**PREQUALIFICATION OF GOODS AND SERVICES FOR FY 2022 – 2023 and 2023-2024**

**BACKGROUND**

Practical Action is a global innovator, inspiring people to discover and adopt ingenious, practical ways to free themselves from poverty and disadvantage. With 50 years of expertise, Practical Action has a strong heritage, and track record of bringing communities and experts together to find practical, sustainable solutions to enable people to meet their needs, which work for both people and the planet.

Practical Action is implementing a four year Renewable Energy for Refugees (RE4R) project in Rwanda.

The project is led by Practical Action and UNHCR to deliver renewable energy investments in humanitarian settings, working directly with refugees and host communities using innovative approaches to the delivery of renewable energy in different camps in Rwanda with aim of providing access to affordable and sustainable sources of renewable Energy.

Practical Action hereby invites interested suppliers to apply for pre-qualification for supply of Goods and Services 2022 -2023 and 2023-2024 financial year for our Rwanda office in Kigali and field offices.

For this reason, we are looking at enhancing service delivery to project implementation activities throughout; Rwanda Office.

**SCOPE**

Practical Action desires to pre-qualify suppliers of goods, works and services for its Kigali and Field Offices for the period 2022 - 2023 as specified in the prequalification brief. Below is the guidance on the presentation requirements for your bid.

**INSTRUCTION TO BIDDERS**

The following general instructions should be read carefully prior to completing your prequalification, together with any special instruction specific to this invitation

**SUBMISSION**

All duly completed prequalification documents, with pre-qualification category number should be submitted trough the e-mail address : **re4rtender@practicalaction.or.ke** with email Subject: **Pre-qualification/Category number .**

No hard copy documents will be considered.

**NOTES TO BIDDERS**

**Integrity**

All documents shall be bona fide and you must not have fixed or adjusted your rates in conjunction with any third party, nor communicated your rates to any third party not directly involved in the preparation of your submission.

**Confidentiality**

We will use our best endeavours to preserve the confidentiality of information supplied by you but may on occasion have to supply details to government bodies or co-ventures and will do so as required.

**Information and clarity**

You should ensure that you have all the documentation listed in the prequalification and that it is complete in the number and reproduction of pages and must be completed in type or black/blue ink.

**Amendment of document by bidder**

No alteration should be made to any document issued in this prequalification without obtaining clearance in writing from the Regional Director or his/her designate.

Where you consider there has been an omission or error you should inform Practical Action immediately in writing. This must be done before closing date of the prequalification.

**Communication**

All enquiries and communication regarding this prequalification shall be addressed to Procurement and Logistics Officer in writing. Where any communication requires clarification by or additional information from Practical Action, the request must be received at least five days prior to the date for return of bids. Practical Action will advise all bidders of its response to any such requests where appropriate.

**Taxation requirements**

You are to include with your bid a copy of your current employer’s liability insurance certificate and ensure that, In the event of being awarded a contract, the certificate shall comply in full with the insurance obligations set out in the form of contract. You are to submit:

1. Company registration certificate.
2. If tax exempted, provide official tax exemption certificate as issued by the Rwanda Revenue Authority(RRA)
3. Valid RRA Tax compliance certificate
4. Applicable country government permits and licences.
5. Any other certificates, licenses or registration pertaining to your line of business.( eg: IATA;RURA certificates for Air ticket and Transport Companies)
6. Certificate of VAT registration
7. Proof of using Electronic Billing Machine(EBM)

**Safety**

It is the policy of Practical Action to promote the highest standards of safety and training in respect of its operations. Practical Action requires similar high standards and commitment from contractors engaged to carry out work or services for it. In furtherance of this requirement you should be aware that standard of and commitment to, safety and training will be taken into consideration during evaluation of bids for the supply and if awarded a contract, you will be expected to adhere to Practical Action’s standards on all safety related issues.

**Company information**

You are to clearly include the following as part of your prequalification:

1. Registered supplier name.
2. Registered supplier address and county of registration, associated supplier details as above.
3. Valid RSSB Clearance Certificate
4. Confidential business questionnaire

**Selection and award**

Once the prequalification has been received, Practical Action will review all submissions for completeness. Suppliers will be evaluated and ranked based on the following criteria:

1. Completeness of prequalification documents
2. References from entities you have worked with previously – attach recommendation letters.
3. Capacities of respective firm to handle our scope of work i.e. supplier’s financial base, equipment, and human resource.
4. Sign of commitment to safety, environment, social responsibility, infection control standards among others
5. Any other criteria deemed appropriate.

**Note: Practical Action, reserves the right to accept or reject any application, in whole or in part, and is not bound to give reason(s) for any of its decision.**

**Corrupt or fraudulent practices**

Practical Action requires that bidders to observe the highest standards of ethics during the procurement process and execution of contracts.

The procuring entity will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

**GOODS AND SERVICES SUPPLIERS QUESTIONNAIRE**

**Prequalification of suppliers for goods and services for 2022/2023 and 2023/2024**

**This is prequalification of suppliers and not a tender. Only successful candidates will be notified in writing.**

Prequalification category applied…………………………………………………………………….

Description of goods and services……………………………………………………………………

**SECTION A**

**General Information**

(All information must be provided in capital letters and relevant documents attached)

**Part 1 (i)**

**Company Information – General**

Business Name ………………………………………………………………………………………..

Business Physical Location …………………………………………………………………………..

Plot No……………………………… Street…………………………………………………………

Postal address …………………………………………………………………………………………

Telephone/ mobile No…………………………………………………………………………………

Email address ………………………………………………………………………………………….

Nature of business…………………………………………………………………………………….

TIN No ……………………................. VAT Reg. No………………………………………………..

Current trade License No……………………………….... Expiry Date ……………………………

Certificate of incorporation No……………………………………………………………………

**Nature of Institution (Please indicate appropriate composition for your business)**

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**Part 2 (ii)**

**Constitution**

Partnership…………................................... Sole proprietor ………………………….........

Registered Company ……………………………………………………………………………

Other (please specify) …………………………………………………………………………..

**Part 2 (iii)**

**Partnership**

**Give details of partners as follows:**

Name Nationality Shares

……………………………………. ………………………………………. …………….

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**Part 2 (iv)**

**Registered company**

**Give details of directors as follows:**

Name Nationality Shares

……………………………………. ………………………………………. …………….

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**Part 2 (v)**

**Sole proprietor**

**Give details of proprietor as follows:**

Name Nationality

…………………………………………………. ……………………………………………………………

**SECTION B**

**Goods and services speciality**

This must be listed in order of specialization, main business first and capability, capacity etc. to supply. State whether your company is a manufacturer, distributor, agent, building contractor or a direct importer. Please tick appropriately.

Importer …………………………….

Manufacturer ……………………………..

Distributor ………………………………….

Agent …………………………………………

General merchant ………………………...

Building contractor ………………………..

Number of years in business …………………….

**SECTION C**

**Other information**

Annual turnover for preceding three years amount in Rwf ……………………………………

Maximum value of business that you can handle at any one time

Rwf …………………………………………………………………………………………………..

Name of your banker ………………………………………………………………………………….

Branch…………………………………………………………. ……………………………………….

Contact Person ………………………………………………………………………………………...

Telephone contacts ……………………………………………………………………………………

List at least five major customers you currently supply with goods and or services. Please attach copies of LPOs/ contracts.

Customers Name Telephone Contact person

1) ………………………………………. ………………………………….. …………………

2) ………………………………………. ………………………………….. …………………

3) ………………………………………. ………………………………….. …………………

4) ………………………………………. ………………………………….. …………………

**Submit hard copies of the documents below**

|  | **Documents** |
| --- | --- |
| 12 | Proof of financial soundness.i**) copies of the following documents**:* Tax identification Number (TIN)
* Value added Tax certificate
* Certificate of registration/incorporation(IATA and RURA Certificates for transport and Air tickets companies)
* Valid Tax compliance certificate
* Valid RSSB Clearance Certificate

ii) Financial statement/ balance sheet of the firm/company for the preceding three years (excluding or including the current financial year) showing the annual turnover of the firm, duly certified and audited by registered public accountant; this should include balance sheet, P&L, Cash flow statement, list of shareholders.iii) please complete the table below for the last three financial years, stating currency:

|  | Last year | Last year +1 | Last year +2 |
| --- | --- | --- | --- |
| Turnover/net sales |  |  |  |
| Operating profit |  |  |  |

**Proof of occupation of the office premises**i) in case of ownership, provide legal document as proof of ownershipii)in case of tenancy, provide lease agreement and latest rent receiptiii) any other supporting document |

**Cost and security of supply**

Are you current supplier to Practical Action? Yes ( ) No ( )

If yes, how much % of your turn over does practical Action account for

………………………………………………………………………………………………………………………………………..

Who are your five largest customers, percentage of your turnover (T/O) they account for and operations?

| Customer’s Name | % of T/O | Operations |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Do you risk mitigation/Contingency plan? Yes ( ) No ( )

If yes, please detail

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please give the detail of the proposed supply chain methodology

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Please outline your customer service response and support when there are quality or service concerns at our organisation

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**Insurance**

Please indicate the value of each of the following insurance covers you have in place.

Employer’s liability cover

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Public liability cover

……………………………………………………………..

Product liability cover

……………………………………………………………..

Professional indemnity cover

……………………………………………………………….

Any other

………………………………………………………………..

**Others**

riefly outline how quality complains were recorded and managed?

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What % of goods or Services supplied to customers are excepted foresee in the first delivery? ………….

**Payment details**

Preferred payment Method (bank transfer, cheque etc.) ………………………………

| **Account Name** |  |
| --- | --- |
| **Account Code** |  |
| **Sort code** |  |
| **IBAN/SWIFT Code (if not UK based)** |  |
| **Bank Name** |  |
| **We currently offer 30day as payment period, if contrary what is your preferred period.** |  |

**For Insurance companies only**

1. Are you registered with Association of Rwanda Insurers for the current year? Yes ( ) No ( ) please attach a copy of the current license
2. What is your annual gross premium in previous year? Rwf……………………………. Please attach formal evidence.
3. What is your paid up capital? Rwf……………………………………….. (attach evidence)
4. Please submit audited copy of accounts for the last 3 years.

**Declaration**

I/we completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further processing.

Signed and stamped …………………………………………………………………………………

Name ……………………………………………………………………………………………………

Position in Company …………………………………………………………………………………

Date……………………………………………………………………………………………………..

Witnessed by …………………………………………………………………………………………

Date……………………………………………………………………………………………………….