Pre-Qualification # 2024-008
For
Pre-Qualification of Vendors/Suppliers

Addis Ababa, Ethiopia
Street: 03, 711, Bole Sub-city,
Woreda 03, Bole Medhanialem

www.path.org

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Pre-Qualification number: PQ #2024-008

For: Pre-Qualification of Vendors/Suppliers

1. Pre-Qualification of vendors/ suppliers’ schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Qualification (PQ) release date</td>
<td>February 11, 2024</td>
</tr>
<tr>
<td>Confirmation of interest in submitting a prequalification</td>
<td>February 14, 2024, 2:00 PM GMT +3 East African Time</td>
</tr>
<tr>
<td>Deadline for Clarification questions</td>
<td>February 16, 2024, 2:00 PM GMT +3 East African Time</td>
</tr>
<tr>
<td>PATH to respond to Clarification questions</td>
<td>February 19, 2024, 4:00 PM GMT +3 East African Time</td>
</tr>
<tr>
<td>Deadline for submission of prequalification documentation in response to the RFP</td>
<td>February 22, 2024, 4:00 PM GMT +3 East African Time</td>
</tr>
<tr>
<td>Outcome communication</td>
<td>March 29, 2024, 2:00 PM GMT +3 East African Time</td>
</tr>
</tbody>
</table>

Note: PATH may change the dates at its discretion. Changes will be communicated to those who confirmed their intent to submit a prequalification.

2. PATH statement of business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world’s most pressing health challenges. Learn more at [www.path.org](http://www.path.org).

3. Prequalification requirements

3.1 The prequalifying authority shall be PATH or any one of its affiliates either directly or on behalf of operations countries or programs.

3.2 The commercial contracting terms and conditions will be negotiated with the successful supplier for specific opportunities during the prequalification period.

3.3 By submitting a prequalification, the supplier confirms that they will abide by the PQ terms and PATH policies, especially our Code of Ethics ([https://www.path.org/about/code-ethics/](https://www.path.org/about/code-ethics/)), and general good...
practices regarding inclusivity, diversity, fair trading, health and safety, records management, anti-fraud and corruption, and environmental policy, among others.

3.4 The duration of the pre-qualification is 2 years before a refresh, with a performance review to be conducted after 9 or 12 months.

3.5 Pre-qualification of vendors/suppliers will only include them in PATH's vendor database, **pre-qualification does not guarantee an award**. Based on the requirement and nature of the work, PATH will request quotation from the pre-qualified vendors/suppliers.

3.6 Failure to submit a quote 2 subsequent time without written explanation may result in automatic discontinuation from the prequalified list by PATH.

### 4. Prequalification terms and conditions

**Note:** Most of these will apply to specific opportunities for which a prequalified vendor/ supplier will be invited to submit specific quotation or Prequalification.

4.1 **Notice of nonbinding solicitation:** PATH reserves the right to reject any or all bids received in response to this prequalification announcement and is in no way bound to accept any submission.

4.2 **Confidentiality:** Suppliers shall treat all information provided by PATH as part of this solicitation as confidential. If any information is inappropriately released, PATH may seek appropriate remedies as allowed under applicable law.

4.3 **Conflict of interest disclosure:** Suppliers bidding on PATH business (also referenced herein as “bidders”) must disclose, to the procurement contact listed in the PQ, any actual or potential conflicts of interest. Conflicts of interest could be present if there is a personal relationship with a PATH staff member that constitutes a significant financial interest, a board membership, other employment, or ownership or rights in intellectual property that may conflict with the supplier’s obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

4.4 **Acceptance:** Bidder’s submission of a prequalification means the bidder accepts all terms and conditions set forth in the PQ. PATH’s acceptance of a prequalification does not mean acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the PQ list, as well as the option of accepting partial components of a prequalification if appropriate.

4.5 **Right to final negotiations:** PATH reserves the option to negotiate on the final costs and final scope of work and reserves the option to limit or include third parties in such negotiations at PATH’s sole and full discretion.

4.6 **Third-party limitations:** PATH does not represent, warrant, or act as an agent for any third party because of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

4.7 **Prequalification validity:** Prequalification submitted under this PQ shall be valid for at least 90 days following the date the Prequalification is due. The validity period shall be stated in the Prequalification submitted to PATH.
4.8 Limitation of liability: The terms and conditions set forth in this RFP do not exclude or limit the liability of PATH or the supplier in relation to fraud or in other circumstances giving rise to liability under any applicable law.

4.9 Tender costs and liability: Bidders are responsible for obtaining all information necessary for preparation of their Prequalification and for all costs and expenses incurred in preparation of the Prequalification. Subject to the “Limitation of liability” section in this PQ (section 4.8), the bidder accepts by their participation in response to this PQ, including without limitation the submission of the Prequalification, that it will not be entitled to claim from PATH any costs, expenses, or liabilities that it may incur in tendering a response to this PQ, irrespective of whether their Prequalification is successful.

4.10 PATH’s variation or termination rights: PATH reserves the right to vary or terminate this RFP process with written notice to all suppliers from which it has received. It is intended that this solicitation process will take place in accordance with the provisions of this PQ, but PATH reserves the right to terminate, amend, or vary (to include, without limitation, in relation to any time scales or deadlines) the solicitation process by notice to all suppliers from which it has received Prequalification. Subject to section 4.8, “Limitation of liability,” PATH will have no liability for any losses, costs, or expenses caused by its termination, amendment, or variation to this PQ.

4.11 Joint venture or consortium or subcontractors: Any lead supplier that submits a Prequalification in response to this PQ takes responsibility and accountability for enforcing the PQ requirements set forth herein among the members of the joint venture or consortium, and each of their advisers, subcontractors, and staff.

4.12 Payment and invoicing: PATH will pay correctly addressed and undisputed invoices within 30 days. Suppliers shall ensure comparable payment provisions apply to payments to their downstream parties. Advance payment is not preferred. If an advance payment is envisaged and is other than industry or country known practice, such must be made clear in the financial Prequalification to PATH.

5. Instructions for responding to this Pre-Qualification.

5.1 PATH contacts: All communications regarding this prequalification shall be directed to the contacts below. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the Prequalification. All documents required as part of the Prequalification must be submitted to the contacts listed by the deadline for submission.

Addressed to: Procurement Contact at bbekele@path.org

5.2 INSTRUCTIONS FOR SUBMITTING THE PREQUALIFICATION:

FORMAT OF THE PREQUALIFICATION:

The Bidder should submit the Prequalification in English. The response for the prequalification should be set out as mentioned below: -
5.3 **Prequalification submission:** The Prequalification submission consists of the Company’s profile in detail (example- nature of work, work experience, client list etc.). The submission can be made in hard copy or in email. If you wish to submit in email the subject line of all emails regarding the Prequalification should read: PQ #2024-008- (ITEM CODE) Your Company Name.

- The Item Code is mentioned in Annex A, which has the list of Category of goods and / or services.

5.4 **Confirmation of interest:** Please send a statement acknowledging receipt of this prequalification invitation and your intent to respond or not respond no later than the date noted in Article 1 of this document. Send the confirmation to the contacts listed above.

5.5 **Prequalification submission content:** Bidders are advised to provide only what is required as captured in Annex B: “Vendor/ supplier’s qualification requirements”. The Prequalification submission must be clear, concise, unambiguous, and directly address the prequalification area being submitted for.

5.6 **Selection of Prequalified list:** PATH reserves the right to produce a prequalified list from the submissions received based on predefined evaluation criteria.

6. **Objective and Prequalification areas**

6.1 **Objective**

PATH Ethiopia intends to establish a database of prequalified suppliers for various goods, works and services for the year 2024–2026. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works or services they wish to supply.

6.2 **Prequalification areas**

The prequalification areas for goods, works and/ or services are listed in Annex A (“Prequalification areas/ categories OR Item codes”).

7. **Clarification questions**

7.1 Clarification questions should be sent to the contacts listed in Section 5.1 by the date in the PQ schedule (section 1). Fact-finding questions received after this deadline cannot be accommodated.

7.2 It is advisable that any fact-finding questions refer to a specific section of the RFP; and to the extent possible, be aggregated rather than sent individually.

7.3 In line with transparency principles, all fact-finding questions and all of PATH’s responses to these questions will be shared with all those who confirmed their intent to bid. Questions will be anonymized and answered if PATH reasonably determines that such fact-finding questions do not disadvantage any potential supplier and are not commercially in confidence. If such are commercially in confidence, they shall be handled in line with PATH’s policy on information and data.
7.4 PATH may request from a bidder additional information at any time ahead of award, and the bidder will be expected to provide the requested information within the time frame given. Failure by a bidder to provide supplementary information to PATH in a timely manner may lead to the Prequalification being rejected in full or disqualification from the procurement process.

8. Qualifications, evaluation criteria, and selection

8.1 Vendor/Supplier qualifications: In relation to the scope, please provide information on your overall qualifications, including:

- Company profile and organizational structure.
- Experience (Minimum 3 written testimony should be presented) for the successfully delivered goods, services, or works for the category submitted for in the last 36 months.
- Number of years in business minimum of 3 years’ experience is required to be eligible.
- Annual revenue for the recent 3 years.
- Financial Performance (Credit rating, Liquidity, Profitability, Statement of Income and Expense & gearing ratio).
- Stock capacity.
- Due diligence check (company visit)
- Must provide Minimum of 3 references of delivered goods, services, or works for the category submitted for in the last 36 months.

Annex A: Prequalification areas/ categories OR Item codes.

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Item code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PATH/PQ/001/2024-2026</td>
<td>Provision of Printing Service and Visibility (Paper, Polo T-shirt, Banner, Flag and other Branded Promotion Service Items)</td>
</tr>
<tr>
<td>2.</td>
<td>PATH/PQ/002/2024-2026</td>
<td>Supply of General Office Stationery</td>
</tr>
<tr>
<td>3.</td>
<td>PATH/PQ/003/2024-2026</td>
<td>Supply of IT equipment for Ethiopia Addis Office</td>
</tr>
<tr>
<td>4.</td>
<td>PATH/PQ/004/2024-2026</td>
<td>Supply of Household material &amp; Kitchenware</td>
</tr>
<tr>
<td>5.</td>
<td>PATH/PQ/005/2024-2026</td>
<td>Supply of Office Furniture and Equipment</td>
</tr>
<tr>
<td>6.</td>
<td>PATH/PQ/006/2024-2026</td>
<td>Provision of printing and Photocopy service</td>
</tr>
<tr>
<td>7.</td>
<td>PATH/PQ/007/2024-2026</td>
<td>Supply Cleaning Materials and Grocery items (Supermarket)</td>
</tr>
</tbody>
</table>
Annex B: Vendor/ supplier’s qualification requirements.

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Document/ details</th>
<th>Registration status (Yes or No)</th>
<th>Document no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Company’s Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Company’s Legal Status (proprietor, partnership OPC etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Contact person's name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>E-mail ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Registered Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Contact no. (Landline or mobile, indicate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Company's incorporation Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>VAT registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Registered under the MSME act</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>ITEM CODE (Category – Goods/Services) – as per Annex A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Services provided on registration provision – indicate where the goods, works or services are provided in the Country, if a particular state, province, town, or city.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:

MSME - Micro and Small Enterprise.
OPC – One Person Company.
VAT – Value added tax.