



## **SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS**

**Closing on 11<sup>th</sup> October 2024, at 1700hours, WAT  
(GMT)**

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

Conservation International has worked in Africa since 1990, contributing to the protection of approximately 7 million hectares (17 million acres) of crucial natural ecosystems. They work in regions where securing nature is critical to human well-being, climate stability and biodiversity conservation, including Liberia.

Conservation International, Liberia invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services for the period 2024-2026.

The pre-qualification process will therefore be conducted electronically on **SRM eProcurement Portal** i.e [www.srmhub.com](http://www.srmhub.com). The categories for the supply of various goods and services are listed on <https://shorturl.at/LEPgK>

Conservation International, Liberia reserves the right to accept or reject any application in whole or in part and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

### **Senior Manager Operations**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Conservation International, Liberia** herein referred to as “the organization’ or ‘Conservation International, Liberia”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier’s dashboard.
- 5 The suppliers **shall not** be charged to participate in prequalification.
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 11<sup>th</sup> October 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organization’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 **The application of this call closes on 11<sup>th</sup> October 2024 at 1700hours WAT (GMT).**

- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

### **SECTION III. EVALUATION CRITERIA**

1. Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
2. Applicants shall not contact Conservation International, Liberia or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the Conservation International, Liberia or Bold Insight in the evaluation may result in the cancellation of their application.
3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
4. The applicants must have registered offices and Conservation International, Liberia reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
5. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
6. Conservation International, Liberia reserves the right to accept or reject any or all applications.
7. There shall be two phases of carrying out the evaluation of registration applications:
  - a. Preliminary Evaluation; and
  - b. Qualification Evaluation.

#### **a. Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

- a) All the applications shall be sorted out according to the various categories contained in the application for registration form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:
  - i. Self-declaration form
  - ii. Confidential Business Questionnaire (Electronic)
  - iii. Incorporation/Registration certificate
  - iv. Business permit
  - v. PIN certificate
  - vi. Tax clearance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

**b. Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

**Evaluation Criteria**

<b>Mandatory requirements</b>	<b>Max Score</b>
Bidder Declaration Form	Pass/ fail
Certificate of Incorporation/Business Registration	Pass/ fail
Current Tax Compliance Certificates	Pass/ fail
TIN/VAT Certificate	Pass/ fail
Current Trade License / Business Permit if applicable	Pass/ fail
<b>Demonstration of Past Experience</b>	
<b>a) Age of Company</b>	5
Above 10 years (5 Marks)	
Between 7-10 Years (4 Marks)	
Between 4-6 Years (3 Marks)	
Between 1-3 Years (2 Marks)	
Below 1 Year (1 Marks)	
<b>b) Three letters</b> of recommendation from Financial Institutions (3 Recommendations, 5 marks each – <b>Total 15 Marks</b> )	15
<b>c) At least three copies of LPOs or Contracts From Financial Institution for the last 3 years from your major clients. (3 LPOs/Contracts of 5 marks each– Total 15 Marks)</b>	15
Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
<b>Financial Capacity</b>	
Audited financial statements for the last 3 years signed by auditors– 10 marks (2022, 2021, 2020) OR	20

Bank statements for the last 6 months - 5 marks	
Liquidity Ratio– 5 Marks	
Attach letters of reference from the Bankers to support bank relations = 5 marks	
<b>Manpower and staffing</b>	
Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks)	5
At least 3 CVs of Key Management personnel and supervisory the team – 3 CVs 5marks each	15
Indicate the number of staff in your organization	10
Above 20 (10 Marks)	
Between 11-20 (7 Marks)	
Between 6-10 (5Marks)	
Between 1-5 (3 Marks)	
<b>Specific Category Requirements</b>	
Valid Practicing certificates (if required in your category - Refer to the category Requirements)	10
Manufacturers or distributors license (if required in your category - Refer to the category Requirements)	
Special Licenses (if required in your category - Refer to the category Requirements)	
<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

### SECTION III - REGISTRATION CATEGORIES

<b>CATEGORY A – GOODS</b>	
CI/PQ/01/2024	Supply of Computers, computer consumables, printers, photocopiers accessories, and software. UPS supply, installation, and maintenance
CI/PQ/02/2024	Supply of Sundries and Office Consumables
CI/PQ/03/2024	Supply of Motor vehicle tyres, Tubes
CI/PQ/04/2024	Supply of Assorted Office stationery
CI/PQ/05/2024	Supply and maintenance of Generator and solar equipment
CI/PQ/06/2024	Supply and Delivery of General Hardware
CI/PQ/07/2024	Supply and Maintenance of office furniture, fixtures, and fittings
CI/PQ/08/2024	Supply and delivery of ICT networking equipment, Supplies

CI/PQ/09/2024	Supply and maintenance of water Dispensers and Office drinking water services
<b>CATEGORY B – SERVICES</b>	
CI/PQ/10/2024	Cleaning Services and fumigation and Rodent Extermination services
CI/PQ/11/2024	Provision of Courier Services
CI/PQ/12/2024	Advertising, Radio, and TV services
CI/PQ/13/2024	Hire of Taxi services
CI/PQ/14/2024	Photography, Videography and Audio Recording service
CI/PQ/15/2024	Air Ticketing and travel services
CI/PQ/16/2024	Clearing & Forwarding Services
CI/PQ/17/2024	Vehicle Hire/Rental for Field Transport (4X4 Double Cabs, Coasters/Vans)
CI/PQ/18/2024	Branding, printing and Publicity
CI/PQ/19/2024	Communication, event management & services- (Live streaming)
CI/PQ/20/2024	ICT Network design, Installation, and support
CI/PQ/21/2024	Repair and maintenance of motor vehicles and Cycles. (Garage services)
CI/PQ/22/2024	Provision of Insurance services (Medical, Group life & Personal Accident, Motor vehicle Insurance and All risk)
CI/PQ/23/2024	Repairs, servicing and maintenance of refrigerators and cold rooms, and ACs
CI/PQ/24/2024	Fuel, Oil and Gas services
CI/PQ/25/2024	Photography, Videography and Audio Recording service
CI/PQ/26/2024	Catering Services
CI/PQ/27/2024	Legal Services