



**GLOBAL ALLIANCE FOR IMPROVED NUTRITION
ETHIOPIA COUNTRY OFFICE**

**Prequalification of Vendors for
Supply of Goods & Services**

**SUBMISSION DEADLINE: Tuesday April 15th, 2025, at Close of
Business (5:30PM EAT)**

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1. INTRODUCTION

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition, working with both governments and private businesses, we aim to transform food systems so that they deliver more nutritious food for all people, especially the most vulnerable.

GAIN has contributed to fighting malnutrition in Ethiopia through innovative and sustainable models that increase access to affordable nutritious foods among communities vulnerable to malnutrition, since being mandated to do so in 2012. GAIN Ethiopia was registered and accorded legal personality with registry Number 2896 by the Federal Democratic Republic of Ethiopia Authority for Civil Society Organization and continues to collaborate with the Government of Ethiopia and other stakeholders working on improving nutrition - from civil society, businesses and development partners - to build sustainable food systems for a more equal society.

2. PRE-QUALIFICATION NOTICE

GAIN Ethiopia Country Office is in the process of registering vendors for supplies of Goods and Services for the next two years. Interested and eligible suppliers are invited to apply, and the invitation is applicable to both existing and prospective vendors. It is important to note that the pre-qualification process does not guarantee a company or an individual for the supply of services or goods.

3. PRE-QUALIFICATION - EXPRESSION OF INTEREST

The main objective of the prequalification is to maintain a register of vendors under relevant tenders/quotations to GAIN Ethiopia as and when required for the next two years.

- Suppliers and consultants registered with the Registrar of Companies under the Laws of Ethiopia for specific merchandise or services in categories as indicated in a schedule below are invited to submit their pre-qualification documents to the GAIN Ethiopia Office. This pre-qualification is necessary for the subsequent submission of quotations and

proposals. Prospective vendors (suppliers, service providers and consultants) must provide mandatory information for the pre-qualification process.

- All required documents and Completed pre-qualification documents should be submitted via electronic mail ONLY at ethiopiaoffice@gainhealth.org **HARD COPY DOCUMENTS SHALL NOT BE ACCEPTED.**
- The subject of email should be: **Application for Pre-Qualification Of Vendors (Suppliers, Service Providers And Consultants)**
- Submissions must be received on or before **Tuesday, April 15th, 2025, at 17:30 EAT.**
If you encounter challenges or require further technical or substantive help in completing the application, please forward your inquiry or issue via email to bdigafe@gainhealth.org or atadele@gainhealth.org or phone call to +251 116 610088 during working hours.
- Applicants are encouraged to submit applications at least one day ahead of the deadline for submission, in order to avoid any technical/unforeseen obstacles during the submission.

4. PRE-QUALIFICATION CATEGORIES

| CATEGORY CODE | CATEGORY DESCRIPTIONS |
|---------------|---|
| LOT 1 | Consultancy, Training, Research and Assessment Services |
| LOT 2 | Computers, Printers and Accessories |
| LOT 3 | Media, Promotion and Advertising Services |
| LOT 4 | Stationery and Office Supplies |
| LOT 5 | Supply and delivery of Office Equipment and related materials |
| LOT 6 | Supply and delivery of office furniture and related office fittings |
| LOT 7 | Electrical Materials and supplies |
| LOT 8 | Medical supplies and Laboratory Materials |
| LOT 9 | Cleaning Materials and Supplies |
| LOT 10 | Maintenance of Vehicle Services |
| LOT 11 | Car Rental Services |

| | |
|--------|--|
| LOT 12 | IT and Networking Services (including IT equipment maintenance and installations) |
| LOT 13 | Vehicle Spare Parts and Tyres |
| LOT 14 | Construction, Renovation, and Maintenance Services |
| LOT 15 | Cleaning Services |
| LOT 16 | Packing, Forwarding and Custom Clearing Services |
| LOT 17 | Photography and videography services (including production, editing and filing) |
| LOT 18 | Provision of Creative Design & Production of promotional and communication Materials |
| LOT 19 | Printing and Publication Services |
| LOT 20 | Office Equipment and Furniture Maintenance Service |
| LOT 21 | Provision of office interior design and partitioning services |
| LOT 21 | Provision of Hotel and Catering Services (accommodation, Conference Facilities, Lunch and Refreshment, etc). |
| LOT 22 | Insurance Brokerage – (for vehicles, Medical, Life, etc.) |
| LOT 23 | Provision of workshop facilitation, Events Organization and Master of Ceremony (MC) services |
| LOT 24 | Other: ----- |

5. PRE-QUALIFICATION INSTRUCTIONS

Pre-qualification Document

- Prospective vendors must submit all the requested information to be considered for pre-qualification by completing the questioner <https://forms.office.com/e/1Vyv4rEZxw> and attaching in PDF format all required document via email to ethiopiaoffice@gainhealth.org

- Failure to provide any required mandatory documents will result in automatic disqualification. All information shared will be handled confidentially by GAIN Ethiopia. We have implemented appropriate security measures to prevent accidental loss, unauthorized access, use, alteration, or disclosure of any data or information shared. Access to the data or information transmitted will be limited by GAIN Ethiopia to employees, partners and other third parties with a legitimate business need to know. GAIN Ethiopia will retain any data or information shared as long as necessary to fulfill its collected purpose.
- ONLY **soft copy** prequalification application and all other requested information and documents shall be submitted via electronic mail to ethiopiaoffice@gainhealth.org to be received by GAIN Ethiopia
- GAIN Ethiopia retains the right to request additional information from prospective vendors without providing a specific explanation for such requests. Requests for quotations will be extended solely to those suppliers and service providers who have successfully passed the pre-qualification stage and have been formally notified in writing as successful pre-qualified entities for GAIN Ethiopia during the period specified in this pre-qualification document. Success in pre-qualification is determined by scoring more than **60 points** upon completion of the pre-qualification process.

6. PRE-QUALIFICATION DATA FORMS

All interested prospective vendors must completed 'GAIN Ethiopia Country Office Vendors (Supplier and/or Service Providers) Registration Forms' using the Link or QR Code below:

<https://forms.office.com/e/1Vyv4rEZXw>

or



Qualification

It is acknowledged and agreed that the pre-qualification data on prospective suppliers and service providers will be utilized by the GAIN Ethiopia Office to assess at its sole judgment and discretion, the qualifications of potential suppliers and service providers concerning the prequalification category as outlined by the client.

Withdrawal of prequalification

If a situation occurs between the time the company is pre-qualified to any service or good and the date of participating in a bid or quotation that could significantly affect the bidder's performance and qualifications or their capability to perform, including but not limited to bankruptcy, ownership changes, or new obligations, GAIN Ethiopia shall reserve the right to disqualify such a supplier from further pre-qualification or even reject the tender from such a supplier, even if they have been initially pre-qualified.

7. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Mandatory Requirements

Failure of potential vendors to provide the following mandatory requirements shall be disqualified. i.e. Unfulfilling these criteria is the primary factors that determine whether or not a company or an individual can proceed with the next prequalification process.

For Firms (organizations)

- A. To Complete the '**GAIN Ethiopia Country Office Vendors (Supplier and/or Service Providers) Registration Forms**'
- B. To share scanned copies of documents listed below:
 - 1. Renewed Trade/Business License
 - 2. Commercial Registration Certificate
 - 3. TIN Certificate
 - 4. VAT Registration Certificate (if any)
- C. Company Profile

For Individuals Service Providers / Consultants

1. Well organized CV / Individual Profile
2. A summary of past experience along with some explanation on the nature and achievement of each service provided
3. Educational and training accomplishment credentials which verify individual's skills, knowledge, and qualifications

8. PREQUALIFICATION CRITERIA AND SCORING SYSTEMS

Prospective vendors are required to submit all the information requested. Suppliers who do not meet any of the mandatory requirements as specified on the **Essential Criteria for Pre-Qualification** section above shall be automatically disqualified. Applications that meet the mandatory requirements and eligible to be registered in GAIN Ethiopia vendors data base system shall be evaluated by GAIN Ethiopia on the basis of compliance with the eligibility, completeness and quality of information provided, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor.

GAIN Ethiopia shall include the following sections in the evaluation criteria and individual rates to achieve a total score of 100 percent.

For Firms (Companies)

| No | Evaluating Criteria | Max Points / Scores |
|-----------|--|----------------------------|
| 1 | Completeness of Legal Documentation | Passing / Rejection Point |
| 2 | Completeness of Pre-qualification Data (Completing the Vendors Registration Form Properly) | 15% |
| 3 | Past performance or successful track record of supplying and delivering similar items or services (Letter of references from past customers) | 45% |
| 4 | Financial Information including submission of Audited Financial Statement | 20% |
| 5 | Completeness and Clarity of Company Profile | 20% |
| | Total | 100% |

For Individuals Service Providers / Consultants

| No | Evaluating Criteria | Max Points / Scores |
|-----------|--|----------------------------|
| 1 | Completeness of Pre-qualification Data (Completing the Vendors Registration Form Properly) | 15% |
| 2 | Submission of Well-Organized CV / Individual Profile | 20% |
| 3 | Past performance or successful track record of supplying and delivering similar items or services (Letter of references from past customers) | 40% |
| 4 | Submission Educational and Training accomplishment credentials which verify individual's skills, knowledge, and qualifications | 25% |
| | Total | 100% |

9. IMPORTANT POINTS TO BE CONSIDERED

- Each condition will result in the assessment of a company as either:
 - a. Acceptable standard - 60 percent and above.
 - b. Not meeting requirements - Below 60 percent of the total marks.
- Only suppliers whose applications are shortlisted by GAIN Ethiopia after the completion of the pre-qualification process shall be able to receive and respond to request for quotations.
- The GAIN Ethiopia Office holds absolute discretion in determining a company's score, with minimum marks required in each category. GAIN Ethiopia Office will notify the selected bidders of the outcome in writing.
- Any effort by a supplier to influence GAIN Ethiopia Office in the evaluation of applications or decisions related to this exercise shall result in the rejection of the vendor's application.
- GAIN Ethiopia Office shall reserve the right to carry out further due diligence on any category of potential applicants through a source audit exercise for accepted vendors.

10. GENERAL INSTRUCTIONS

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. **Submission of pre-qualification documents:** The ***Application Form*** should be completed online and all ***relevant supporting documents including company profile*** should be submitted directly via email.
4. The relevant supporting documents and company profile to be shared via email should be supported by a cover letter signed by the authorized representative of the organization and needs to be stamped
5. 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.
6. The applicant shall bear all costs associated with the preparation and submission of the Application and GAIN will not in any case be responsible and liable for the costs incurred.
7. 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 GAIN. This obligation shall continue after the procurement process has been completed whether or not the contractor is successful.

Please feel free to call on +251 116610088, or drop an email to bdigafe@gainhealth.org or atadele@gainhealth.org if you would like to have more information or if you faced any challenge to complete the Online Version Forms and to submit documents as attachments.