



Puntland Youth and Social Development Association (PSA)

Village Street- Near UNCHR office, Bosaso-Somalia,
Email: psa.som@gmail.com, webpage: www.psasomalia.org

**PREQUALIFICATION DOCUMENT
FOR
SUPPLIERS FOR GOODS AND SERVICES**

TENDER No: PSA/PQS/11/2024-2025

NOVEMBER 2024



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APPLICATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES (YEAR 2024- 2025)

BACKGROUND:

Puntland Youth and Social Development Association (PSA) is local non-governmental, non-profit organization established in 2002 by a group of enthusiastic young educated members of society. This was after being alarmed by the devastation of war and natural disasters and the subsequent political instability. During the entire period of turbulence, in-school and out of school youth faced the brunt. Many were orphaned at a tender age, dropping out of school. Others faced the trauma of family instability and displacement and others were forcefully conscripted to fight in wars that they essentially knew little about. The youth-the most hopeful, most dynamic and most productive were instead being plunged into despair and a forlorn life. In the absence of any protection and proper guidance, the youth turned to drugs, to vice, to hate for one another and were wholly sucked into the hate cycle.

PSA was established with the hope that in the Youth lay immense potential for self-protection and national development. Youth offered an excellent avenue to restore the nation back to its course of independence, stability and development. As a united front, we were a big proportion of the population. We prayed for peace and at the same time resolved to do everything to protect young and old from various threats.

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: PSA/PQS/11/2024-2025' 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.Somalijobs.com.

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 PSA suppliers for goods and services. This prequalification opportunity will remain in effect until December 31, 2025.

PRE-QUALIFICATION DOCUMENTS:

ANNEX I: APPLICATION FORM

ANNEX II: PAST EXPERIENCE

ANNEX III: EVALUATION CRITERIA

ANNEX IV: PSA CODE OF CONDUCT

ANNEX V: SUPPLIER DECLARATION FORM

ANNEX VI: SUBMISSION CHECKLIST



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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) Company Profile (*please describe the company and its achievements*).
 - c) Legal status (partnership/sole proprietor/ Ltd. Company).
 - d) Valid Registration Certificate.
 - e) Current License from the Ministry of Commerce and Industry or the Ministry of Public Works.
 - f) Tax Compliance Certificate (Valid) for the last 6 months.
 - g) Details on Business Volume and Financial Stability/Bank statements.
 - h) 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:

PSA/PQS/11/2024-2025' And **Prequalification Category Number**; or should be emailed to this email address procurement@psasomalia.org

- 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: PSA/PQS/11/2024-2025**" for goods and services. The deadline for submission is 20th November 2024 at 10:00 am at the PSA Bosaso Office Located at Street 30th, West, Bosaso.
- iii. Kindly consider the following:
 - a) Suppliers presently engaged in business with PSA 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:

+ 252907020036

Email: procurement@psasomalia.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.



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No.	Reference	Category name	Category Description	Location	Tick Categories of Interest.
SUPPLIES					
1	PSA-2024-SPQ-001	Office supplies and furniture	a) Supply of stationery materials (Cartridges, A4, note-books, Pens, envelop, markers, flip-charts, etc.) b) Supply and Maintenance of Office Furniture (Executive Chairs, Office Tables, Office Cupboards, Cabinets, Desks, meeting chairs, and Bookshelves, Reception desks, Conference tables, Workstations, Office partitions/screens, etc.)	-Puntland	
2	PSA-2024-SPQ-002	Sports Kit	a) Sports materials i.e (T shirts, Whistles referee's non-metallic shoes, ba	-Puntland	
3	PSA-2024-SPQ-003	Office materials and consumables.	a) Garden materials (Gloves, hedge shears, wheelbarrow, shovel, sickle, etc.) b) Cleaning Supplies (detergents/hygiene items (Soap, Shampoos, Omo), Disinfectants, handwashing, hand sanitizers air fresher and liquids). c) Plumping materials (Steel/PVC pipe, water tap, flexible hoses). d) Office Utensils (Thermos, cups, spoons, cooking kitchen, plates etc.) e) Food Stuff (Rice, Flour, Sugar, vegetables Oil, Sorghum, wheat flour, Maize and tea leaves, porridge, Corn, Cone Soya Bean Blend, KG, Oil Vegetable, Can of Milk powder etc.) f) Provision Snacks (Biscuits, drinking water and sweets, Bottled Mineral Water).	-Puntland	
4	PSA-2024-SPQ-004	ICT equipment and accessories	a) IT Equipment, Tools, and Accessories (Computers, Desktops and Laptops, Scanners, Printers, Projectors, Mouse, Keyboards, Monitors, Headsets, External Drives, USBs, Cables, Webcams, Microphones, Cameras, Laptop Cases etc) b) Computer Hardware (Motherboards, CPUs, RAM, Graphics Cards, Hard Drives, Power Supplies, Cooling Systems, Cases, Network Cards, Optical Drives, Sound Cards, LCD Screen cleaner) c) Computer Software: (Operating Systems, Antivirus, Design Tools, IDEs) d) Mobile phones and other communication equipment. e) Electric materials e.g. Lamps, sockets, switch-offs, Power Generator Machines, Cables, Solar Panels, Mounting Racks and Accessories, Solar Equipment Systems with Inverters, Switches and Maintenance Services, Fan (Standing, Ceiling, and Wall).	-Puntland	



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Service

Service					
5	PSA-2024-SPQ-005	Transportation Services	<ul style="list-style-type: none"> a) Car Rental Services: Transport hire firms are required to provide all the Office necessary works. b) Transport hire for outreach activities. 	-Puntland	
6	PSA-2024-SPQ-006	Hotel And workshop services	<ul style="list-style-type: none"> a) Provision of Accommodation services and Catering packages for Workshops, and, meetings such as tea, coffee, and snacks during breaks, lunch such as rice with meat, fish, chicken, vegetables, fruits, drinking soda, and water. b) A venue equipped with a projector for presentations and access to reliable internet service throughout the event. 	-Puntland	
7	PSA-2024-SPQ-007	Visibility materials.	a) Printing Services i.e. Banners, T- shirts, posters, IEC materials, ID cards, manufacture of signboards, printing books, stickers, stand banners, billboards and other visibility materials).	-Puntland	
8	PSA-2024-SPQ-008	Media services	<ul style="list-style-type: none"> a) Media services i.e. TV and Radio messages, and, podcast. b) Production of video drama for peace-building. 	-Puntland	
9	PSA-2024-SPQ-009	Solar Installation System.	<ul style="list-style-type: none"> a) Sollar Equipment b) Installation of Solar System and Maintenance service. 	-Puntland	
10	PSA-2024-SPQ-010	Training Facilitator	<ul style="list-style-type: none"> a) Conduct workshops and training of the project. b) Prepare training reports in line with the reporting tools. 	-Puntland	
11	PSA-2024-SPQ-011	Consultant	<ul style="list-style-type: none"> a) Conduct an induction workshop to facilitate the development of the Scope of Works (SOP), Operational Standards, and regulations. b) Development and translation of curriculum and guidelines. c) Carry out an assessment/survey to inform on the inter-relatedness/linkage of conflict and climate induced crisis areas. 	-Puntland	
12	PSA-2024-SPQ-012	Enumerators	a) Data collection for the surveys.	-Puntland	



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ANNEX I: APPLICATION FORM

1	Name of the Company/Service Provider		
2	Address of the Company:		
	City		
	Street		
	Address: Tel:		
3	Contact Person	Name:	
		Title:	
		Tel:	
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		



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ANNEX II: 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)



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ADDITIONAL INFORMATION:

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

Quotation Request Process:

PSA 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 PSA 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 PSA or related to any employee of PSA
- 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)



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ANNEX III: CRITERIA EVALUATION.

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	20%
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	10%
3	Tax Compliance Certificate for the last 6 months (Ministry of Finance for Puntland).	Mandatory	20%
4	Business Volume and Financial soundness (Bank Statement for The last one year or Financial Statement)	Mandatory	20%
5	Paste Experience of works of a similar nature (attach proof for evidence i.e.: Contracts, PO & Reference letters from Current Clients duly signed and stamped)	Mandatory	20%
6	Evidence of Evidence of vendor existence a. Physical Address and Premises b. Electricity bills c. Water bills d. Tenancy Agreement	Mandatory	10%



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ANNEX IV: [PSA CODE OF CONDUCT](#)

ANNEX V: [SUPPLIER DECLARATION](#)

ANNEX VI

FILE SUBMISSION CHECKLIST	Yes or No
1. Mandatory Requirements and Prequalification Application Form	
2. Valid registrations Certificate for local or regional Administrations or Federal Government of Somalia	
3. Valid License from Ministry of commerce and Industry or Ministry of public work of Puntland	
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 Statement	
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)	