

**TERMS OF REFERENCE FOR PREQUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, WORKS, AND SERVICE**S

KAALO Aid and Development (KAALO) was established in October 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 seeks to invite interested and eligible companies, organizations, and individuals to submit applications for the pre-qualification of suppliers/Contractors.

## DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents Will be submitted through [online](https://www.infowisesolutions.com/apps/uf/form?formId=f82f82b6-494b-44db-b9c6-c1624a08098a) from **1st March -20th March 2025 at 11:59 pm. Click here** [**Online submission**](https://www.infowisesolutions.com/apps/uf/form?formId=f82f82b6-494b-44db-b9c6-c1624a08098a)

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**

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

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

PROCUREMENT ITEM LIST UNDER THE DIFFERENT PROCUREMENT CATEGORIES

|  |  |
| --- | --- |
| **Code** | **Description of Items** |
| KAD/Sup/1/2025 | General Printing Services – Manuals, Brochures, Banners, T-shirts, Billboards, etc. |
| KAD/Sup/2/2025 | Provision of Office Stationery and Supplies |
| KAD/Sup/3/2025 | Provision of sanitation tools and hygiene kits Supplies |
| KAD/Sup/4/2025 | Provision of Medical Supplies |
| KAD/Sup/5/2025 | Provision Office Furniture and Fittings |
| KAD/Sup/6/2025 | Provision of IT Equipment, Accessories, Repairs, and services - Printers, Photocopiers, Projectors, Laptops, Desktops, Printer Cartridges etc |
| KAD/Sup/7/2025 | Provision of Phones, Tablets |
| KAD/Sup/8/2025 | Supply of Motor vehicle/ Motorcycle spare parts, Tyres, tubes & batteries, Oil and Lubricants, etc. |
| KAD/Sup/9/2025 | Supply of fuel. |
| KAD/Sup/10/2025 | Provision of Drinking Water Supply |
| KAD/Sup/11/2025 | Provision of Agricultural Inputs |
| KAD/Sup/12/2025 | Provision of Food Items |
| KAD/W/13/2025 | Provision of Electricity Power Supply, Solar Power Material and Installation Service |
| KAD/W/14/2025 | Construction and Rehabilitation Works |
| KAD/W/15/2025 | Borehole drillings and Geophysical and Hydrological Surveying Service |
| KAD/Ser/16/2025 | Provision of Vehicle Maintenance and Repair |
| KAD/Ser/17/2025 | Provision of Accommodation, catering, and Conference services |
| KAD/Ser/18/2025 | Transportation (vehicle rental service) and Truck transportation service |
| KAD/Ser/19/2025 | Provision of photography and video graphic and editing, including digital communication services. |
| KAD/Ser/20/2025 | Provision of Electricity Material, Repairing and Maintenance Services |
| KAD/Ser/21/2025 | 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 when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of the 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. 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. The successful applicants will be registered on KAALO’S suppliers list for the period **1st Apr 2025 – 31st March 2028** and the organization will only deal with the firms that are registered.
7. Applicants must submit a *duly* completed [Online Application](https://www.infowisesolutions.com/apps/uf/form?formId=f82f82b6-494b-44db-b9c6-c1624a08098a) and upload all required documents.
8. 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.
9. 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.
10. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

# ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

**Experience**

1. Prospective Bidders shall have at least Contracts (3) years’ experience in the category they are applying.
2. Prospective suppliers require special experience and capability to organize the supply and delivery of items or services at short notice.
3. KAALO reserves the right to request additional qualification information as the tender/quotation stage to suit procurement procedure.
4. Share contracts of previous work done and/or recommendation letters.

**Financial Capability**

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

**Personnel**

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

**Past Performance**

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

**Premise**

The Firm must have a **registered** and **fixed** business premise in respective in Somalia, 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 Federal State of Somalia and Federal State member (based on their location).

# 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 experience, Attached previous contracts | Mandatory |
| **4.** | Bank Statement for the last three months in the name of the firm i.e. (Nov 2024-Jan 2025) | Mandatory |
| **5.** | A minimum of three recommendation and reference letters from previous or current clients  | 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 (%)** |
|  | Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Business License from Local Government | 30 |
|  | Manpower/Staffing (CVs of the Technical Staff) | 10 |
|  | Past Performance & Experience e.g., provide contracts/Local Purchase Orders (LPOs)/Recommendation letters /Acknowledgment or Certification of completion | 40 |
|  | Financial capability | 20 |
|  | **TOTAL** | **100** |
|  | **PASS MARK** | **75** |

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 5th – 10th March 2025 and the communication will be done through email (******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**](https://www.infowisesolutions.com/apps/uf/form?formId=f82f82b6-494b-44db-b9c6-c1624a08098a) **Click here**

**Application Deadline: 20th March 2025 3:00 pm. Any application later that date and time will not be accepted.**