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IMPORTANT INSTRUCTION:

All companies participating are also requested to fill in our online registration. We request that even if you have at any point filled in a "GOAL Vendor Registration Form" with any country or local office, it is highly recommended that you re-register. This online database will be used by GOAL globally across all its operations. To register click "<http://goalireland.com/suppliers>"

I. GENERAL INSTRUCTIONS

1. You are requested to provide all the general information as per this prequalification document.
2. The Tender Committee attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
3. The Tender Committee reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
4. This form is eligible for multiple categories.
5. Your prequalification Annex documents should be submitted spiral/velo binded and properly page numbered. The Tender Committee shall not be responsible for loss of documents no bound/loose.
6. This document and the exercise that is born through this document is for GOAL Ireland to carry out pre-qualification process of vendors of various categories of supplies and services on local, regional and international markets (see below the definitions of local, regional and international market levels for GOAL Ireland). This pre-qualification process in some categories of supplies and services may result in GOAL establishing framework contracts with vendors for the lengthy period of time under the fixes terms and conditions, and in some cases may just result in GOAL short listing pre-qualified suppliers which will be guaranteed an ongoing solicitation of competitive offers for GOAL for the lengthy period of time, which in a way might be an assurance for your company to be given an equal chance to quote and potentially supply for GOAL
7. This pre-qualification process is the first stage of the procurement process. Only short listed companies as a result of the selection process by GOAL Tender Committee, will be invited for the second stage of tendering for establishing framework contract in limited number of categories of supplies and services
8. With the pre-qualification process covering diverse list of categories of supplies and services, it still has a controlled system of vendors applying and being capable to perform in certain category. All suppliers therefore are encouraged to apply for their relevant category only by ticking the relevant cell in the table of categories provided below. It is important to note that though GOAL Ireland pre-qualification process is open for all companies and for all categories, it is still going to be a thoroughly checked and controlled process, whereas your company will be liable to provide the minimum set of proof of a particular category relevance to your company, such as relevant licensing, proved capacities, previous experience in the same category, etc. If your company is proved, as a part of GOAL Ireland Tender Committee assessment and checks, not being capable or relevant in a certain category, that might negatively influence the overall evaluation and pre-qualification of your company

Important Note for Suppliers

- a) The purpose of this document is to assist GOAL Ireland in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/or services within the specified category under a framework agreement where applicable, or b) being short listed in certain category(ies) of supplies and services, thus being registered company with GOAL Ireland on all or some markets levels of local, regional and international to be invited for majority of relevant categories purchases
- b) This is also to explain principle and concept and difference between pre-qualification and framework contract. Pre-qualification of suppliers would mean that your company would be qualified for almost all procurement cases in certain category(ies) and would be included into competitive and negotiated procurement procedures and would stand a better and more frequent chance to supply for GOAL than you have at the moment. Framework contract with your company for a certain period of time (usually it is for 2-3 years) under fixed terms and conditions of supply and potentially for the agreed and set price list would mean that your company will either be a sole supplier in a certain category of supplies and services or would have a priority and precedence stand in comparison with other and any company to supply for GOAL
- c) This pre-qualification process and potentially framework contract establishment at the second stage of this grouped procurement exercise of GOAL Ireland, embraces local, regional and international market levels. GOAL shall try to make it clear to the participating vendors as much as possible what level of PQ/FWA's they are participating in, whether it is regional, local or global. Otherwise, if your company is participating in the local level of the PQ process, there might be a possibility for your company to be selected as a supplier for the regional level. If a certain category of supplies has been established on the regional level by GOAL, that would mean that all the GOAL countries in the region are to purchase and source the supplies through the framework of this regional PQ/FWA's and from no other sources. Therefore the regional level of PQ/FWA, prevails the local, and the international is superseding the regional level. For further details and description of PQ/FWA geographical levels, refer to the Annex 1
- d) All documents must be submitted in English Language.
- e) You may also be asked to clarify your answers or provide more details after the deadline for submission of pre-qualification documentation and after they have been analysed and scrutinized by GOAL Tender Committee. Please answer ALL questions. If the question does not apply to you please write N/A. The main idea behind and the target of the question process and clarifications with vendors is for GOAL to compile the comprehensive, accurate and exact understanding and picture of each and every vendor, to draw a good and real picture of supplier's profile, capacities, adequacy, particular market capabilities and interests. Therefore it is extremely important and is only acceptable for a participating vendor in the pre-qualifications process and further the process of framework contracts to provide only reliable, true and actual information. If proven by GOAL Tender Committee during securitization of vendor's submitted documents that he submitted any false or on purpose misleading and untrue information, that will result in automatic disqualification of the vendor.
- f) GOAL Ireland will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and /or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration. But GOAL will also be very transparent and open in obtaining all and any missing or incomplete information. If a chance is given to a certain vendor to provide information that might be missing and might influence results of pre-qualification process and evaluation of a company, the same chance can be given to other companies.

- g) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire **are legally binding** and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further GOAL Ireland reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- h) The information provided in the prequalification document is strictly confidential and solely for use by GOAL Ireland.
- i) Participants to kindly note that this does not amount to any contractual obligation on the part of GOAL Ireland, and that GOAL Ireland is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process. GOAL has its own developed and tested system of evaluation of offers, company documentation that is ultimately targeted at getting the best value for money, the most adequate capacities of a company, sound financial status and capabilities. At the same time GOAL fully supports and promotes development of medium range companies, growing and young established vendors, business minorities.
- j) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets. Please, do not think there is enough information on GOAL questionnaire and if you wish and deem necessary to provide more information that what is asked for on GOAL questionnaire, you are encouraged to do so and to provide as much complete and comprehensive information to cover all areas and activities of your company.
- k) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who sign(s) the document.
- l) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the space provided.
- m) Suppliers will meet all costs associated with preparation and submission of their applications. At the same time GOAL does not collect any administration or publishing tender fees for this process from any vendors.
- n) The following is the work plan and timeframe for the completion of overall process of pre-qualification and establishment of Framework Contract by GOAL Ireland: a) the current document is announced through major local media sources in Kenya; b) all regional, local and international vendors registered with and listed in GOAL Regional Logistics office (responsible for GOAL procurement globally) Vendor Roster are contacted by GOAL directly with notification of GOAL going through the pre-qualification process and establishment of framework contracts and refer them to GOAL website, which is another source of publishing this tender process; c) all the documents collected from the participating companies are analysed; d) certain number of vendors are selected per category that shall be invited to participate in the second stage of the process, which is establishment of framework contracts, which would be a specific procurement process the ultimate result of which will be agreeing and establishing fixed terms and conditions and price list for the supplied goods and services.
- o) It is GOAL Ireland's policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications. In pursuance of this policy, GOAL Ireland defines, for the purpose of this provision, the terms set forth below as follows:
 - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchase/Employer in the prequalification process; and
 - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive

practices among suppliers prior to or after submission of designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

- iii) GOAL Ireland will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question.
- iv) GOAL Ireland will disqualify a supplier if it is established during the analysis of a vendor's documentation that any piece of information provided by a company is false.
- v) GOAL Ireland will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability. GOAL will have also a right to verify and check all and any piece of information and statements provided in a company's pre-qualification documents and other profile paperwork to establish the truthfulness, accuracy and reality of the information provided.
- vi) GOAL Ireland will have the right to inspect the business premises of the supplier, interview any of the company's staff selected by GOAL themselves, talk to any business associates of the company, their clients and suppliers. GOAL can also request a vendor to carry out the inventory of any stock items together to establish the actual stock capacities of the company.

II. PRE-QUALIFICATION INSTRUCTIONS

a) Introduction

GOAL Ireland management would like to invite interested candidates who must qualify by meeting the set criteria as provided by GOAL Ireland to perform the contract of supply and delivery or provision of goods and services to the Tender Committee.

b) Prequalification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to GOAL Ireland as and when required during the stated period.

c) Additional Information

GOAL Ireland reserves the right to request submission of additional information from prospective bidders as part of either of the two stages of the process, being that pre-qualification process or establishment of framework contracts. Request for quotations will be made available only to those bidders whose qualification are accepted by GOAL Ireland after scoring more than 60% points after completion of the prequalification process. Scoring and scaling of vendors will be done by Tender Committee.

d) Payments

All local purchase orders shall be on a credit of a minimum of Forty-five (45) days or as may be stipulated in the contract agreement. All suppliers short listed and pre-qualified or established the contract for, will be looked for by GOAL for credit facilities.

e) Qualifications

Prospective bidders will not be considered qualified unless in the judgment of GOAL Ireland Tender committee they possess capability, experience, qualified personnel available and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services, or if a company is established by GOAL Tender Committee to have these capacities, capabilities and scope of a lesser extent than GOAL expected if compared to other vendors in the same category.

f) Export Documentation

It is GOAL's requirements to the pre-qualified companies to arrange all the required actions and costs for obtaining export documentation and fees when requested by GOAL at the time of exporting goods from the country of origin/purchase to the country of destination

III. EVALUATION

Mandatory Requirements for Pre-Qualification

You are required to attach the following mandatory documents with clear indication of Annexure mentioned hereunder.

All firms must provide copies of the following;

1. Certificate of Registration (ANNEX 1)
2. VAT registration (ANNEX 2)
3. PIN certificate of firm/company/individual (ANNEX 3)
4. Current trade license (ANNEX 4)
5. If applicable, registration certificate as a contractor by Ministry of Roads and Public works and other relevant authorities for Building works contractors (ANNEX 5)
6. Bank details and Authorization to GOAL to seek reference form the Company's/ Firm's bank (ANNEX 6)
7. Letters of recommendation from previous organization served (ANNEX 7)
8. Company profile along with the Organogram, qualification and experience of key management and technical staff (ANNEX 8)
9. Practicing certificate for all professionals where applicable (auditors, Tax consultants) (ANNEX 9)
10. Transport Hire firms must attach evidence of having taken all the insurance covers (ANNEX 10)
11. Where mandatory for service provision, each firm must attach evidence of valid registration certificate with relevant professional bodies/Authorities (ANNEX 11)
12. Audited Accounts of the Company for the last 2 years (ANNEX 12)
13. Current Inventory of stocks that are traded by the company (ANNEX 13)

14. Current List of Fixed Assets of the Company (ANNEX 14)
15. List of Current Suppliers of the Company (ANNEX 15)
16. List of Clients of the Company. The accumulative value of the orders completed by the company per a major client. List individually any orders that you have successfully completed over 50,000 USD (ANNEX 16)
17. Evidence of total Volume for business (Supplies, services or works) in the last 3 years (ANNEX 17)

IV. CONFIDENTIAL BUSINESS QUESTIONNAIRE

A. GENERAL INFORMATION

Category(ies) applied (please list the relevant category number here (.....))

PARTICULARS		RESPONSE
Full name of organization		
Is your organization (Please tick one)	i) a public limited company? If yes, please attach copies of the company's memorandum of association and articles including any change of name	
	ii) Public listed company? If yes, attach copies as (i) above	
	iii) a limited company? If yes, attach copies as (i) above.	
	iv) a partnership? If yes attach business deed.	
	v) a sole trader? If yes attach business certificate	
	v) other (please specify)	
Date of Registration:		

Full physical address of principal place of business: Full postal of the principal place of business:	
Registered address if different from the above: Post Code:	
Telephone Number:	
Fax Number:	
Email address:	
Website address (if any):	
Company Tax PIN: (Kindly provide a copy of the PIN Certificate)	
VAT Registration number: (Kindly provide a copy of the VAT Certificate)	
Certificate of Registration/Incorporation No. (Kindly provide a copy)	
Membership to professional body (Attach certificate)	
Period in which you have been in the specific business for which you wish to be pre-qualified. Names of the Shareholders, Directors and Partners. Kindly provide original copy of an official search report issued by the Registrar of companies showing the directors. The report should not be more than one month old.	
Associated companies (if any). List here, please, business partners, distributors, whole sellers and retailers of your company	
Provide the name company's certified Secretary/Auditors	
Name of (ultimate) parent/holding company (if this applies):	
Companies Registry number of parent/holding company (if this applies):	
If a consortium is expressing interest, please give the full name of the other organization (the proposed consortium partners should also complete this questionnaire in its entirety)	
Please, list the names of the companies and the names and descriptions/specifications of supplies and services that your company is official dealer and distributor for on either local or regional or global basis. You are responsible to provide the copies of Registration or Distributor's Certificate for this alongside.	

Contact person within the organization to whom enquiries about this bid should be directed:	NAME	
	TITLE	
	TEL	
	FAX	
	EMAIL	

B. COMPANY PROFILE

i) Names of Directors

- 1.....Nationality.....
- 2.....Nationality.....
- 3.....Nationality.....
- 4.....Nationality.....

ii) Personnel

Number of staff employed.....

Qualifications.....

Level of experience.....

iii) Experience

No. of years the company has been in operation.....

Volume of business transacted in the last 5 years.....

iv) Customer Service

Do you have a dedicated customer help desk?.....

Do you carry out customer satisfaction surveys?.....

Do you have a customer technical back up team/workshops?.....

NB: You will be required to separately attach a COMPREHENSIVE company profile detailing ALL the requested information. This should be on the company’s letter head.

Part of this comprehensive company’s profile, please, provide information like: your office space size and type, m2 and m3 of your warehouse/storage, number of staff in your offices, locations and addresses of the offices and warehouses, value of insurance that you hold for this year for the stocks, offices and your staff, breakdown list of the departments, unit and sections you have in the office and number of staff working in

each department, current value of stock items, list of vehicles, machinery and capital assets that you have in the company

C. TRADE REFERENCES

Please provide in the table below details of at least five (5) key projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this prequalification document.

Please, provide the list of Pre-qualifies statuses and list of Framework Contracts that you might be holding currently with humanitarian non-profit organizations or commercial companies. Provide as much as possible details on each of those contractual arrangements that you are holding.

	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract Awarded Value of Businesses transacted: (USD/EUR)
1.				
2.				
3.				
4.				
5.				

Please, provide GOAL with open, comprehensive and complete information on any court cases that you might have had/have been having with your clients and suppliers. If such information is concealed from GOAL and at any stage before or after your company is pre-qualified or established framework contract with, will find out of same, your company then will be automatically disqualified and all the established arrangements will be void.

D. INSURANCE

Please provide details of your current insurance cover value	Value
Employer’s Liability	
Public Liability	
Professional Indemnity (if applicable)	

	Other (specify)	
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E. DECLARATION/PROCLAMATION/SWORN STATEMENT

I/We the undersigned declare that to the best of my/our knowledge the answers submitted in this pre qualification questionnaire (and any supporting documentation) is correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with GOAL Ireland.

I/We hereby give GOAL Ireland Tender Committee authority to seek any references it may deem vital while carrying out their evaluation.

FORM COMPLETED BY	
Name:	
Position (Job Title)	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal:	

FORM WITNESSED BY	
Name:	
Position (Job Title)	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal:	

V. TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR FINANCIAL YEAR 2010-2013

GOAL Ireland would wish to update its list of suppliers and now invites application for the Prequalification/registration of supplies from interested eligible firms for the supply/provision of the under listed goods and services the financial year 2010-2013.

The detailed pre-qualification documents can be obtained from the procurement office of GOAL Ireland Regional Logistics office in Nairobi, Kenya or downloaded from GOAL website, section “Suppliers Information”

When collecting tender documents from the GOAL office in Nairobi your company shall be issued with receipt of the tender documentation with serial number. You shall retain this number with you until you finally submit the pre-qualification tender documents. When collecting tender documents from GOAL office in Nairobi you will be asked to demonstrate the company of Company’s Registration Certificate, your National ID and you will be asked to sign the tender documents register by the GOAL Administrator.

Completed pre-qualification documents, in a plain sealed envelope, clearly marked “**PRE-QUALIFICATION OF SUPPLIERS FOR FINANCIAL YEAR 2010-2013**” and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the tender box at GOAL Regional Logistics office at the address mentioned below or should be sent to GOAL Confidential Tender email address: tenders@goalireland.com

Assistant Regional Logistics Manager
GOAL Ireland Regional Procurement Office – Nairobi, KENYA
On Behalf of GOAL Ireland and individual GOAL Country Programs
PO Box 66242-00800
Nyangumi Road
Nairobi, Kenya
10th June 2010

So as to reach not later than 20th August 2010, 17:00 GMT. Please note that firms that are pre-qualified in respective categories for the current financial year shall still be required to apply.

PRE-QUALIFICATION EVALUATION CRITERIA

The submission of the above items is mandatory. Failure to attach the same shall lead to automatic disqualification.

Information Points Score

	Information	Points
	Registration Documentation	Yes/No
	Supplier Details	10
	Company Details	10
	Trade Licenses	Yes/No
	Manpower	10
	Litigation History	10
	Past Experience/Trade References	30
	Quality of delivered goods and services	20
	Past experience with GOAL Ireland	10
	Mode of financial transaction	Cash/Credit
	Total	100

The qualification is 60 points and above

Appendix 1

Procurement Levels and Markets targeted by Pre-Qualifications and Framework Agreements

There are 3 procurement levels and markets that P/Q and establishment of FWA's can potentially cover: Local procurement market of specific Country Program, Regional procurement market (see further the identification of Regional Market) and International procurement market. GOAL Ireland process for P/Q and FWA's will be targeting all the three levels mentioned above.

Local/Country Level of P/Q and FWA's

The country management in coordination with the CD, FC, and the rest of the members of usual Country Tender Committee and Country Senior Management Team are entitled and empowered to decided on what categories of supplies, services or works are to be subject of procurement process of P/Q and FWA's. They are free also to document, prepare concept paper, initiate and accomplish the whole process. Nairobi Regional Office and HQ LD are still to check the results of this procurement process and approve the final results and outcome of the process

Regional Level of P/Q and FWA's

The Regional level of P/Q and FWA's are initiated and accomplished by NBI RO. The results and outcome of this procurement process are to be approved by HQ LD and NBI RLM. Regional level/market is defined as being the market that covers more than one GOAL country operations by geographical position, existence, practicality and efficiency of cross-counties supply chain, ease of cross-country border crossing and customs procedures, and ideally by presence of GOAL offices/staff in the countries of regional market. The best example of regional market is GOAL South Sudan, GOAL Kenya, GOAL Uganda and GOAL North Sudan country programs. Once P/Q accomplished and FWA's established, all the country programs in the region can make use of the results and benefits of FWA's and the list of pre-qualified suppliers. In any procurement cases of over 3,500 Euro GOAL NBI RO need to be included into the procurement process to ensure transparency and efficiency of the established P/Q and FWA's.

International Level of P/Q and FWA's

There are only some certain categories of supplies and services that make sense to carry out and establish P/Q and FWA's for. See below the paragraph on Categories of Supplies and Services that advise the specific categories for P/Q and FWA's.

The process of accomplishing P/Q and establishing FWA's shall be carried out in close and ongoing cooperation and coordination between NBI RO and HQ LD. The actual mechanics and procedural steps of accomplishing P/Q and establishing FWA shall be carried out by NBI RO, as being the office in charge of whole GOAL Ireland procurement department.

Those categories of P/Q and FWA's (and most probably FWA's will be established for all international categories, rather than P/Q) that are established on the international level will be compulsory for all GOAL countries to make use of. GOAL country offices shall not be using alternatives of local and regional vendors. Therefore, not to contradict with the results of the International level of P/Q and FWA's, the same categories of supplies and services, though being the part of the International procurement process involve local and regional markets of same categories, will not be repeated or established on the local or regional level and only be the part of the International level, even though vendors might be coming from both local or regional level. Normally those would be high value exposed on risk categories of supplies and services.