



Salaam Development Cente (SDC)

PRE-QUALIFICATION DOCUMENTS
FOR
SUPPLIERS FOR GOODS AND SERVICE

TENDER No: SDC/PQS/1/2025-2026

OCTOBER 2024

APPLICATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES
(YEAR 2025- 2026)

BACKGROUND:

Salaam Development Center (SDC) is an independent, nonprofit and nongovernment organization provides project management services and research & development solutions, in the thematic focus area of livelihoods and climate changes, social development, protection and good governance based in Garowe-Puntland- Somalia.

PRE-QUALIFICATION DATA INSTRUCTION:

We extend an invitation to all interested and eligible suppliers/service providers to seek prequalification by completing the designated Application Form (Annex I). Please specify the **Reference code: 'TENDER No: SDC/PQS/1/2025-2026'** and the specific sub-category of goods or services you wish to provide. The Prequalification Application and Declaration Forms are accessible for download from our website: www.Salaamcenter.org

We welcome both existing service providers and new, qualified suppliers, manufacturers, and vendors to apply. Kindly provide the requested up-to-date information for review and registration as SDC suppliers for goods and services. This prequalification opportunity will remain in effect until December 31, 2026.

PRE-QUALIFICATION DOCUMENTS:

ANNEX I: APPLICATION FORM AND PAST EXPERIENCE

ANNEX II: PRE-QUALIFICATION CRITERIA (EVALUATION MATRIX)

ANNEX III: FILE SUBMISSION CHECKLIST

ANNEX IV: SDC PSEA POLICY

ANNEX V: SUPPLIER CODE OF CONDUCT

SUBMISSION INSTRUCTIONS:

SUBMISSION GUIDELINES:

- i. Bidders are **REQUIRED** to adhere to all instructions, terms, and conditions, and present the following essential prerequisites during the prequalification process:
 - a) Completed, Signed, and Sealed Application Form
 - b) Valid Registration Certificate
 - c) Current License from the Ministry of Commerce and Industry or the Ministry of Public Works
 - d) Tax Compliance Certification
 - e) Details on Business Volume and Financial Stability
 - f) Declaration Form and Code of Conduct

The finalized prequalification Application Form and its accompanying documents must be enclosed within a sealed envelope clearly labeled with the reference number: **SDC/PQS/1/2025-2026'** And **Prequalification Category Number;**

- ii. Interested and eligible vendors are requested to submit their applications in a sealed envelope to be placed in the designated "**PRE-QUALIFICATION BOX,**" clearly labeled "**TENDER No: SDC/PQS/1/2025-2026'**" for goods and services. The deadline for submission is **25th October 2024 at 10:00 am** at the SDC Garowe Office Located at 1da Aug, WADADA Sagal..
- iii. Kindly consider the following:
 - a) Suppliers presently engaged in business with SDC are encouraged to apply for prequalification.
 - b) Any Tender document received after the *deadline shall be disqualified.*
 - c) To be eligible, suppliers must prove that they qualify to participate in this Pre-qualification by providing the documents requested.

(v) For any enquiries, please contact following phone and email:

+ **252907763987**

Email: procument@sdcsomalia.org

(vi). Kindly acknowledge that this announcement is designed to facilitate the compilation of a roster of suppliers and service providers for the outlined service categories.

- i. Suppliers can choose up to three categories from the list.

No.	Reference	Category name	Category Description	Locations	TiCK Categories of Interest
SUPPLIES					
1	SDC-2024-SPQ-C001	Office supply and furniture	<ul style="list-style-type: none"> a) Supply of office stationery, and photocopier b) Provision Snacks (Biscuits, drinking water and sweets, Bottled Mineral Water) c) lumbing Materials: Steel/PVC pipes, water taps, flexible hoses d) Electrical Materials: Lamps, sockets, switches e) Office Furniture (Executive Chairs, Office Tables, Office Cupboards, Cabinets, Desks, Filing Cabinets, Bookcases, Reception desks, Conference tables, Workstations, Office partitions/screens) 	Puntland	
	SDC-2024-SPQ-C002	SupplyNFI	a) non-Food Items (NFI), Kitchen Kits, Hygiene Kits, Aqua tabs, Household Kits, Mosquito Nets, Jerry-cans, Tents, Plastic Sheets, Blankets, Dignity/Emergency Kits	Puntland	
2	SDC-2024-SPQ-C003	Agricultural Equipment and Inputs	<ul style="list-style-type: none"> a) Agriculture inputs (seeds, fertilisers, farm tools, pesticides ets) b) Agriculture technology (irrigation systems, greenhouse, farm tractors, Cultivator Disc Harrow and Paddy Plough and other agricultural equipment) c) Additional Essential Agricultural Equipment and Inputs 	Puntland	
3	SDC-2024-SPQ-C004	Solar Installation system	a) Supply of solar system and installation and maintenance services	Puntland	
4	SDC-2024-SPQ-C005	ICT equipment and accessories	<ul style="list-style-type: none"> a) IT Equipment, Tools, and Accessories (Computers, Desktops and Laptops, Scanners, Printers, Mouse, Keyboards, Monitors, Headsets, External Drives, USBs, Cables, Webcams, Microphones, Laptop Cases) b) Computer Hardware (Motherboards, CPUs, RAM, GraphicsCards, Hard Drives, Power Supplies, Cooling Systems, Cases, Network Cards, Optical Drives, Sound Cards) c) Computer Software: (Operating Systems, Productivity Software, Antivirus, Design Tools, IDEs, Accounting Software, Project Management Tools, Collaboration Software) 	Puntland	

Service

5	SDC-2024-SPQ-C005	Transportation services	<p>a) Car Rental Services: Transport hire firms are required to provide proof of having obtained all necessary insurance coverage.</p> <p>b) . Ambulance Rental Services: Transport hire firms must submit evidence of having acquired all essential insurance covers.</p>	Puntland	
6	SDC-2024-SPQ-C006	Hotel And workshop services	<p>a) Provision of training support which includes refreshments such as tea, coffee, and snacks during breaks, buffet lunch with vegetarian and non-vegetarian options, and either sit-down dinner or buffet style dinner.</p> <p>b) A venue equipped with a projector for presentations and access to reliable internet service throughout the event.</p>	Puntland	
7	SDC-2024-SPQ-C007	Visibility materials	<p>a) Printing Services i.e. Promotional/Visibility material printing of calendars, diaries, t-shirts, caps, posters, IEC materials, ID cards</p> <p>b) manufacture of signboards, printing books, stickers, banners, stand banners, billboards and other visibility materials).</p>	Puntland	
8	SDC-2024-SPQ-C008	Media service	<p>a) Media Services Radio messages and podcast.</p>	Puntland	

Work

9	SDC-2024-SPQ-C009	Construction and rehabilitation work	<p>a) Construction and rehabilitation work (e.g. borehole rehabilitation, shallow wells, farm fencing).</p> <p>b) Borehole drilling/equipping works & services with inclusion of water equipment, water storage bladder and accessories, sensors & pipes installations, pumps, tanks & Generators.</p> <p>c) Civil works e.g. Renovations, Partitioning, Painting, Plumping and rehabilitations, Construction of Buildings</p>	Puntland	
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ANNEX I

PREQUALIFICATION APPLICATION FORM

A. Organization and Business Information

1	Name of the Company/Service Provider		
2	Address of the Company:		
	City:		
	Street		
	Address: Tel:		
3	Contact Person		
	Name:		
	Title:		
Phon e:			
4	Company Registration Letters numbers	<input type="checkbox"/>	
5	Number of employees		
5	Year established		
6	Type of Business Activities	Goods <input type="checkbox"/> Services <input type="checkbox"/> Work <input type="checkbox"/> Other (Specify) Please explain	
7	Net Worth Equivalent in USD	
8	Bank Details:		
	Name of		
	Bank Bank		
	Address		
Bank Account Number			

VENDOR PROFILE

1. Company Profile (*please provide a description of the company and its achievements*)
 2. Legal status (partnership/sole proprietor/ Ltd. Company) _____
 - a) Company registration certificate No. _____ Puntland registration certificate and if Company is willing to work with us,
 - b) Certification by Authorities {(a). Ministry of commerce and industrial, (b). Ministry of public works housing and transport of Puntland government of Somalia (*Note Construction companies should submit for both certificates*)} and (c). Puntland National tender board certificate
 3. Tax Compliance Certificate (Valid) for the last 6 Month (*Attach copies*)
 4. Business Volume and Financial Soundness:
 - Bank Statements for the last year and Financial Statements (*Attach copies*)
 5. Presentation of:
 - a. Evidence of Physical Address and Premises (*Attach copies*)
 - b. Electricity bills (*Attach copies*)
 - c. Water bills (*Attach copies*)
 - d. Tenancy Agreement (*Attach copies*)
- C. Past Experience:
- Provide the names of clients served in the last two years and the value of orders.

1. Name of 1st Client (Organization)

- (a) Name of Client (Organization).....
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number.....
- (e) Value of Contract.....
(*Attach copies*)
- (f) Description of contract

2. Name of 2nd Client (Organization)

- (a) Name of Client (Organization).....
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number.....
- (e) Value of Contract.....
(*Attach copies*)
- (f) Description of contract

3. Name of 3rd Client Name of 1st Client (Organization)

(a) Name of Client (Organization).....

(b) Address.....

(c) Contact Person.....

(d) Tel Number.....

(e) Value of Contract.....

(f) Description of contract

(Attach copies)

Additional Information:

SDC reserves the right to request submission of additional information from prospective supplier/service providers without offering any explanation for such request.

Quotation Request Process:

SDC will ask for price quotes only from suppliers/service providers who have cleared the Pre- qualification stage and have been officially notified in writing as approved suppliers/service providers for SDC for the specified period mentioned in the prequalification document. A supplier/service provider will be considered successful in pre-qualification if they score over 60 points after the pre- qualification assessment.

SWORN STATEMENT ON YOUR COMPANY’S LETTERHEAD

NB: Failure to sign this statement will lead to an automatic disqualification of the supplier/service provider from any further pre-qualification considerations

Having Studied the Prequalification Information, We/ I hereby state:

- i. The Information Furnished in our Application form is accurate to the best of our knowledge.
- ii. That incase of Being prequalified, we acknowledge that this grant us the right to participate in due time in the submission of a tender or Quotation based on provisions in the tender or Quotation Documents to Follow.
- iii. We are not Employees of SDC or related to any employee of SDC
- iv. When our legal, Technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the prequalification made.
- v. We are not insolvent, in receivership, Bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.
- vi. That we will not engage in corrupt practices with the members of staff.

Date:

Applicant’s Name.....

Represented By:

Signature:

(Full names and Designation of the person signing and stamp or Seal)

**ANNEX II PREQUALIFICATION
CRITERIA EVALUATION MATRIX.**

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below. The evaluation will be out of 100% with a pass mark of 60% and above.

	Criteria	Parameters	Weighted %
	Mandatory Requirements, Duly Completed Prequalification Application Form and signing code of conduct	Full Submission	Mandatory
1	Profile	Mandatory	15
2	Licences/Registrations: A. <i>Current/Valid business registration certificate.</i> B. <i>Puntland-Tender Registration certificate</i> C. <i>Construction Registration certificate (only Construction companies)</i>	Mandatory	12
3	Tax Compliance Certificate for the last 6 months (Ministry of Finance for Puntland).	Mandatory	10
4	Business Volume and Financial soundness (Bank Statement for the last one year and Financial Statement)	Mandatory	20
5	Presentations of Documents (Contracts, PO & Reference letters from Current Clients duly signed and stamped)	Mandatory	17
6	a. Evidence of Physical Address and Premises b. Electricity bills c. Water bills (d. Tenancy Agreement	Mandatory	16
7	Declaration form (Code of Conduct PSEA)	Mandatory	10

ANNEX III

FILE SUBMISSION CHECKLIST	Yes or No
1. Mandatory Requirements and Prequalification Application Form <i>(Tenders will be rejected if the suppliers do not submit signed documents of the code of conduct and Declaration of Interest)</i>	
2. Company profile with detailed physically verifiable contact address	
3. Valid business registration certificate from Ministry of Commerce and Industry, Ministry of public work of Puntland and Puntland National Tender certificate	
4. Tax Compliance Certificate for the last 6 months	
5. Business Volume and Financial soundness a. Bank Statement for the last one year and b. Financial Statements	
6. Paste Experience of works of a similar nature (attach proof for evidence)	
7. Evidence of vendor existence a. Physical Address and Premises b. Electricity bills c. Water bills d. Tenancy Agreement	
8. Declaration form (Code of Conduct PSEA)	

Refer to the website links for the below Annexes.

ANNEX IV: [SDC PSEA POLICY](#)

ANNEX V: [SUPPLIER CODE OF CONDUCT](#)