



**KAALO**  
Aid and Development Org.

PREQUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION  
OF GOODS, WORKS, AND SERVICES

1<sup>ST</sup> Apr 2021 – 31<sup>ST</sup> March 2023

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## **PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS, AND SERVICES**

KAALO Aid and Development (KAALO) was established in March 1991 just after the collapse of Somali central government; and it is one of the most successful and consistent community based, non-profit, humanitarian and development NGO in Somalia. KAALO operates in the Puntland Regions, and Somalia at large and is involved in relief aid, rehabilitation, and development programs in various sectors: Education, Health, Rural Development, Agriculture and livelihood and Governance (Peace, Human Rights, Gender Development, and Democracy and Psychosocial issues). KAALO is currently implementing Integrated programs/projects that are aimed at strengthening and increasing accessibility and utilization of high-quality Food, Water and Sanitation as well as protection needs in Somalia.

Therefore, KAALO is seeks to invite interested and eligible companies, organization, and individuals to submit applications for the pre-qualification of suppliers/Contractors.

### **DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS**

The pre-qualification documents must be enclosed in a properly sealed envelope marked "*Pre-Qualification of Suppliers 2021*", clearly indicating the appropriate **Procurement Category(s), Procurement Item Number(s)** and **Procurement item Description (s)** being applied for, and placed in the **tender boxes** from **Thursday, 5 April 2012 to 26 Apr 2021 at 3.00 pm** at KAALO Garowe Office near Rigga borehole

Documents containing any other external markings that can identify the vendor or that are addressed to individuals will be **disqualified**. For any clarifications, please contact us on the above respective numbers and **email us on [procurement@kaalo.org](mailto:procurement@kaalo.org)**

The procurement Types/Categories that need to be applied are as following.

1. **Supplies**
2. **Consultancy and Non-Consultancy Services**
3. **Works**

#### PROCUREMENT ITEM LIST UNDER THE DIFFERENT PROCUREMENT CATEGORIES

Procurement Item #	Description of Items
<b>Supplies</b>	
KAD/Sup/1/2021	General Printing Services – Manuals, Brochures, Banners, T-shirts, Billboards, etc.
KAD/Sup/2/2021	Provision of Office Stationery and Supplies
KAD/Sup/3/2021	Provision of sanitation tools and hygiene kits Supplies
KAD/Sup/4/2021	Provision of Medical Supplies
KAD/Sup/5/2021	Provision Office Furniture and Fittings
KAD/Sup/6/2021	Provision of IT Equipment, Accessories, Repairs, and services - Printers, Photocopiers, Projectors, Laptops, Desktops, Printer Cartridges etc
KAD/Sup/7/2021	Provision of Phones, Tablets
KAD/Sup/8/2021	Supply of Motor vehicle/ Motorcycle spare parts, Tyres, tubes & batteries, Oil and Lubricants, etc.
KAD/Sup/9/2021	Supply of fuel.
KAD/Sup/10/2021	Provision of Drinking Water Supply
KAD/Sup/11/2021	Provision of Agricultural Inputs
KAD/Sup/12/2021	Provision of Food Items
KAD/Sup/13/2021	Provision of Electricity Power Supply
KAD/Sup/14/2021	Provision of Solar Power Material and Installation Service
<b>Works</b>	
KAD/W/15/2021	Construction and Rehabilitation Works
KAD/W/16/2021	Borehole drillings and Geophysical and Hydrological Surveying Service

<b>Consultancy Services</b>	
<b>KAD/Ser/17/2021</b>	Provision of Capacity building and Training Services
<b>KAD/Ser/18/2021</b>	Research and Study Services
<b>KAD/Ser/19/2021</b>	Provision of Health services
<b>KAD/Ser/20/2021</b>	Provision of legal services.
<b>KAD/Ser/21/2021</b>	Provision of Auditing Service
<b>KAD/Ser/22/2021</b>	Provision of Mobile money Transfer Service (MMT)
<b>Non-Consulting Services</b>	
<b>KAD/Ser/23/2021</b>	Air Travel Ticketing Services
<b>KAD/Ser/24/2021</b>	Provision of Vehicle Maintenance and Repair
<b>KAD/Ser/25/2021</b>	Provision of Accommodation, catering, and Conference services
<b>KAD/Ser/26/2021</b>	Transportation (vehicle rental service) and Truck transportation service
<b>KAD/Ser/27/2021</b>	Provision of Internet and Airtime Services
<b>KAD/Ser/28/2021</b>	Provision of garbage collection services.
<b>KAD/Ser/29/2021</b>	Provision of photography and video graphic and editing, including digital communication services.
<b>KAD/Ser/30/2021</b>	Provision of Electricity Material, Repairing and Maintenance Services
<b>KAD/Ser/31/2021</b>	Promotion and Adverting Services

## PRE-QUALIFICATION INSTRUCTIONS

1. KAALO herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualified suppliers and contractors.
2. The pre-qualification objective is to supply and deliver assorted items and provide services under the relevant tenders/quotations to KAALO on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of Federal Government and Federal member states are invited to submit their pre-qualification documents to KAALO so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who can demonstrate proven technical, financial, and managerial capacity to supply the listed goods and services.
6. This document includes questionnaire forms and documents required of prospective suppliers.
7. The successful applicants will be registered on KAALO'S suppliers list for the period **1ST Apr 2021 – 31ST March 2023** and the organization will only deal with the firms that are registered.
8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.

9. KAALO reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
10. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
11. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership, or holdings it may have.
12. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

### **ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

#### **Experience**

- a. Prospective Bidders shall have at least three (3) years' experience in the supply of good and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. KAALO reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement procedure.
- d. Share contracts of previous works done and/or recommendation letters.

#### **Financial Capability**

- a. The supplier's financial capability will be determined by the latest Bank Statement submitted with the pre-qualification document.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

**Personnel**

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in **Part I**.

**Past Performance**

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

**Premise**

The Firm must have a **registered** and **fixed** business premise in respective KAALO offices that they are applying for such as Garowe, Galkaio, Gardo and Bossaso, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

**Statutory Obligations**

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the Puntland Ministry of Finance.

**PRE-QUALIFICATION EVALUATION CRITERIA**

**ADMINISTRATIVE EVALUATION AREA**

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Evidence Of physical Registered office– Please attach utility bill e.g., Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
4.	Bank Statement for the last three months in the name of the firm i.e. (January 2021-March 2021)	Mandatory
5.	A minimum of three recommendation and reference letters from previous or current clients i.e. For the period 2019 – 2021.	Essential
6	Certificate of Completion for previous contracts from the clients	Essential
7	Company/Business Profile	Mandatory

**TECHNICAL EVALUATION AREA**

No.	Requirements (Submit evidence)	Score (%)
1	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Business License from Local Government	30
2	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	10
3	Manpower/Staffing	10
4	Past Performance & Experience e.g., provide contracts/Local Purchase Orders (LPOs)/Recommendation letters /Acknowledgment or Certification of completion	30
5	Financial capability	20
	<b>TOTAL</b>	<b>100</b>
	<b>PASS MARK</b>	<b>75</b>

KAALO reserves the right to accept or reject any application either in whole or in part based on the requirements and will also provide any clarifications needed by the applicant before, during and after application received and evaluated.

**Clarifications and questions relating with application and documentation process will be accepted and available from 5<sup>th</sup> – 10<sup>th</sup> April and the communication will be done through email ([procurement@kaalo.org](mailto:procurement@kaalo.org))**

Canvassing will lead to automatic disqualification.

**Only successful organizations will be contacted.**

**Please download the Application from the link below; complete it and submit with the requested attachments.**

**[Pre-qualifier’s Application Form](#)  [Click here](#)**

**Application Deadline: 26<sup>th</sup> Apr 2021 3:00 pm. Any application later that date and time will not be accepted.**