificate where applicable**



- c. **TAX clearance certificate**
- d. **VAT Certificate**
- e. **List of Directors**
- f. **Annual returns and receipt**
- g. **CV's of senior staff**
- h. **Company organogram**
- i. **Power of attorney**
- j. **Financial Statement of the Company**
- k. **Attached, award letters, Contracts agreement /POs etc.**
- l. **Any other document is welcome.**

**PART I: CORPORATE INFORMATION**

No.:	PARTICULARS	RESPONSE
1.	Full name of organization Firm:	
2.	Is your Organization (please tick appropriately) <ul style="list-style-type: none"> <li>a. A Public limited company? If yes, please attach copies of the company's memorandum of association and articles including any change of name</li> <li>b. Public listed company? If yes, attach copies as (a) above</li> <li>c. A limited company? If yes, attach copies as (a) above</li> <li>d. A partnership? If yes, attach copy of partnership deed</li> <li>e. A sole trader? If yes, attach business certificate</li> <li>f. Other, (please specify)</li> </ul>	
3.	Date of Registration:	
4.	Full physical address of principle place of business:  Full postal address:	
5.	Current Telephone No.:	
6.	Fax No.:	
7.	Current Email Address;	
8.	Website address (if any)	
9.	Company Pin no.( If any): (please provide a copy)	
10.	VAT Registration No. ; (please provide a copy)	

11.	Period in which you have been in the specific business for which you wish to be qualified	
12.	Names of the shareholders, Directors and Partners (please provide copy issued by registrar of companies showing the directors and shareholders of the company)	
13.	Associated company (if any)	
14.	Provide the name of company's certified secretary/auditors	

**PART II: FINANCIAL INFORMATION**

No.:	PARTICULARS	
1.	What was your turnover in the last two-five years	<p>..... For year ended ----/----/-----</p> <p>..... For year ended ----/----/-----</p>
2.	Has your organization met all its obligations to pay its creditors and staff during the years?	Yes/No
	If so, please give details:	
3.	Have you had any contracts terminated for poor performance in the last two - three years, or any contracts where damages have been claimed by the contracting authority?	
	If so, please give details	
	If "No" please explain why	
4.	Give your bankers details (name, branch, telephone no.: address & contact person)	
5.	Provide a copy of the following: <ul style="list-style-type: none"> <li>• A copy of your most recent audited accounts (for the last 2 years)</li> <li>• A statement of your turnover, profit &amp; loss account and cash flow for the most recent year of trading(for the last 1 years)</li> </ul>	

**PART III: BUSINESS ACTIVITES**

No.:	PARTICULARS
1.	State your organization's main business activities
2.	Please state generally the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for as required by AMISOM

	<ul style="list-style-type: none"> <li>• Attach your company organogram with emphasis on the job you are bidding for</li> <li>• Attach CV's of your key staff</li> </ul>
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**PART IV: TRADE REFERENCES**

No.;	Customer Organization (Name)	Customer Contact name & Phone no.:	Contract reference & brief description	Date contract awarded	Period of contract
1.					
2.					
3.					
4.					
5.					

**DECLARATION**

<p>I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with AMISOM</p>
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<b>FORM COMPLETED BY:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	
<b>Telephone No.:</b>	
<b>Valid Email:</b>	
<b>Signature:</b>	
<b>Company Seal: and Stamp affix</b>	

<b>FORM WITNESSED BY:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	
<b>Telephone No.:</b>	
<b>Valid Email:</b>	
<b>Signature:</b>	
<b>Company Seal/ and stamp affix</b>	

### **APPENDIX 1**

***(i) Pre-liminary Evaluation:***

*The following documents shall form part of the evaluation using weighted / merit point system.*

- *Certificate of incorporation*
- *Trading certificate where applicable*
- *TAX PIN certificate*
- *VAT Certificate*
- *List of Directors*
- *Annual returns and receipt*
- *CV's of senior staff*
- *Company organogram*
- *Completion of questionnaire*
- *Financial Statement of the Company*

***(ii) Technical Specifications:***

- *Well and clearly answered questionnaire (part I, III,IV)*

***(iii) Financial/Commercial Evaluations***

- Submission of:*
- *Copy of recent audited accounts*
  - *Statement of turnover*