

Vendor Prequalification and Registration Form

Supplier's Name:	Date of issue:	9th January 2023
.....	Prequalification proposal ref.:	LWF-VP&R-2023
.....	Closing date:	6th February 2023 (Monday)
Address: Contact No: Email Address:	Buyer:	<p>The Lutheran World Federation Nepal, Country Office, Kathmandu</p> <p>Contact Person: Country Office, Kathmandu Ms. Menuka Rajaure, Tel: +977 1 4720225/ 4720152</p> <p>Province Office East, Damak: Mr. Ram Chandra Chaudhary, Tel: +977 23 574015/16 and</p> <p>Province Office West, Dhangadhi: Mr. Upendra Khadka, Tel: +977 9848682945</p>
Please note that the proposals may be delivered by person OR carrier. It shall remain your responsibility to ensure that your proposal will reach the address on or before the deadline.		

LUTHERAN WORLD FEDERATION NEPAL (LWF) INVITES YOU TO SUBMIT A PROPOSAL FOR PRE-QUALIFICATION CATEGORIES MENTION AS SECTION (A)

Dear Sir/Madam,

Please find enclosed the following documents, which constitute the Vendor Registration Form:

- A – Prequalification of Vendors for the provision of Supply, Service and Works Category**
- B – Instructions for Pre-qualification**
- C – Regulations and Guidelines**
- D – Criteria and Evaluation Matrix**
- E – Pre-qualification Submission Form**
- F – Sworn Statement and Signature**

A) PREQUALIFICATION OF VENDORS FOR THE PROVISION OF SUPPLIES

The Lutheran World Federation Nepal-World Service invites applications from the interested, eligible firms for the provision of supplies, services and works **for the period of three years effective from 1st March 2023 to 31st December 2025** in the following categories.

A	SUPPLY CATEGORY	Tick Intrested Category (one or more)
1.	Supply of Office Stationery	
2.	Design, Printing and Supply of Office Materials and publications	
3.	Supply of Electrical appliances and tools	
4.	Supply of Electronics Goods & accessorise including computer, camera, printer, projector, cartridge etc.	
5.	Supply of Furniture and fixtures	
6.	Supply of Non-local Construction Materials/ Hardware Items (Cement, CGI Sheet, Re-bar, MS Grill etc.)	
7.	Supply of Local Materials (Bricks, Bamboo, RBM- Sand, Aggregate, Stone/Boulder and Bamboo Mat)	
8.	Supply of Vehicle & Generator Parts, Mill Machinery Parts	
9.	Supply, Service and Works of Food Items (Raw Rice, Pulses, Vegetable Oil, Sugar, Salt, DSM, Fortified food etc.	
10.	Supply of Non- Food Items Including Shelter Kit, Tarpaulin sheet, Bed & Bedding, Household appliance, life jacket, Light search, Hygiene Kit and rescue materials	
11.	Supply of Clothing Items (Shirt, T-shirt, Cap Trouser/Paint, Sari& blouse set, readymade clothing)	
12.	Supply of Agriculture Inputs	
13.	Supply and installation of energy efficient lighting system and appliances	
B	SERVICE CATEGORY	Tick Intrested Category (one or more)
1.	Air Ticket Service (Domestic and International Including VISA Processing)	
2.	Consultancy Service (Study, Evaluation, Assessment, Translation-English to Nepali and Vice Versa, Audit service etc.	
3.	Courier Service	
4.	Hotel Service	
5.	Electrical Wiring/ Repairing and Plumbing Work	
6.	Internet Service	
7.	Papers Advertisement Service	
8.	Labor Service	
9.	Repair/ Maintenance of Computer/ Printer /Photocopier/ Fax Machine	
10.	Repair/ Maintenance of Generator	
11.	Repair/ Maintenance of Two and Four Wheelers	
12.	Security Service	
C	WORK CATEGORY	Tick Intrested Category (one or more)
1.	Construction/ Civil Works	
2.	Iron Works and Fabrications	

Interested and qualified **Vendors** may submit their application documents in envelopes clearly marked **"LWF/PREQUALIFICATION/2023-2025"** latest by 6th February 2023 at 4.00 PM.

Application forms must be delivered by person, mailed or posted to the following any address:

LWF, Country Office, Chundevi Marg- Ganesh Basti-4, Maharajgunj, Kathmandu, House no. 138, OR

Provincial Office East, Om Shanti Tol, Damak Municipality -5, Jhapa OR

Provincial Office West, Dhangadhi Sub-Metropolitan city-5, Hasanpur-Kailai

B) INSTRUCTIONS FOR PREQUALIFICATION

Invitation for Pre-qualification

LWF invites interested vendors who will qualify by meeting the set criteria as provided for in this Document and are eligible to successfully carry out the contracts and provision of supply, Service and works contract category.

Vendors registered under the Laws of Nepal to Supply, Service and Works or provide respective supplies is invited to submit this Vendor Registration Form, so that they can be pre-qualified for the submission of quotations/tenders. The prospective Vendors are required to Supply, Service and Works the mandatory information in this document in order to be pre-qualified.

Pre-qualification Objective

The main objective is to Supply, Service and Works and deliver the listed supplies, services and works contract under relevant quotations/tenders, **'as and when required'**, during the Financial Year/s 2023 to 2025.

Bids will be requested to be submitted for complete lots, sub-lots, and/or in combination with other lots, and in some categories vendors may be contracted with Long Term Agreements to Supply, Service and Works the goods/services for a period of up to twelve (12) months.

Essential Criteria for Pre-qualification

Potential Vendors must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

(a) Experience: Prospective vendors shall have experience in the Supply, Service and Works of above-mentioned category description. And shall show competence, willingness and capacity to service the contract.

(b) Prospective vendors require special experience and capability to organize Supply, Service and Works and delivery of items, or services at short notice).

Pre-qualification Document

This document includes information on documents required to be drafted and information that needs to be submitted by the prospective vendors. Following documents needs to be submitted along with this vendor pre-qualification and registration form.

1. Firm/Company Registration (renewed)
2. VAT/PAN Certificates
3. Tax Clearance Certificate
4. Professional Certificate/License (if any)
5. Authorization/Dealership Certificates (if any)
6. Work experience of vendors (if any)

In order to be considered for pre-qualification and inclusion in the registered Vendor database, prospective vendors must submit all the information requested. The pre-qualification submission forms which are not completed and submitted in the prescribed manner will not be taken in to consideration. All the documents that form part of the proposal must be written in English or Nepali language.

Qualification

It is understood and agreed that the pre-qualification data obtained from prospective bidders are to be used by LWF in determining, according to its sole judgment and discretion, the qualifications and the capacity of prospective bidders to perform in respect to the provision of the categorized supplies.

Prospective bidders will not be considered qualified unless in the judgment of LWF they possess the capability, experience, qualified personnel, suitability of equipment, net current assets, and/or or sufficient working capital to satisfactorily execute the contract for Supply, Service and Works.

NOTE: This pre-qualification does not form a contractual obligation on the part of LWF, and LWF is not obliged to invite any tenders or quotations from any or all Vendors that have expressed their interest by responding to this invitation.

Staff

The names, information and CV of key staff for the execution of the contract indicated will be appreciated.

Financial Condition

The Vendors financial soundness will be determined by its business volume and the total value of sales for the last three years. The Vendor is requested to submit his/her latest financial statement, last three years audited accounts and six (6) months current bank statement.

Past Performance

Past performance will be given due consideration in pre-qualifying bidders.

Statement

Application must include a sworn statement by the Vendor, ensuring the accuracy of the information given.

The company must have a fixed Business Premise and must be registered in Nepal with certificate of Registration/incorporation and copies attached.

The company must show proof that it has paid all its statutory obligations and has a valid Tax Compliance Certificate.

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement Department on menuka.rajaure@lutheranworld.org, Kathmandu, ram.chandra@luthernworld.org, Damak and upendra.khadka@luthernaworld.org, Dhangadhi.

Additional Information

The Procurement Committee has the right to request submission of additional information from prospective bidders.

C) REGULATIONS AND GUIDELINES

Certificates

The vendor shall submit its Certificate of Registration and the company Tax Compliance Certificate, supported by a letter from register of companies listing directors of the company.

The evidence of the company's physical address and premises shall be attached in the form of a utility bill, e.g. water bill, electricity bill or tenancy agreement.

Taxes on Imported Materials

The vendor will have to pay all taxes payable as applicable for all imported materials to be supplied.

Customs Clearance

The vendor shall be responsible for custom clearance of their imported goods and materials.

Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required

Payment terms

All local purchase shall be on credit of a minimum of Fifteen (15) days or as stipulated in the Contract

D) PREQUALIFICATION CRITERIA AND EVALUATION MATRIX

All bids submitted shall be subject to a technical evaluation based on the requirements listed below. The Evaluation will be out of 100% with a pass mark of 70%.

(NOTE: The below listed criteria serve as a guidance only, as both criteria, weighting and maximum scores for each individual parameter shall be adjusted according to the Country Program Specific requirements. Maximum score must always amount to 100%).

SN	Mandatory Evaluation Requirements	Parameters	Weighted %	Maximum Score 100%
1	Prequalification Submission Form		15	15
2	Company related information			20
	Tax Compliance Certificate		5	
	Certificate of registration		5	
	Proof of Board of Directors	Letter from register of companies listing directors of the company	4	
	Evidence of Physical Address & Premises	Minimum two (2) samples of utility bills - e.g. water bills, electricity bills, tenancy agreement etc.	3	
	(Option: International and National Certificates, policies, Code of Conduct etc.)		3	
3	Financial credibility			40
	Audited Accounts and Bank Statement	Latest audited accounts and six (6) months current bank statement	15	
	Annual Business volume	(Example from Kenya CP – adjust it to your national context): Over kshs. 2m Over kshs. 1M Below kshs. 1M but above Kshs. 500,000 Below kshs. 500,000	20 15 10 5	
	(Option: total value of sales for the last three years).		5	
4	Experience			20
	Tenderers experience in the specific field of supplies and his/her specific experience in the country/region where the resources are to be delivered		5	

	Reference to minimum two contracts successfully completed within the last three years.	5 references 4 –" 3 –" 2 –"	10 8 6 4	
	Number of similar <Supply, Service and Works> contracts currently underway:		5	
5	Other			5
	Overall presentation of documents.	Binding, overall good presentation of required documents.	5	
	TOTAL SCORE			100

A prospective Vendor must obtain 70 points and above to become prequalified.

E) PREQUALIFICATION SUBMISSION FORM

COMPANY INFORMATION
Company Name (Legal Name):
Street Name and No.:
Postal Code, City, Country:
Phone number, E-mail:
Website:
Director (Name):
Other Contact (Title and Name):
Other Branches Location:
Year of Establishment:
Number of Full Time Employees:

SECTOR OF ACTIVITIES, EXPORT AND REPRESENTATION				
Please list your core supplies/services/works offered:				
Please list Countries your company exports to				
Countries with Registered Office:				
Countries with Representation (agent):				
Nature of Business (tick in one box below):				
Importer:	Wholesaler:	Retailer:	Manufacturer:	Authorised agent:
Consultant:	Contractor:			

REFERENCES (within the last 5 (three) years)				
Name and country of customer	Type of contract	Value	Year	Contact name, phone, E-mail

PAST EXPERIENCE				
Vendors experience with similar Supply, Service and Works contracts and his/her specific experience in the country/region where the Supply, Service and Works are to be delivered:				
Number of similar Supply, Service and Works contracts currently underway:				
CERTIFICATES ETC.				
Have you previously supplied to other NGOs, to UN organizations and/or other international organizations? If yes, please enclose the details and value of contracts.				
Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, climate policy. Is your company a member of the UN Global Compact?				
Does your company have a Code of Conduct?				
List of international quality assurance certification held by your company (a copy of each certificate shall be enclosed):				
List of local and national quality assurance certification held by your company (a copy of each certificate shall be enclosed):				
FINANCIAL INFORMATION				
Please provide a copy of your last financial statement.				
Please provide a copy of the latest audited accounts and six (6) months current bank statement.				
Has your Company been credit rated? If so, what was the rating?				
Please provide annual income and total value of sales for the last 3 years (in NPR):				
Fiscal year	Income sales in NPR		Export sales in NPR	
2076/77				
2077/78				
2078/79				
Bank name:				

Bank account no.:	
Account name:	
Bank swift/BIC address:	
Street name and no.:	
City and postal code:	
Country:	
Direct phone no.:	

F) SWORN STATEMENT WITH YOUR COMPANYS LETTERHEAD

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

- i.The information furnished in our application is accurate to the best of our knowledge.
- ii.That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- iii.We will not engage in corrupt practices with the members of staff, or engage in collusive and illegal practices, such as bid-rigging.
- iv.We are not employees of Lutheran World Federation or related to any employee of LWF.
- v.When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- vi.We are not to be insolvent, bankrupt or in the process of being wound up and are not subject to legal proceedings related to the foregoing.

Date.....

Applicant's Name.....

Represented by.....

Signature and Company Stamp.....

Contact Number:

(Full names and title of the person signing and stamp or seal)