

## **PREQUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, WORKS AND SERVICES TO WORLD VISION SOMALIA PUNTLAND PROGRAM IN 2022-2024**

World Vision Somalia, Puntland, jointly invites applications from registered eligible companies for consideration as approved Suppliers/Service providers of goods, works and services' categories as per below detailed categories.

Prequalification documents are free of charge and can be download from the website Puntland Post and Somali Tenders, or requested by sending an email to: [Ahmed\\_mohamedabdi@wvi.org](mailto:Ahmed_mohamedabdi@wvi.org) or collected directly from World Vision Office in Garowe.

This invitation is extended to all suppliers, including those who are currently working with world vision Somalia, Puntland office.

### **Guidelines**

1. Registration is open to all interested and eligible applicants
2. Only successful applicants will be contacted
3. Application for registration documents must be submitted in hard copy in sealed envelopes showing the category # applied for received **on or before 10:00Am Thursday 19<sup>th</sup> August 2021**, to the below office address:

**World Vision Somalia, Puntland office, Alnasar, street near Siha hospital.**

Applicants **MUST** attach the valid copies of the following documents

1. Business license issued by the Ministry of Commerce in Puntland state
2. Registration from Puntland national tender board
3. Business Registration Certificate from the local Government
4. Tax Registration Certificate from the Ministry of Finance Puntland state
5. Evidence of registration under relevant statutes/bodies. e. g. Ministry of Energy and Natural Resources, Ministry of Social Affairs and Public Works, Ministry of Health, Ministry of Agriculture, Livestock etc.
6. Provide information on ownership structure (Name of directors of the company / Owner)
7. Bank statement of the company for the six last Month
8. Evidence of relevant experience at least for three years
9. Duly filled in signed and stamped Vendor Registration Form
10. Duly filled, signed and stamped World Vision Supplier Code of Conduct

### **Notes:**

1. All the information requested for pre-qualification shall be provided in English Language
2. The detailed list of categories and sub categories is attached for ease of reference.

**Please Note: World Vision International reserves the right to accept or reject any application and is not bound to give reasons for its decision.**

**Queries and or clarifications required, please write to [ahmed\\_mohamedabdi@wvi.org](mailto:ahmed_mohamedabdi@wvi.org) or [Abdullahi\\_jama@wvi.org](mailto:Abdullahi_jama@wvi.org).**

## **VENDOR REGISTRATION FORM**

### **Section 1: Company Details and General Information**

<b>Category Applying for:</b>	
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1. Name of Company:			
2. Physical Address:		3. Postal Mailing Address:	
City/Town:		Street/Road:	

4. Tel:	5. Website Address:
6. Cell phone:	7. Email Address of Contact Person:

8. Contact Persons Name and Title:
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9. Parent Company (Full legal Name (If any)
10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):

11. Type of Business (Mark one only):					
Corporate/ Limited:		Partnership:		Other (specify):	

12. Nature of Business:					
Manufacturer:	<input type="checkbox"/>	Authorized Agent:	<input type="checkbox"/>	Trader:	<input type="checkbox"/>
Consulting	<input type="checkbox"/>	Other (specify): _____			

13. Year Established:		14. Number of Full-time Employees:	
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**Section 4: Experience**

15. Recent Contracts/Works:

Organization Name:	Year:	Value:	Goods/Services Supplied:	Contact Person:

**16. Certification:**

I, the undersigned, hereby confirm that the information provided in this form is correct. I also understand that it is an offence to provide wrongful information.

Name: \_\_\_\_\_

Functional Title: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

Category #	Category Name	Sub-Category		
<b>WVSOPUN/CAT/01/FY2021</b>	Agriculture, Farm (Equipment and Supplies) & Livestock	Livestock		
		Agricultural Inputs		
		Beekeeping Equipment		
		Pesticides and Fertilizer		
		Irrigation Equipment and Materials		
		Farm Tools, Equipment, tractor ploughing, implements (Assorted)		
		<b>WVSOPUN/CAT/02/FY2021</b>	Uniforms and Shoes	Uniforms
				Footwear (Shoes)
		<b>WVSOPUN/CAT/03/FY2021</b>	Contractors, Construction & Building Materials and Repairs	Building Materials
				Construction (Contractors)
<b>WVSOPUN/CAT/04/FY2021</b>	Consultancy Services	Knowledge Management		
		Building & architectural Engineer Services		
		Workshop Facilitators/Trainers		

		Legal Services
		Translation Services
		Videographer (Services)
<b>WVSOPUN/CAT/05/ FY2021</b>	Education: School Supplies and Equipment	School Furniture
		Sports Equipment
		School Bags/ Backpacks
<b>WVSOPUN/CAT/06/ FY2021</b>	Food	Bottled Water
		Food Parcels / Dry Rations
		Groceries, and Food Supplies
<b>WVSOPUN/CAT/07/ FY2021</b>	Health, Drugs & Medical (Equipment and Supplies)	Pharmaceuticals
		Medical Supplies
		Medical Equipment
		Veterinary Supplies
		Veterinary Pharmaceuticals and Medicines
<b>WVSOPUN/CAT/08/ FY2021</b>	Supplies	Hygiene Kits
		Kitchen Sets

		Blankets
		Tarpaulins
		Tents (Shelter)
		Rope
		Jerry Cans and buckets
		Mosquito Nets
		Rub Halls
		Emergency Kit / Go bags
		Dignity Kits
<b>WVSOPUN/CAT/09/ FY2021</b>	IT Hardware	Printers & Copiers
		Cartridges & Toners
		Computer Accessories
		Office & School Supplies
<b>WVSOPUN/CAT/10/ FY2021</b>	Office Supplies and Stationery	Printer Paper
		Office and School Supplies
<b>WVSOPUN/CAT/11/ FY2021</b>	Office Equipment and Furniture	Cameras
		Office Appliances
		Office Equipment

		Office Furniture & Fittings
		Air Conditioners
		Water Dispensers
<b>WVSOPUN/CAT/12/ FY2021</b>	Cleaning & Janitorial Services	Building Maintenance and Repair
		Janitorial Services
		Cleaning Supplies (Janitorial)
		Office Equipment Repairs & Maintenance
		Utilities
<b>WVSOPUN/CAT/13/ FY2021</b>	Power Generation	Solar Equipment
		Solar Panels Solar Batteries Mobile Solar Chargers
		Power Back Up Equipment - Other
<b>WVSOPUN/CAT/14/ FY2021</b>	Publishing, Printed Material & Advertising	Banners
		WV Promotional Clothing

		IEC materials
<b>WVSOPUN/CAT/15/ FY2021</b>	Transportation & warehousing	Road Transport Services
		Hiring of Mechanical Handling Cranes and Equipment
		Air transport Services, Courier Services
<b>WVSOPUN/CAT/16/ FY2021</b>	Hotel/Lodging and Venue	Hotel Rooms
		Meeting Venues
		Sound System
<b>WVSOPUN/CAT/17/ FY2021</b>	Catering Services	Catering Services
<b>WVSOPUN/CAT/18/ FY2021</b>	Car Hire and vehicle leasing(Ground Transportation)	Car/Bus/Mini Van Rental
		Car hire/ car rental services
<b>WVSOPUN/CAT/19/ FY2021</b>	Vehicles and Vehicle Fleet Management	Vehicle Repairs & Maintenance



		Vehicle Tires and Spare Parts
		Car Wash
<b>WVSOPUN/CAT/20/ FY2021</b>	Water and Sanitation	Water Tanks
		Drilling Services
		Drilling Equipment
		Purification Tablets
		Water Bowsers/Water Tankers
		Water Pumps, Pipes & Toolkits
		Water Filtration Systems
		Wash Construction Projects (Contractors)
		Water Testing Equipment
		Hand Washing Station
<b>WVSOPUN/CAT/21/ FY2021</b>	Insurance Services	Vehicle Insurance
<b>WVSOPUN/CAT/22/ FY2021</b>	Banking Services	Money Transfer services
<b>WVSOPUN/CAT/23/ FY2021</b>	Fuel	Petrol

		Diesel
		Kerosene
		Lubricants

## WORLD VISION INTERNATIONAL SUPPLIER CODE OF CONDUCT

World Vision is a relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Inspired by our values, we are dedicated to working with the world’s most vulnerable people. We serve all people regardless of religion, race, ethnicity or gender.

World Vision is strongly committed to observe the highest ethical and moral standards in all its procurement activities. This Code of Conduct sets out a set of simple principles and behaviors that should guide our suppliers, its sub-contractors, and each of us in the everyday conduct of business, ensuring that internationally recognized procurement ethics are followed. Standard elements of good business practice should also be applied. The Code of Conduct is relevant to World Vision and is intended to reach and be applied by all members of the Supply Chain. To ensure World Vision is donor complaint, we will adhere to donor procurement requirements, where applicable. Suppliers are strongly advised to familiarize themselves and their sub-contractors with the Code of Conduct to ensure successful working relations with World Vision.

### **World Vision expects its suppliers to:**

1. Improve value for money –
  - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
  - b) Price appropriately and honestly to reflect requirements and risks.
  - c) Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain
  - d) Earn fair but not excessive rewards
2. Act with Professionalism and integrity –
  - a) Be honest and realistic about capacity and capability when bidding.
  - b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and when required.
  - c) Work collaboratively to build professional business relationships, including with World Vision staff.
  - d) Act in a manner that supports the development of a mature and ethical business relationship with World Vision.
  - e) Demonstrate clear, active commitment to Corporate Social Responsibility.
3. Be accountable –

- a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
- b) Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
- 4. Align with World Vision –
  - a) Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
  - b) Be able to operate across all World Vision offices, including in fragile and conflict affected areas.
  - c) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
  - d) Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
  - e) Reflect World Visions international development goals and demonstrate their commitment to poverty reduction.
- 5. Observe International Labour Conventions –
  - a) World Vision expects its suppliers, and their sub-contractors to observe International Labour Conventions
  - b) Prohibit any use of forced, bonded, or indentured labour or involuntary detention labour.
  - c) Prohibit the use of child labour.
  - d) World Vision does not tolerate any form of discrimination in hiring and employment practices on the ground of race, colour, religion, gender, ethnicity, age, physical disability.
  - e) Comply with local law in terms, of wages, working hours, and freedom to association and right to organize and bargain collectively.
  - f) World Vision expects its suppliers to support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights.
  - g) World Vision expects its suppliers to ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.
- 6. Have a strong Environmental Policy –
  - a) World Vision expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
  - b) Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
  - c) Suppliers should obtain wherever possible, a certified quality management system.
- 7. Anti-corruption and Bribery –
  - a) World Vision expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
  - b) Disclose any situation that may appear as a conflict of interest.
  - c) Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.

Supplier Name : .....

Print Name : .....

Title of Supplier Representative : .....