

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR FINANCIAL YEAR 2022

PRE-QUALIFICATION REFERENCE: TNS/NG/PQ/01/2022

January, 2022

PRE-QUALIFICATION NOTICE

PRE-QUALIFICATION NAME: REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES 2022

TechnoServe works with enterprising people in the developing world to build competitive farms, businesses and industries. We are a nonprofit organization that develops business solutions to poverty by linking people to information, capital and markets. Our work is rooted in the idea that given the opportunity, hardworking men and women in even the poorest places can generate income, jobs and wealth for their families and communities. With more than four decades of proven results, we believe in the power of private enterprise to transform lives.

TechnoServe intends to update its register for suppliers for various goods and services for FY 2022. Interested firms are invited to apply for pre-qualification, indicating the category of goods, services they wish to be considered.

TechnoServe wishes to invite applications from interested and eligible firms to submit their expression of interest for pre-qualification to supply goods and services by February 14, 2022.

Complete tender documents should be submitted by email to procurementng@tns.org with the pre-qualification category reference number as subject of email. The subject should be in the format below: **TechnoServe2022 Prequalification: TNS/NG/PQ/01/2022**

SECTION 1

1.0: CATEGORIES OF GOODS AND SERVICES

The table below shows the categories of goods and services with their reference codes.

Category Reference No.	Description
A	Supply of Goods
TNS/PQ/001/2022	Supply of ICT equipment, computers, printers, and related accessories (Authorized dealers or partners where applicable)
TNS/PQ/002/2022	Supply of stationery and general office supplies including consumables
TNS/PQ/003/2022	Supply of office furniture, fixtures and fittings
TNS/PQ/004/2022	Supply of motor vehicle tyres and related accessories including fitting, alignment and wheel balancing services
TNS/PQ/005/2022	Supply of promotional corporate materials, T-shirts, shirts, caps, umbrellas, mugs etc.
TNS/PQ/006/2022	Supply of Toners and Cartridges (Authorized Dealers Only)
TNS/PQ/007/2022	Supply of cameras, phones, tablets and consumables (Authorized dealers only)
TNS/PQ/008/2022	Supply of mobile Phone Airtime
B	Provision of Services
TNS/PQ/009/2022	Provision of transport services such as taxi, car hire, haulage etc.
TNS/PQ/010/2022	Provision of air ticketing and travel agencies services – flight reservation and booking
TNS/PQ/011/2022	Provision of printing/publication and related services including media publications and graphic design
TNS/PQ/012/2022	Provision of motor vehicle repairs and maintenance, including parts replacement etc.
TNS/PQ/013/2022	Provision of PR, event planning & management
TNS/PQ/014/2022	Provision of repair and maintenance of offices equipment such as computers, servers, routers and printers
TNS/PQ/015/2022	Provision of photography and videography Services
TNS/PQ/016/2022	Provision of Hospitality services including lodging, conferencing and catering
TNS/PQ/017/2022	General office maintenance services such as electrical and plumbing repairs and maintenance

SECTION 2

2.0 PREQUALIFICATION INSTRUCTIONS

2.1 INTRODUCTION

TechnoServe in Nigeria intends to pre-qualify firms for the supply and delivery of goods and services.

Prequalification is open to eligible firms/ Individuals as indicated in the instructions.

2.2 PRE-QUALIFICATION OBJECTIVE

The main objective of this part is to qualify firms to supply goods and services under the relevant tenders/quotations and Proposals as and when required during the FY 2022.

2.3 LANGUAGE

All the information requested for pre-qualification shall be provided in the English language.

2.4 EXPERIENCE

Prospective firms must have carried out successful supply and delivery of similar goods/services to institutions of similar size and complexity for the last three years. Potential firms must demonstrate the willingness and commitment to meet the tender criteria.

2.5 TERMS AND CONDITION - APPENDIX 2.

Eligible and interested firms shall be required to read and be willing to abide to the terms and condition of the prequalification exercise.

2.6 ELIGIBLE FIRMS

All TechnoServe's employees and their relatives are not eligible to participate in the pre-qualification process. Possible conflict of interest must be declared at application.

2.7 ADDITIONAL CHECK BY TNS

TechnoServe at its own discretion shall confirm further eligibility of prospective suppliers by carrying out restricted parties screening as per the organizations own policy and procedure;

2.8 RESPONSIVENESS

In order to be considered for pre-qualification, prospective suppliers must submit all the information required including a sworn in statement in section 5.0

2.9 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS

A completed set of pre-qualification documents may be submitted by interested firms or individuals via the following email address: procurementng@tns.org with all supporting documents in a zipped folder.

Deadline for submission is **February 14, 2022**

Any question regarding the pre-qualification should be sent to procurementng@tns.org at least one week before submission deadline.

2.10 PRE-QUALIFICATION FEE

Interested firms will **not** be required to pay any fee for participating in the pre-qualification exercise.

2.11 ADDITIONAL INFORMATION

TechnoServe reserves the right to request the submission of additional information from prospective firms.

2.12 INVITATION TO TENDER/QUOTATION

Bidding documents (Tender/Quotation) will be made available only to those bidders whose pre-qualification documents are accepted by **TechnoServe** after the completion of the pre-qualification process.

2.13 INQUIRIES DURING EVALUATION OF PRE-QUALIFICATION PROCESS

Inquiries, canvassing or direct phone calls shall not be allowed during the evaluation of pre-qualification process.

2.14 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS

Only successful pre-qualified firms will be notified by email due to volume of response. The selection process would be completed one month after the submission deadline of prequalification.

SECTION 3

3.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA

3.1 PRE-QUALIFICATION DATA FORM

The attached questionnaire forms 1, 2, 3, 4, 5, 6, 7, 8 and appendix 1 of sworn statement section 5.0 are to be completed by prospective suppliers/ firms who wish to be pre-qualified for the specified tender category.

3.2 INCOMPLETE APPLICATION

The application forms which are not properly filled, submitted in the prescribed manner and submitted after deadline will not be considered.

3.3 THE PRE-QUALIFICATION DATA

It is understood and agreed that the pre-qualification data of the prospective firms is to be used by **TechnoServe** in determining, according to its sole judgment and discretion the qualifications of prospective firm to perform in respect categories as described by the client.

3.4 QUALIFICATION REQUIREMENTS

a. Prospective firms will not be considered qualified unless in the judgment of TechnoServe they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

b. The firm must have a business address and must be registered in Nigeria, with certificate of Registration, Incorporation/Memorandum and Article of Association whichever applicable and copies of the same should be attached.

c. The firm must show proof that it is registered with the appropriate regulatory tax body.

d. The firm must submit their company profile

TechnoServe may verify the submitted information as part of the evaluation.

3.5.1 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

3.5.1 EXPERIENCE

(a) The prospective bidder shall have at least three years' experience in the supply of goods, services and allied items. Potential supplier/firm should show competence, willingness and capacity to service the contract.

(b) Prospective suppliers should have special experience and capability to organize, supply and deliver items or services at short notice.

3.5.2 PERSONNEL

The names and pertinent information and the title of the key personnel for individual or group to execute the contract must be indicated in form 1.

3.5.2 FINANCIAL CONDITION

The suppliers must supply bank details of the company in its business name.

3.5.3 PAST PERFORMANCE

Past performance will be given due consideration during the pre-qualification evaluation. Letters of reference from past customers should be included in form 5 where applicable

3.5.4 SWORN STATEMENT – APPENDIX 1

Application must include a sworn Statement Appendix 1 section 5.0 by the tender applicant certifying the accuracy for the information given.

3.5.5 WITHDRAWAL OF PRE-QUALIFICATION

TechnoServe reserve the right to reject the tender from a pre-qualified firm even though the firm was initially pre-qualified, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the TechnoServe could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment.

3.6 PRE-QUALIFICATION CRITERIA

No.	Information Required	Form Type	Point Score
1	Prequalification Data	FORM 1	25
2	Prequalification Documents	FORM 2	25
3	Supervisory Personnel	FORM 3	15
4	Financial position	FORM 4	10
5	Past experience and Reference	FORM 5	25
6	Business Ownership questionnaire	FORM 6	-
7	Litigation History	FORM 7	-
8	Bank and Tax Details	FORM 8	-
9	Sworn statement	Appendix 1	-
Total			100

FORM1: PREQUALIFICATION DATA -25 M

PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

1. We hereby apply for pre-qualification as supplier(s)
(Name of company/Firm)

of
(Item/Service description)

.....
(Category Reference number)

Street

Name of Building

Room/ Office no

Floor No.....

Telephone No.Mobile.....

Full Name of Applicant

Title

Other Branch Locations.....

Email address.....

2. Organization and business information

Management personnel:

Chief Executive Officer (CEO).....

Directors

General Manager

Partnership (if applicable)

Name of partners

3. Date of incorporated.....

4. Under present management since.....

5. Net Worth equivalent Naira.....

6. Enclose copies of organization chart of the firm indicating the main fields of activities
.....

.....

7. State any technological innovations or specific attributes which distinguish you from other competitors.....

.....

8. Indicate terms of trade/sale.....

9. Attach company profile or introductory document

FORM 2 – PREQUALIFICATION DOCUMENTS – 25M

All firms must provide (Tick appropriate box):

(a) Copies of Certificate of Registration.

Yes No N/A

(b) Company profile.

Yes No N/A

Company profile document must be attached.

(d) Copy of current trade license (if applicable)

Yes No N/A

(e) List of at least 5 ongoing Contracts/Projects (goods, services), in the area being applied

Yes No N/A

(f) Membership to professional body for professional services if any

Yes No N/A

Members of Professional body must have valid practicing certificate copies and be current member in good standing

(g) Indicate willingness to provide goods and services on 30 days credit terms

Yes No N/A

(h) Declare existence of any sister company or shared directorship/ ownership

Yes No N/A

Share list

(i) Willing to comply with TechnoServe and Donor requirements

Yes No N/A

(j) Applicants should only apply in their areas of expertise

(k) Must have fixed business premises with contact person and telephone number

FORM 3: SUPERVISORY PERSONNEL - 15M

Name.....

Academic Qualification.....

Professional Qualification.....

Length of Service with contractor or supplier.....
.....

(Attach copies of certificates of three key personnel in the organization including the above. Where supervisory personnel are several, kindly indicate on a separate paper)

FORM 4: FINANCIAL POSITION – 10M

All firms must provide (Tick appropriate box):

A. Nigerian banking details denominated in Naira matches the name or supplier's organization

Yes

No

B. Duly registered with tax authority

Yes

No

N/A

FORM 5: PAST EXPERIENCE- 25M

Provide a list of at least 3 current clients/customers that you have transacted **similar business** with and contract value (iNGO if any) for the past two years. References will be contacted by TechnoServe.

1. Name of 1st client (Organization)

(a) Name of client (Organization).....

(b) Address of client (Organization).....

.....
(c) Name of Contact person at the client (Organization).....

.....
(d) Telephone number.....

(e) Email address

(f) Value of the contract

(g) Duration and contract date.....

(Attach documentary evidence of existence of the contract)

2. Name of 1st client (Organization)

(a) Name of client (Organization).....

(b) Address of client (Organization).....

.....
(c) Name of Contact person at the client (Organization).....

.....
(d) Telephone number.....

(e) Email address

(f) Value of the contract

(g) Duration and contract date.....

(Attach documentary evidence of existence of the contract)

3. Name of 1st client (Organization)

(a) Name of client (Organization).....

(b) Address of client (Organization).....

.....
(c) Name of Contact person at the client (Organization).....

.....
(d) Telephone number.....

(e) Email address

(f) Value of the contract

(g) Duration and contract date.....

(Attach documentary evidence of existence of the contract)

Please note documentary evidence could be in form of LPO, L.S.O., Agreements, Contracts etc.

FORM 6: BUSINESS OWNERSHIP QUESTIONNAIRE

You must provide details requested in either part 1(a), 1(b) or 1(c) whichever applies in your type of business.

Please note that providing false information on this form shall lead to disqualification.

PART 1(A) –Sole Proprietor

Your name in full

Nationality.....

Country of Origin.....

Citizenship details.....

PART 1 (B) –Partnership

No.	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				
6				

PART 1(C)-Registered Companies

Indicate whether Public or Private.....

Give details of all directors as follows:

No.	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				
6				

FORM 8: BANK AND TAX DETAILS -

For the purpose of payments by electronic funds transfer (bank wire transfer), provide the following information:

A) ONLY NAIRA ACCOUNTS:

BANK NAME.....

BRANCH NAME

BANK ADDRESS

BRANCH CODE.....

ACCOUNT NAME

ACCOUNT NUMBER

B) TAX INFORMATION:

TIN Number.....

Tax Authority.....

SECTION 5

5.0: APPENDIX 1- SWORN STATEMENT

Having studied the tender information for the above pre-qualification we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.**
- b) Have read and understood the terms and condition for TechnoServe including the credit period of 30 days.**
- c) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.**
- d) If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.**
- e) We enclose all the required documents and information required for the prequalification evaluation.**

Date

Applicant's Name

Represented by

Signature

Designation

(Full name and designation of the person signing and stamp or seal.).