

Terms of Reference for Vendor List Registration

a) Background:

WaterAid is a global federation working to improve people’s access to clean water, sanitation and hygiene (WASH). As a key WASH actor, it has made a significant contribution to transforming the lives of poor and marginalised people by reaching millions by responding to their WASH needs. It has been engaged in Ethiopia in the WASH sector since 1991 with a vision of *everyone everywhere has access to clean water, sanitation, and hygiene*. It partners with communities, the Government, Civil Society Organizations (CSOs), the private sector, media, and academia on WASH service delivery, capacity strengthening, evidence building, and influencing policies and strategies on sustainable WASH services and behaviour changes. Through various WASH programmes, it has so far directly reached more than four million people across the country.

b) Objective:

WaterAid Ethiopia desires to preferred vendor database of potential suppliers to create a pool of approved list of suppliers for a medium- and long-term business engagement to procure goods and services, works, and consultancy services indicated below in major supply categories whenever they are demanded.

c) Scope:

This vendor's identification is limited to the following supply categories.

| Category | Lots | Sub-Category | Descriptions of Items/services | Document to be submitted | Bid proposal submission due date and Bid opening |
|----------|-------|------------------------------|---|-----------------------------|--|
| Services | Lot-1 | Security Services | Guard.... | Both Technical & Financial | March 25, 2024 @ 9:30AM |
| | Lot-2 | Janitor Services | Cleaning service.... | Both Technical & Financial. | |
| | Lot-3 | Air Ticket Services | Travelling service... | Both Technical & Financial | |
| | Lot-4 | Courier Services | Messenger... | Both Technical & Financial | |
| | Lot-5 | Garage | Vehicle repair & maintenance service | Both Tech. & Fina. | |
| | Lot-6 | Audit Service | Finance Audit | Both Technical & Financial | |
| | Lot-7 | Car Rental Services | For field purposes like Landcruiser, Pick-ups, and Buses. Minibuses, Cargo Trucks ... | Only Technical | |
| | Lot-8 | Printing and design services | Booklets, Stickers, flyers | Only Technical | |

| | | | | | |
|----------------|---------------|---|--|----------------|--------------------------------|
| | Lot-9 | Publication and Advertisement services | Banners, Posters, Key holders, T-shirts, ... | Only Technical | |
| | Lot-10 | Media & Communication Services | Advertisements, Film production, ... | Only Technical | |
| | Lot-11 | Insurance | Insurance service | Only Technical | |
| | Lot-12 | Maintenance & Repair of IT Equipment Services | Photocopy machines, Printers, IT equipment, ... | Only Technical | |
| Goods | Lot-13 | ICT Equipment's | Computers, laptops, printers, Photocopy Machine, Tonners and Ink, Networking Equipment, Accessories etc ... | Only Technical | April 8, 2024 @ 9:30AM |
| | Lot-14 | Stationery materials | Paper, Staples, Pen, Pencil, stick note, Glue Stick & Fluid, Envelop, Paper clip, Folder, Box file.... | Only Technical | |
| | Lot-15 | Cleaning materials | Soap, Powder soap, liquid Soap Soft, Bleach, ... | Only Technical | |
| | Lot-16 | Canteen materials | Coffee, Tea, Sugar, Powder Milk, Bottled water ... | Only Technical | |
| | Lot-17 | Health care materials | Face Mask, Sanitizer, Sanitary pads, ... | Only Technical | |
| | Lot-18 | Office Furniture | Swivel chairs, Tables, Shelves, Cabinets etc ... | Only Technical | |
| | Lot-19 | Construction materials | Re-Bars, Cement, Sand, Mesh wire, Aggregate, ... | Only Technical | |
| | Lot-20 | Water Supply and Sewerage System Materials | Pipes (HDP, PPR, ...), Pipe fitting, Tools, Special Kits, water Tanker, Water quality test Kit, Water Meter, Water leakage Test, GPS ... | Only Technical | |
| | Lot-21 | Electrical & Solar materials | Cables, Fluorescents, Bulb, Solar's, Generators, ... | Only Technical | |
| | Lot-22 | Vehicles Tyres and Battery | Tyres, Battery | Only Technical | |
| Constru | Lot-23 | Civil Works Construction | Toilets, Hand wash, for schools, public, Health centre | Only Technical | April 22, 2024 @ 9:30AM |

| | | | | | |
|-----------------------------|---------------|---|--|----------------|------------------------------|
| | Lot-24 | Water Works | Drinking water point, Borehole drilling... | Only Technical | |
| | Lot-25 | Borehole Drilling Works | Bore Hole Drilling, ... | Only Technical | |
| | Lot-26 | Electromechanical works | Solar, Generator, Electricity | Only Technical | |
| Consultancy Services | Lot-27 | Consulting Engineers | Civil, Electromechanical, | Only Technical | May 6, 2024 @ 10:00AM |
| | Lot-28 | Consulting services on project evaluation, | Evaluation of baseline, Midterm, End term | Only Technical | |
| | Lot-29 | Consulting on excluding evaluation (Research) | It depends on TOR like study and assessment, Researches... | Only Technical | |

d) Requirements:

Bidders are required to:

- i) Be licensed for the specific business type the company wishes to be considered for; and will also accompany its registration form with copies of the valid/renewed business license, VAT & TIN registration certificates.
- ii) Be in business at least for the last two years, and not in bankruptcy.
 - ✓ NOTE: *Financial statement for the last two years in the name of the firm required.*
 - ✓ *Attaching a minimum of three reference letters from current clients will be advantageous.*
- iii) Declare that the company is not debarred (by Public or International Agencies) from conducting business for engaging or having engaged in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.

e) Proposal Submission:

- i) Sealed proposal marked as “Proposal for (specific category/ies)” shall arrive WaterAid Ethiopia office as per the schedule above.
- ii) WaterAid Ethiopia reserves the right to accept or reject any or all proposals.
- iii) All bidders should be fulfilling properly the registration form under (Annex 1) and If there is insufficient space to answer any of the questions, please continue with a separate sheet.
- iv) Finally, the suppliers who will be selected as the short-listed suppliers will be defined after a physical visit of the warehouse, office, and workshop visit and validation.;

Evaluations:

- ✓ Legal & related documentation:(Must meet)
- ✓ Relevant & Experience with WaterAid Ethiopia or Similar organization (INGOS, UN, World Bank): (Marked)
- ✓ Capacity (Manpower, Organization, etc.) (Marked)
- ✓ Technical Experience, service management and past performance on similar contracts (marked)
- ✓ Qualification of key staff (Marked)



- ✓ Understanding the TOR (vendor registration form) (Marked)
- ✓ List Products (Range) Item Variety
- ✓ Financial Capability & stability: (Audit report, financial statement recent 2 back years) (Marked)
- ✓ Document Clarity (readability, page number, background info,
- ✓ Technology (Communication like website, Email, and others)
- ✓ Field Visit (offices, warehouse, and workshop visit)

Annexe 1: Vendor pre-qualification form

Section 1: Company Details and General Information

1. Name of Company:

2. Address:

Postal Code: Sub City

Woreda: Kebele: House No

3. P.O. Box and Mailing Address:

4. Tel

5. Fax:

6. Email:

7. WWW Address:

8. Contact Name and Title:

9. Parent Company (Full legal Name):

10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):

11. Type of Business (Mark one only):

Corporate/ Limited: Partnership: Firm/other (please specify):

12. List your main business activities:

Geographic span _____ Category of goods, works or service you provide _____

13. Nature of Business:

Manufacturer: Authorised Agent: Trader: Consulting Company: Other (specify):

14. Year Established (enclose a copy of your certificate of registration): 15. Number of Full-time Employees:

16. Provide a summary of the experience of your management and technical staff, and their competences in managing contracts for which you are seeking registration

17. Licence no/Place where registered:

18. VAT No :
Tax ID/:

19. Technical Documents available in:

English French Spanish Russian Arabic Chinese Other (specify) _____

20. Working Languages:

English French Spanish Russian Arabic Chinese Other (specify) _____

| | | | | | |
|---|--|--|--|--|--|
| Section 2: Financial Information | | | | | |
|---|--|--|--|--|--|

21. Annual Value of Total Sales for the last 3 Years:
 Year ____: Birr_____ Year ____: Birr_____ Year ____: Birr_____

22. Annual Value of Export Sales for the last 3 Years (if applicable):
 Year ____: Birr_____ Year ____: Birr_____ Year ____: Birr_____

23. Bank Name: _____ Swift Address: _____
 Address: _____
 24. Bank Account Number: _____ Account Name: _____
 25. Please provide a copy of the company's most recent Annual or Audited Financial Report.

| | | | | |
|--|--|--|--|--|
| Section 3: Technical Capability and Information on Goods / Services Offered | | | | |
|--|--|--|--|--|

26. Does the company have experience of working with WAE? Yes/No
 If yes please provide a summary using the format below.

| Year | Nature of contract | Contract value | Name of contract Manager | Reason for termination |
|------|--------------------|----------------|--------------------------|------------------------|
| | | | | |

27. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

28. International Offices/Representation (Countries where the Company has local Offices/Representation):

29. For Goods only, do those offered for Supply conform to National/International Quality Standards?
 Yes No

30. List below up to fifteen (15) of your core Goods/Services offered:

| Code | Description (one line for each Item) | National/International Quality Standard to which Item conforms |
|------|--------------------------------------|--|
| | | |
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Section 4: Experience

31. Recent Contracts with International NGOs and/or the United Nations:

| <u>Organisation:</u> | <u>Value:</u> | <u>Year:</u> | <u>Goods/Services Supplied:</u> | <u>Destination:</u> |
|----------------------|---------------|--------------|---------------------------------|---------------------|
| _____ Birr | _____ | _____ | _____ | _____ |
| _____ Birr | _____ | _____ | _____ | _____ |
| _____ Birr | _____ | _____ | _____ | _____ |

32. To which Countries has your Company exported and/or managed Projects over the last 3 Years?

Section 5: Business principles

33. WATERAID ETHIOPIA insists on honesty, integrity and fairness in all aspects of the business relationship with your company. Direct or indirect offer, payment, soliciting and acceptance of bribes in any form are unacceptable practices. Please confirm your agreement to the above. Yes / No:

34. To avoid conflicts of interest between their private financial activities and their part in the conduct of company business, WATERAID ETHIOPIA employees or members of their immediate family or relatives should not acquire a financial interest in any company or organization with which WATERAID ETHIOPIA has a commercial relationship.
 Is a member of your immediate family or relative a WATERAID ETHIOPIA employee? Yes /No
 If yes, please provide details.

Section 6: References

35 Please provide details of the current or previous clients that we may approach for references

| Number | 1 | 2 | 3 | 4 |
|----------------------|-------|-------|-------|-------|
| Company | _____ | _____ | _____ | _____ |
| Telephone | _____ | _____ | _____ | _____ |
| Name | _____ | _____ | _____ | _____ |
| Position | _____ | _____ | _____ | _____ |
| Value of Contract | _____ | _____ | _____ | _____ |
| Duration of Contract | _____ | _____ | _____ | _____ |

Attached is Documentary Evidence of the Existence of contracts

Section 7: Other

36. Please list any Disputes your Company has been involved in with Intl. NGOs and/or UN Organisations over the last 3 Years:

37. List any National or International Trade or Professional Organisations of which your Company is a Member.

38. Certification:
 I, the undersigned, hereby accept the basic General Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:

| | |
|-----------|------------------|
| Name | Functional Title |
| Signature | Date |

**WaterAid**
DECLARATION FORM
(Statement of truth)

I/We.....hereby declare:

- ✓ That the information given above is true and further states that I/We also understand the submission of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have the legal capacity to enter a contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for the purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give Water Aid Ethiopia, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in the submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....