



CALL FOR EXPRESSIONS OF INTEREST AND PREQUALIFICATION EXERCISE

Procurement of Voter Registration kits, software and related services for voter registration process in Somalia

The Procurement Services Unit of the United Nations Development Programme (UNDP PSU) hereby invites interested suppliers to submit their expression of interest and application for prequalification in relation to upcoming tender (Invitation to Bid) for the referred scope.

Case Ref.	GP500311
Call for EOIs/Prequalification Issue date	16 May 2019
Call for EOIs/Prequalification Closing date	17 June 2019

Background and General Aspects

The Federal Republic of Somalia intends to organize universal suffrage elections during the fourth quarter of 2020. The National Independent Electoral Commission (NIEC) is the entity in charge of the process. Prior to elections, the NIEC has to register voters all over the country to produce an electronic voter roll. The United Nations Integrated Electoral Support Group which consists of UNDP Somalia and UNSOM electoral officers are assisting the NIEC in these efforts, supported by international donor partners. The Voter Registration process will take place in designated locations (approx. 500 registration centers). The general climate and environment are very harsh (heat, humidity, dust) and no public grid power is available in most places including the capital city.

The purpose of the Voter Registration exercise is to establish a Voter Register with picture identification data. The expected volume of registrations in this exercise (mass registration) is estimated at 3 million individuals.

UNDP PSU has been requested by UNDP Somalia to undertake the above-mentioned procurement in collaboration with them, the NIEC and relevant Partners.

Therefore, hereby UNDP PSU invites suppliers to submit their applications expressing interest and providing documentation in order to be prequalified (shortlisted) to participate in subsequent ITB for the above scope. Through the referred subsequent ITB, UNDP aims at contracting one supplier to deliver the full scope of the ITB exercise, including Voter Registration Kits (VR kits), software and relevant services for NIEC to undertake registrations during the referred mass registration campaign.

Through this prequalification, interested Suppliers are requested to prove their qualifications and express their interest for the full scope listed further below. In the upcoming ITB process, only qualified suppliers from this exercise will be invited to bid. UNDP also may require compliance with additional requirements in terms of qualifications as part of the intended ITB document.

Please note this is not a solicitation of commercial offers. No prices are required at this stage, no offers are to be submitted yet, not either would be accepted during this prequalification exercise.

UNDP PSU reserves the right to change or cancel the requirement if needed, during the EOI/Prequalification and/or subsequent ITB process, with no liabilities whatsoever.

Submitting a reply to a Call for the EOI/Prequalification does not automatically guarantee receipt of the solicitation documents (ITB) when issued.

Submissions which are incomplete may not be considered.

Scope

This announcement relates of the procurement of the following equipment and services. Please note the detailed specifications and requirements will be transmitted at the stage of the subsequent ITB.

- 1. Voter Registration kits including hardware components and development and installation of voter registration software. Main components as follows:**
 - **Computing device, either laptop or tablet or smartphone**
 - **Camera or webcam, with light source, to capture ICAO compliant face image**
 - **Powerbanks and solar panels**
 - **Suitcase for transport and providing set up for ergonomic operation, all components interconnected and ready to operate within the suitcase.**
 - **Software for the capture of text data and facial pictures (with corrective features and feedback regarding ICAO standards), consolidation, reporting, user management and security.**

Expected quantity of Registration Kits in the upcoming ITB – 2000-2500 kits
- 2. Training in Mogadishu, Somalia, including training material and sessions in English to the NIEC personnel (technicians and trainers)**
- 3. Technical assistance in Mogadishu, Somalia, during registration operation and warranty through itinerant support team at regional level or from Mogadishu, depending on security situation.**
- 4. Aggregation of data in support of the NIEC in its premises in Mogadishu, Somalia**

Deadline of applications

Applications to this Call for EOI/Prequalification must be received no later than Close of Business on 17 June 2019.

Prequalification criteria

1. Eligibility to do business with UNDP

- The supplier should comply with corresponding eligibility criteria and not be included in the UN SC 1267/1989 List of entities associated with Al-Qaida, or any other UN ineligibility list.
- Adherence to the UN Supplier Code of Conduct.
- Acceptance of UNDP Anti-Fraud Policy.

2. Relevant profile, resources and experience

- The supplier should demonstrate possessing sufficient capacities (organisation, assets, personnel, know-how, tools & systems, etc.), as well as satisfactory experience/past performance in supply at international level and fully relevant to the scope of this EOI and the intended ITB. Capacities and Expertise/Past performance must be demonstrated for interested suppliers and any major partner involved in the corresponding setup and submission.

3. Quality assurance

- The supplier and any partner (and/or major subcontractor) must have an active quality assurance and quality control system implemented, corresponding to the scope of supply of this tender, and be certified according to internationally recognized quality standards such as ISO Quality Management System 9001 or equivalent.

4. Environmental management

- The supplier and relevant partner (and/or major subcontractor) should prove -as relevant- adherence to environmental sustainable practices and standards, employing recognized environmental management

systems (i.e. ISO EMS 14000 or similar) and provide relevant environmental policy, or certificates/licenses, if available.

5. Sustainable Development.

- Bidder must demonstrate, through internal policies and procedures or certifications, commitment to sustainable development, women empowerment, and environmental and renewable energy initiatives.

6. Financial soundness

- The supplier should possess sound financial standing/capacity in order to undertake similar to the above scope projects and healthy debt composition.

7. Litigation

- The supplier should not be involved in any serious pending litigation (arbitration, claims, bankruptcy) that could impair supply performance on similar to the above scope projects. UNDP reserves the right not to shortlist any supplier with a consistent history of litigation.

Content of the application for prequalification

The suppliers should submit the following forms, documents, evidences and information as a part of their application proving compliance with the qualification criteria above. Please note that submissions which are incomplete may not be considered.

- **SUPPLIER QUESTIONNAIRE** fully completed and duly authorized including copies of the supporting documentary evidences (see [Annex 1 to the Call for EOI/Prequalification](#)).
- **COMPANY VALID BUSINESS REGISTRATION DOCUMENTS** (copies) certifying the legal status of the company.
- **COMPANY PROFILE** providing the following information and evidences:
 - Company general information (name, address, date of registration, contact details, etc.);
 - Type of business (manufacturer, reseller, consolidator, project/turn-key supplier, etc.);
 - Core areas of business (including products and services range);
 - Number of years in business and experience in the referred scope;
 - Company organisational structure and number of staff;
 - Parent company and/or subsidiaries including overall company family tree (if applicable);
 - Company capacities (assets, know-how, trained personnel, tools & systems) relevant to supply of the referred scope.
- **COMPANY SUPPLY EXPERIENCE** providing the following information and evidences:
 - Company's annual turn-over for similar projects to the scope of this Call for EOIs;
 - Detailed information on contracts/projects executed within last 5 years for the referred scope. Provide details requested in [Annex 2](#) to the Call for EOI/Prequalification, proving minimum 5 years of relevant supply experience at international level.
 - Explain the Company's knowledge and experience in organising international transportation/freight and logistics of large consignments by various modes (air; sea/inland), facilitating export/import transactions and cargo insurance.
 - Copies of at least 3 Purchase Orders/ Contracts awarded and completed/served within the past five years proving relevant to the scope described and involving international experience.
 - Each PO/Contract shall clearly indicate the scope, type and quantities of items and technical specifications, contract amount, date, contract monetary amount and currency, and updated customers contact details if references are to be sought. In case that for confidentiality reasons Bidders eventually could not share the complete contracts, at least copies of relevant pages proving information outlined above are requested.
 - Bidders also must provide proof of satisfactory completion of the contract, and each customer's current contact details for references to be sought.
 - All reference POs should be of minimum value of USD 200,000, and at least, one of the POs should be of minimum order value of USD 2 Million.

- **LIST and DETAILS ON COMPANY'S PARTNERS (or any major SUBCONTRACTORS)** providing the following information and evidences:
 - Detailed information about Partners (see [Annex 3 to the Call for EOI/Prequalification](#)).
 - Documentation on information provided in Annex 3 on Partners such as company profiles including capacities, certifications, and other credentials.
 - Supplier's criteria and resources dedicated to engaging and managing relationship with the Partners to deliver on quality and time in supply of electoral materials.
 - Document existing relationship with all listed partners including partnership agreements, representation, letters of authorization, etc.
- **QUALITY ASSURANCE (SUPPLIER AND PARTNERS)** providing the following information and documents:
 - Quality management system (ISO QMS 9001 or equivalent) employed by the supplier AND its partners (and/or major subcontractor) for their core business activities. Include international certificate if available, and/or any other QA/QM certificates obtained.
 - Details/documentation on internal quality assurance and quality control systems and procedures implemented by the supplier and subcontractor/partner as relevant.
- **ENVIRONMENTAL MANAGEMENT AND SUSTAINABLE DEVELOPMENT** - the following information and documentation is requested:
 - Details of the environmental management system (ISO EMS 14000 or equivalent) implemented by the supplier and partners, and supporting evidences (environmental management procedures; certificates; etc.)
 - Experience, evidences and list of internal policies that demonstrate commitment to sustainable development, women empowerment, and environmental and renewable energy initiatives
- **COMPANY FINANCIAL SOUNDNESS** adequate to undertake high profile/value projects providing the following information and evidences:
 - company's audited financial statements for the last three years 2016-2018 (consolidated Balance Sheet, Profit & Loss, and Cash Flow Statements), proving capacity and size of business of minimum approximately USD 4 million turnover per year.
 - external credit rating report (such as D&B, etc.) proving sound financial standing OR letter from a recognized commercial bank certifying a stand-by credit line (minimum USD 2 million)
- **LITIGATION AND ARBITRATION HISTORY** detailing any cases for the last 5 years.

Interested suppliers should forward their expressions of interest and complete applications including supporting documents and evidences by email (max. 10 MB per message) to the following addresses:

Mr. Heorhiy Bilyy: heorhiy.bilyy@undp.org
 Ms. Repunraporn Soudsong: Repunraporn.soudsong@undp.org
 Mr. Roland Koxhaj: roland.koxhaj@undp.org
 Mr. Victor Margall: victor.margall@undp.org

Please state the following reference in subject of your emails:

Case:500311 EOI/Prequalification_Somalia_VRK_[Supplier Name]

In case some of the supporting documents/photos/brochures significantly exceed the size allowed for transfer through the email, supplier may create a file share link and clearly indicate in the submission which documents should be downloaded from there. Please note that signed questionnaire annexes should be sent via email only.

Please forward any questions you may have to all the above UNDP contact points.