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Prequalification of Vendors for Supply of Goods and Services for the year 2025-2027

About IHS

IHS is a humanitarian organization having more than a decade of experience providing emergency assistance for crisis affected people across the globe. IHS work was concentrated more on most vulnerable population chiefly on refugees and IDPs. Children, women and PWDs and disadvantaged people are priority targets and our commitment to deliver assistance to population of concern is indisputable. It was established with the aim of saving lives, alleviate suffering, reduce the impact of disasters, and support self-reliance and resilience. For the implementation of these programs in various part of the country, I H S procures essential supplies and services from local market. For I H S to effectively expand its procurement activities, a more substantial supplier base must be established to ensure fair competition.

Background and Objective

HIS Ethiopia for Improved procurement activity is in the process to register for suppliers of Good and Services. Interested and eligible suppliers are invited to apply. The invitation is applicable to potential and prospective suppliers. Therefore, Suppliers/Service providers who registered by authorized government in respective merchandise or services are invited to submit their Pre-Qualification documents to the Procurement department so that they may be pre-qualified for submission of quotations when required. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

The main objective of the prequalification is to maintain database of vendors under relevant tenders/quotations to HIS Ethiopia when required.

Categories of Service and Goods

Category code	Category Description
IHS Category 1	Consultancy on research & trainings

IHS Category 2	Supply of Office Equipment, furniture, Computers, Printers and Accessories, Stationery and related materials.
IHS Category 3	Repair and service of servers, computers, laptops, printers, scanners and other related ICT equipment.
IHS Category 4	Electrical Materials and supplies
IHS Category 5	Hygiene kits and cleaning supplies (soap, hand wash and bath, hand sanitizer etc.)
IHS Category 6	Provision of Vehicle maintenance Services.
IHS Category 7	Vehicle Spare Parts and Tyers
IHS Category 8	Provision of transportation service and logistics service including car rentals.
IHS Category 9	IT equipment and Networking Services
IHS Category 10	Provision of construction materials- corrugated iron sheets, stone, gravel, selected materials and others
IHS Category 11	Provision of bore hole-water drilling services
IHS Category 12	Construction works Contractors (all Categories)
IHS Category 13	Provision of assistive devices
IHS Category 14	Provision of medical examination for PWDs
IHS Category 15	Provision of Photography and videography services (including production, editing and filing)
IHS Category 16	Provision of creative graphic Design & Production of promotional and communication Materials such as branded stationary, folder, banner, cards, diaries, stickers, signage, fliers, brochures, booklet, etc and general branding and printing service.
IHS Category 17	Provision of Hotel and Catering Services (accommodation, Conference Facilities, Lunch and Refreshment, etc.).
IHS Category 18	Insurance Brokerage for insurance services of vehicles, Medical, Life, etc.
IHS Category 19	Agricultural tools and inputs (Seeds, fertilizers and other)
IHS Category 20	NFI Kits (soap, family kits, matters)
IHS Category 21	Poultry and poultry feed.
IHS Category 22	Provision of air ticketing and other travel Agencies
IHS Category 23	Provision of courier services country wide.
IHS Category 24	Provision of Software Development service.
IHS Category 25	Early Childhood learning and playing materials/ playing toys as well as educational games.
IHS Category 26	Cattle, sheep, goat etc...

General Instruction

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
3. Answers to the questionnaire should be relevant to the good, services or works applied for and should be as clear and concise as possible.

4. The supplier should prepare a table of content as per given below on their letterhead, proper document separators and section labels to be done.
5. Submission of documents: The application for prequalification should be submitted strictly via email.
6. The documents should be signed by authorized representative of the organization, stamped, and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Document. Applications shall not be modified or withdrawn after the deadline.
9. All information given in writing to or verbally shared with the contractor in connection with this pre-qualification is to be treated as strictly confidential. The contractor shall not share or invoke such information to any third party without the prior written approval of I H S. This obligation shall continue after the procurement process has been completed whether or not the contractor is successful.

INSTRUCTIONS FOR RESPONDING

This section addresses the process for responding to this solicitation. Bidders are encouraged to review this prior to completing their responses.

Qualification and Experience

Prospective vendors must have undertaken successful supply and delivery of goods/services to institutions of similar size and complexity. They must also demonstrate the willingness and commitment to meet the pre-qualification criteria.

Completion of the Pre-qualification Document

This document includes forms and documents required of prospective suppliers/service providers. To be considered for pre-qualification, prospective vendors must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

Submission and Contact

Interested and qualified vendors should send a copy of the completed pre-qualification data and other required information to danielg@ihsethiopia.org, until 20th August 2025 at 10:30 local time.

All questions that may arise from the pre-qualification documents should be directed to the given email address or can use mobile no. +251 913495623 not later than 15th Augst 2025.

Additional Information

I H S Ethiopia reserves the right to request submission of additional information from prospective bidders. Kindly note that all filled prequalification documents with emailed applications should be clear, readable, and submitted in a SINGLE PDF/ZIPPED ATTACHMENT. Email subject should be Expression of Interest for prequalification of vendors for supply of goods & services for the years 2025 – 2027.

Pre-qualification Data Forms

The questionnaire is to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender. Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

Essential Criteria for Pre-qualification

- a. Prospective bidders must have at least 2 years' experience in the supply of goods and services, Potential suppliers must show competence, willingness, and capacity to service the contract.
- b. Prospective vendors must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice.
- d. Financial Condition: The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding suppliers/service providers credit position. Prospective bidders should provide evidence of financial capability to execute the contract.
- e. Past Performance Contract: Past performance will be given due consideration in pre-qualifying of bidders. Letters of reference from past customers must be included.
- h. Information on Suppliers: The firm must have a fixed Business Premise and be registered in Ethiopia, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.
- i. The firm must show proof that it has met all its statutory obligations and has current Tax Clearance Certificate.

j. The firm must declare any conflict of interest in relation to any member of staff. I H S Ethiopia will not procure goods or services from vendors where the employees have not declared

conflict of interest.

k. I H S Ethiopia will carry out a due diligence exercise for the shortlisted prequalified suppliers

DECLARATION STATEMENT

Having studied the pre-qualification information, we/I hereby state:

- a) The information provided in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this provides us the right to participate in due time in submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date _____

Applicant's Name _____

Represented By _____

Signature _____

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

Annex- Prequalification Data Form



Vendor Registration

PART - I

Company Details and General Information

Name of Company		Trading As	
Street Address		Telephone Number	
Postal Code		Fax	
City		Email	
Country		Web Address	
Mailing Address/PO Box		Subsidiaries / Associates/ Overseas Representative:	
Contact Name & Title	Parent Company:		
Nature of Business	☐ Manufacturer ☐ Consulting Company ☒ Authorised Agent ☐ Other (Please Specify: _____) ☐ Trader		
Year Established:	VAT No/TAX No:		
Licence Number			
State where registered			
Working Languages	☒ English ☐ Arabic ☐ Chinese ☐ French ☐ Spanish ☐ Russian ☐ Other (Please Specify) _____		

Technical Documents available in	☐ English ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (Please Specify)				
Banking Information					
Bank Name	Bank Account Number				
Address	Account Name				
Swift/BIC number	Standard Payment Terms ☐ Attached				
Please attach a copy of the company's most recent Annual or Audited Financial Report					
Experience					
Company's recent business with International Aid Agencies or United Nations Agencies:					
	Organization	Value (USD)	Year	Goods/Services Supplies	Destination
1					
2					
3					
4					
What expertise do you have concerning the items you are bidding to supply?					
Do you have relevant qualifications in this area?					
To which countries has your company exported and/or managed projects in the last 3 years					

PART - II

Financial Information

Annual Value of Total Sales for the last 3 Years:

Year: USD: Year: USD:

Annual Value of Export Sales for the last 3 years

Year: USD: Year: USD:

Staff

No. Full Time Employees		Employee average work wk. per	
% of Men to Women		hr.	
No. of Children? In what capacity? What are their ages?		Standard daily wage paid?	
		What holidays are offered?	
		Flexible working hrs offered?	

Technical Capability and Information on Goods/Services Offered

Type of Quality Assurance Certificate	☐ Attached
International Offices/Representation	

List below up to 15 of your Core Goods and/or Services

- | | |
|---|----|
| 1 | 9 |
| 2 | 10 |
| 3 | 11 |
| 4 | 12 |
| 5 | 13 |
| 6 | 14 |
| 7 | 15 |
| 8 | |

Other

Does your company have an Environmental Policy?	
Does your company have and Ethical Trading Policy?	☐ Attached

If you answered yes to the above two questions, please attach copies of your policy:			
Terms of Payment will be 30 days. Is this OK?			Is it Ok to visit your office?
The prequalification period will be valid for 24 months. Is this OK?			
Please list any disputes your Company has been involved with International Aid Agencies or UN agencies			
List any National or International Trade/Professional Organisations of which your Company is a Member			
Assessment (I H S use only)			
Name of Assessors			
1)		3)	
2)		4)	
General Remarks			
Site Visit / Works Visit /Referees Comments			
Accepted / Rejected			Date

CHECKLIST OF MANDATORY DOCUMENTS TO BE SUBMITTED		
NO.	ITEM	Attached
1	Trading license	
2	VAT registration/ tax CLEARANCE CERTIFICATE	
3	Company profile	
4	Proof of trading/ dealership/agent	
5	Evidence of similar contracts	
6	References	
7	Particulars of key personnel	

8	Articles of Association & Certificate of incorporation	
9	Financial statements	