

1. Expression of Interest Details:

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| Purpose: Supplier Pre-Qualification to be registered in the vendor list of ADRA Yemen 2024. | EOI Call No: ADRA-YEM-2024-001 |
| Location: (Yemen) | Correspondence Language(s): English |
| Brief Summary Description of Project: ADRA Yemen invites all suppliers, vendors, entities, companies, and service providers to participate in the pre-qualification process to register in the vendor list who are eligible to apply for the purchase requests to provide goods, services, or works. | |

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| EOI Package Available from: 16/03/2024 | EOI Package Download: from Yemen HR website |
| Deadline for EOI Submission: 16/04/2024 | Registration Link: https://forms.gle/HdErXH1AK9KMn44u8 |

| QUESTIONS AND ANSWERS (Q&A) | |
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| If any, Submit Questions in writing to: procurement@adrayemen.org | |
| Last Day for Questions: (03/ April/ 2024; 01:00 pm) | Questions will be answered by: (03 / April/ 2024) |
| Questions will be answered through: 1) Open session discussion at ADRA Office in <u>Sana'a</u> and <u>Aden</u> on 03 /April/2024 at 11:00 AM or 2) procurement@adrayemen.org | |

| DOCUMENTATION CHECKLIST | |
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| These documents are contained within this EOI package: | <ol style="list-style-type: none"> 1. Expression of Interest Details 2. General instructions 3. Categories of express of interest 4. Registration Instructions 5. Evaluation Criteria 6. Supplier Code of Conduct (Annex) |

2. General Instructions:

1. ADRA Yemen invites all vendors, entities, companies and service providers to express their interest of being registered in ADRA Yemen Vendor List through the process of pre-qualification.
2. ADRA Yemen will establish its list of eligible vendors who can apply for the future purchase requests of goods, services, or works described and summarized in these documents, and in accordance with procedures, conditions and terms presented herein.
3. Applicants must ensure to provide all the required documents and information specified in this registration form.
4. **The request for expression of interest does not constitute a request for quotations for immediate contracting process. At this stage, we are only seeking to express your interest in being qualified and eligible to participate in the future request for quotation, bids/proposal).**
5. Prices are not required at this stage. Submission of any price proposal with the EOI may lead to disqualification of prospective vendor.
6. **Any false, incomplete or defective information provided by the applicant may result in the rejection of the application.**
7. ADRA Yemen reserves the right to request for additional information and documents from applicants before they are approved and added to this vendor list.
8. ADRA Yemen reserves the right to verify any/all statements and/or documents submitted by the applicants in for the purpose of due diligence
9. The documents that would be attached with the EOI should be signed and stamped before uploaded to the registration form. They should be clear and scanned into one document, PDF, or image.

ADRA YEMEN'S ANTI-BRIBERY AND ANTI-CORRUPTION STATEMENT

ADRA Yemen strictly prohibits:

- Any form of bribe or kickback in relation to its activities
This prohibition includes any *request* from any ADRA Yemen employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the registration. It also applies to any *offer* from any company or individual to provide anything of value to any ADRA Yemen employee, consultant or agent in exchange for that person taking or not taking any action related to the registration.
- Conflicts of interests in the awarding or management of registration
If a company is owned by, whether directly or indirectly, in whole or in part, any ADRA Yemen employee or any person who is related to an ADRA Yemen employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting their request for registration.
- The sharing or obtaining of confidential information
ADRA Yemen prohibits its employees from sharing, and any applicants from obtaining, confidential information related to this registration process, including information regarding ADRA Yemen's internal control procedures. Any information provided to one applicant must be provided to all other applicants.
- Collusion between/among applicants
ADRA Yemen requires fair and open competition for its future solicitations. No two (or more) companies submitting request of their express of interesting (within the same category) can be owned or controlled by the same individual(s).

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

integrityhotline@adrayemen.org

ADRA Yemen will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will not be eligible for future contracts with ADRA Yemen. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to ADRA Yemen's donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with ADRA Yemen or any other entity.

3. Categories of express of interest

ADRA Yemen is seeking for Expression of Interest (EOI) from qualified vendors/service providers primarily in the following goods, services, and works categories:

1. Logistics and transportation Services:

- Courier and Posting Services
- Water Trucking
- Transportation
- Vehicles Rental
- Custom clearance services
- Travel agencies.

2. Printing and visibilities:

- Printing and photocopying
- Visibility, Advertising, and Media

3. Construction and Rehabilitations:

- Prefabricated Structures
- Constructions and Rehabilitation
- Solar System

4. IT and Technology:

- IT Services
- Hardware
- Software
- Telecommunications
- Information Security.
- Integrations and implementations

5. Fuel and Energy:

- Oil and Fuel Supplies
- Fuel Systems

6. Health and Medical:

- Medical, lab and theater Equipment.
- Medicines.
- Medical supplies, Lab reagent.

7. Safety and Security:

- Protection & Shelter requirements
- Safety Equipment and Services
- Security Guarding

8. Accommodation and Hospitalitys:

- Hotel / Accommodations
- Food venues

9. Livelihood and Agriculture:

- Livelihood & Livestock requirements
- Agriculture Materials and tools
- Bee-Keeping Tools & Materials

10. Financial and Insurance Services:

- Cash Transfer Service
- Insurance services

11. Training:

- Training Service
- Training Venue Rental

12. Consulting and Evaluation:

- Consultancy Services
- Evaluation and audit services
- **Translation Services**

13. Water and Sanitation:

- Water test & Quality tools
- Hygiene Kits

14. Miscellaneous:

- Non-food Items
- Cleaning materials and tools
- Stationary supplies
- Electronic devices

15. Constructions materials and tools

- CFW tools
- CFW materials

16. Food

- Drinking Water
- Food Commodities
- Kitchen Supplies

17. Maintenance Services

- Vehicles maintenance
- Generators maintenance

18. Education

- School kits
- School furniture and equipment
- School's Lab supplies

19. General Supplies

- Office equipment and supplies
- Furniture
- Stationaries
- Electrical tools and equipment

4. Registration Instructions

Prepare for the registration:

- Applicants should print the “**Supplier Code of Conduct Form**” sign, stamp, and scan into one file (PDF and Image).
- Applicants should scan the following documents each one in a separate file (PDF and Image).
 - o National ID of the company owner
 - o National ID of the legal representative of the company
 - o Business Registration
 - o Tax Card (in case of card under renewal) + Tax receipt, and Tax declaration.
 - o Zakat Card
 - o License of Practicing
 - o Company Profile
 - o Any other support documents.

Start the registration:

Step 1:

You should enter all the required data.

Step 2:

Upload files of all required field to move to the last section.

Step 4:

You should enter “Submit” button to submit your request. You will receive a confirmation message of successful registration.

Notes:

- 1) *You will have only one chance to register your EOI, so make sure to provide accurate data and information, and to upload complete set of documents required. You will not be able to modify your data after submitting the request.*
- 2) *If your company is working in more than one category, you have to apply one time for each category.*
- 3) *Your company profile should contain: the company physical addresses, company organization chart, list of the clients, Scope of work.*

5. Evaluation Criteria

All registration requests will be evaluated by ADRA Yemen using the (Pass/Fail) method according to the following Criteria:

- Passing all eligibility requirements
 - o Valid Business Card
 - o Valid Tax Card
 - o Supplier Screening Process
 - o Due Diligence
- Passing capacity evaluation
 - o Good Experience
 - o Good Financial Standing
 - o Good Technical Capacity
 - o Providing all supported documents required.

| Criteria | Categories | Financial statement | Commercial register | Tax ID | Profile |
|------------------------|------------|---------------------|---------------------|--------|---------|
| Experience (3 years) | 1. | Yes | Yes | Yes | Yes |
| Experience (3 years) | 2. | No | Yes | Yes | Yes |
| Experience (5 years) | 3. | Yes | Yes | Yes | Yes |
| Experience (3 years) | 4. | No | Yes | Yes | Yes |
| Experience (3 years) | 5. | Yes | Yes | Yes | Yes |
| Experience (5 years) | 6. | Yes | Yes | Yes | Yes |
| Experience (5 years) | 7. | Yes | Yes | Yes | Yes |
| Experience (1 years) | 8. | No | Yes | Yes | Yes |
| Experience (3 years) | 9. | Yes | Yes | Yes | Yes |
| Experience (5 years) | 10. | Yes | Yes | Yes | Yes |
| Experience (3 years) | 11. | No | Yes | Yes | Yes |
| Experience (5 years) | 12. | No | Yes | Yes | Yes |
| Experience (5 years) | 13. | No | Yes | Yes | Yes |
| Experience (3 years) | 14. | No | Yes | Yes | Yes |
| Experience (3 years) | 15. | No | Yes | Yes | Yes |
| Experience (2 years) | 16. | No | Yes | Yes | Yes |
| Experience (5 years) | 17. | No | Yes | Yes | Yes |
| Experience (3 years) | 18. | Yes | Yes | Yes | Yes |
| Experience (3 years) | 19. | No | Yes | Yes | Yes |

6. Attachments to the Tender Package

1. Supplier Code of Conduct Form