

**FOOD & AGRICULTURE ORGANIZATION OF THE UNITED NATIONS  
AFGHANISTAN**

***Building resilience and self-reliance of livestock keepers by  
improving control of Foot-and-Mouth Disease (FMD) and  
other Transboundary Animal Diseases (TADs)***

***OSRO/AFG/402/JPN***

**Performa for Pre-qualification of national suppliers  
for  
the procurement of vaccines for veterinary uses**

**May 2016**

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## 1.0 INTRODUCTION

### 1.1 Pre-qualification and the Purpose:

Pre-qualification is an assessment made by the Organization, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid. Pre-qualification of companies is very useful for the Organization (also to the companies) to carry out selection of firms for award of contracts. The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, companies that are not suitably qualified to perform the Contract. Also sometimes companies are reluctant to participate in procurement proceedings for high value contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable companies. Furthermore, the prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Make any adjustments/modifications in the bidding documents if a pointer is available from the lack of interest by the prospective bidders applying for pre-qualification;
- (iv) Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- (v) Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other firms;
- (vi) Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- (vii) Help the bidders who are insufficiently qualified to avoid the expense of bidding.

Thus, the pre-qualification specifically means selection of competent companies/bidders prior to issuance of the invitations to bid. It is required for large or complex works, in certain cases for custom designed equipment and specialized services. It also helps in saving the Organizations from numerous un-necessary problems.

### 1.2 The Project Background:

***Building resilience and self-reliance of livestock keepers by improving control of Foot-and-Mouth Disease (FMD) and other Transboundary Animal Diseases (TADs) - OSRO/AFG/402/JPN*** is a UNFAO project operational since November 2014. The Project aims, amongst others, at enhance the level of protection of livestock (large and small ruminants) against animal diseases through the implementation of preventive vaccination programs and with a specific target against important TADs such FMD and Peste des Petit Ruminants (PPR).

## 2.0 SOLICITATION OF 'EXPRESSION OF INTEREST' FOR PRE-QUALIFICATION

1. The Project – OSRO/AFG/402/JPN - in its early stage of implementation has formulated pilot vaccination programs to test the validity and reliability of the field procedures adopted. The subsequent step is to further expand the vaccination programs and enroll a higher number of beneficiaries. Given the shelf-life of the vaccine and the duration of the project (three years) the necessary amount of vaccine will need to be purchased repeatedly. In addition it is prudent not to purchase amount of vaccines largely beyond the needs of one vaccination campaign. The characteristics of the field viruses may in fact change to an extent that the matching between wild viruses and vaccine viruses can become poor with the consequence that the available vaccine may have lost part of its efficacy. In order to streamline the procurement

process and engage national suppliers the Organization aims to pre-qualify national companies that can purchase the necessary amount of vaccines of proved quality upon request of the Organization.

2. The FAO hereinafter the Organization intends to prequalify companies for the following works:

**Procurement of vaccines for veterinary use.**

3. Pre-qualification is open to companies/joint ventures of companies who are registered with appropriate Afghanistan authority in charge of animal vaccine administration (as applicable).
4. Interested registered companies may download / obtain the prequalification documents from the FAO website or can also be obtain from Food and Agriculture Organization of the United Nations, Ministry of Agriculture, Irrigation and Livestock, Jamal Mina, Opposite Kabul University, Kabul.
5. Applications for Pre-qualification must be delivered in closed envelopes by hand, courier or through registered mail, to:-

Food and Agriculture Organization of the United Nations  
Ministry of Agriculture, Irrigation and Livestock  
Jamal Mina, Opposite Kabul University  
Kabul, Afghanistan

Not later than Sunday **June 26, 2016, 16:00 hours**, Afghanistan time  
and be clearly marked **"Application for Pre-qualification"** for:

**Procurement of vaccines for veterinary use.**

6. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms or companies prequalified under this process will be invited to bid.

### **3.0 INSTRUCTIONS TO APPLICANTS**

1. Applications for pre-qualification (one original and one copy) must be received in closed envelopes to be delivered by hand or through registered mail to:-

Food & Agriculture Organization of the United Nations, Afghanistan  
Ministry of Agriculture, Irrigation and Livestock  
Jamal Mina, Opposite Kabul University  
Kabul, Afghanistan

and be clearly marked "Application for Pre-qualification" for **Procurement of vaccines for veterinary use.**

The applications shall be prepared in English language. Information in any other language shall be accomplished by its translation in English. Organization reserves the rights for Pre-qualification in case of non-compliance of the above requirement.

2. The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.

3. Clarification if required may be asked by post/other communication means to UNFAO, Afghanistan (email: [Faridoon.orya@fao.org](mailto:Faridoon.orya@fao.org) )

## **4.0 QUALIFICATION CRITERIA**

### **4.1 General**

Pre-qualification will be based on all the criteria given in succeeding paragraphs 4.2 to 4.6 regarding the Applicant's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the questionnaire attached to this Performa (Appendix 2). The Organization reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venter.

### **4.2 Experience**

The Applicant shall meet the following minimum criteria:-

- Have records in the last three years of commercial relationship (for the purpose of purchasing vaccines and other pharmaceutical products for veterinary use) with ISO 9001 and GMP certified manufacturers;

The Applicant is required to provide information on such commercial relationship and the work experiences as per prescribed table in Appendix 2.

### **4.4 Equipment Capabilities**

The Applicant should own facilities (cold rooms) to ensure correct storage at controlled and monitored temperatures of 2-8 °C. Similarly the applicant should or have assured access to (through rental, lease or other means) to transportation facilities under controlled temperatures (2-8 °C) to guarantee the non-interruption of the cold chain when transferring vaccines to designated places that the Organization may indicate in the tender. The Applicant is required to provide information on the equipment capabilities as per prescribed information in Appendix 2.

### **4.5 Financial Position**

The Applicant should demonstrate that he has access to, or have available liquid assets, un-encumbered real assets, lines of credit and other financial means sufficient to meet the cash flow for the purchase of the amount of vaccines requested by the Organization.

The audited balance sheets for the past five years should demonstrate the soundness of the Applicant's financial position, showing long term profitability. Where necessary, the Organization may enquire with the Applicant's bankers. The Applicant is required to provide information on the financial capability as per prescribed table in Appendix 4.

### **4.6 Litigation History**

The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution over the last five year as per prescribed table in Appendix-5. A consistent history of award against the Applicant or any partner of a joint venture may result in rejection of the application.

### **4.7 Joint Venture (JV)**

Joint Venture must comply with the following requirements:-

- a) Following are minimum qualification requirements:-
  - i) The lead partner shall meet not less than 40% percent of all the qualifying criteria given in paras 4.2 and 4.6 heretofore.
  - ii) Each of the partners shall meet not less 25% of all qualifying criteria given in paras 4.2 and 4.6 heretofore.
  - iii) The joint venture must collectively satisfy the criteria of paras 4.2 to 4.6, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JVs total capacity. Individual members must satisfy each of the requirements of paras 4.2 and 4.6 hereto.
- b) Any change in a pre-qualified JV after prequalification, shall be subject to the written approval of the Organization prior to the deadline for submission of bids. Such approval may be denied if:-
  - i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
  - ii) The new partners to a JV are not qualified individually or as another JV; or
  - iii) In the opinion of the Organization, a substantial reduction in competition would result.
- c) Application shall be signed by all members in JV so as to legally bind all partners, joint and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

The prequalification of JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association, In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of JV has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Organization.

#### **4.8 Updating Prequalification Information**

Applicant shall be required to update the financial, personnel, and equipment information used for pre-qualification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds no longer meet at the time of bidding.

#### **4.9 Other Factors**

- 4.9.1 Only firms and JVs that have been pre-qualified under this procedure shall be invited to bid. A qualified firm or a member of qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected.
- 4.9.2 The Organization reserves the right to:-

- a) Amend the scope and value of any contracts(s) to bid, in which event the bidder(s) will only among those pre-qualified bidders who meet the requirements of the contract(s) as amended. However the Organization has to review the disqualified bids who originally do not meet the specified criteria for prequalification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Organization shall neither be liable for any such actions nor be under any obligation to inform Applicant of the ground for rejection, however, maybe debriefing is solicited.

4.9.3 Applicants will be informed in writing by fax or mail within thirty days of the date for submission of applications of the result of their applications and maybe debriefed if solicited.

## **5.0 EVALUATION CRITERIA**

Applicants meeting the minimum requirements mentioned in Para 4 along with other factors shall be considered for pre-qualification. History of excessive contract arbitrations and litigation resulting in decision against them will be considered sufficient grounds for dis-qualification. The selection criteria are outlined in appendix 7.

## Sample of Application Letter

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no. fax no., telex, cable and e-mail address]

Date: .....

Food and Agriculture Organization of the United Nations  
Ministry of Agriculture, Irrigation and Livestock  
Jamal Mina, Opposite Kabul University  
Kabul, Afghanistan.

Sir,

1. We have thoroughly reviewed and fully understood all the pre-qualification information provided, and hereby apply to be pre-qualified as a bidder for the procurement of vaccines for veterinary use.
2. Attached to this letter are copies of original documents defining:
  - a. The Applicant's legal status, registration
  - b. The principal place of business; and
  - c. The place of incorporation (for applicants who are corporation); or the place of registration and the nationality of the owners (for applicants who are in partnership or individually owned firms).
  - d. Other completed formats as requested in Performa
3. Your Organization and its authorized representatives are hereby authorized to conduct any inquiry or investigation to verify the statements, documents and information submitted in connection with this application, and to seek clarification regarding any financial and technical aspects. This **Application** will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this **application, or with regard to the resources, experience and competence of our company/ firm.**
4. We confirm that we are enclosing required valid photocopy of registration, Audited & Balance Sheet for past five years, performance certificates, work orders of works in hand, Affidavit confirmation not blacklisted on any work, no going litigation, and registration with other departments if any.
5. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every details to the best of our knowledge.



Signed	Signed
Name	Name
For and on behalf of (name of applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

Note: Please place your company's seal.

## Company profile and capacity

**\*Brief Profile of Company /Supplier (table 1)**

Name of Company	
Address	
Contact Address	<i>email, telephone #)</i>
Year of Establishment	
Company Registration #	
Form of company	<i>Indicate if: Individual, Partnership, Corporation, Others (specify)</i>

**\*Please attach the company organizational chart**

**Type of activity carried out by the company as wholesaler of veterinary products (table 2)**

Drugs and medicine	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medical supplies	<input type="checkbox"/> Yes <input type="checkbox"/> No
Laboratory reagents	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vaccines	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other products (please specify)	

**Indicate a list of vaccines marketed by you and provide the names of the manufacturers (table 3)**

Product	Manufacturer	Address	Manufacturer certification		
			<input type="checkbox"/> ISO	<input type="checkbox"/> GMP	<input type="checkbox"/> None
			<input type="checkbox"/> ISO	<input type="checkbox"/> GMP	<input type="checkbox"/> None
			<input type="checkbox"/> ISO	<input type="checkbox"/> GMP	<input type="checkbox"/> None
			<input type="checkbox"/> ISO	<input type="checkbox"/> GMP	<input type="checkbox"/> None

**\*\*Volumes of vaccines marketed (table 4)**

Product	Volume marketed in 2013	Volume marketed in 2014	Volume marketed in 2015

**\*\* Volumes marketed should be expressed in individual doses**

**Annual turnover (in %) attributable to vaccines sales (table 5)**

Turnover in 2013	Turnover in 2014	Turnover in 2015

**Possession of adequate facilities**

1. The supplier possesses refrigerated vehicles to collect vaccines from the site where it will be consigned by the manufacturer:        ☐ YES        ☐ NO
2. If the answer to question 1 is YES please provide the number of refrigerated vehicles possessed by the company: .....

For each vehicle possessed please provide the following details: Make, Year of construction, Plate number; Volume (in metric cubes) of the refrigerated chamber.

3. If the answer to question 1 is NO please indicate how the company manages the cold chain from the site where the imported vaccine is consigned to the central storage facility of the company:

.....  
.....

4. The company possesses cold room storage facility at central level with the following characteristics:

- a. Location: .....
- b. Volume in metric cubes of the cold room: .....
- c. The cold room is equipped with a data logger for continuous monitoring of the temperature: ☐ YES ☐ NO
- d. The cold room has a back-up system automatically activated should interruption of electricity occurs: ☐ YES ☐ NO
- e. The cold room is under a maintenance program by a specialized company: ☐ YES ☐ NO

If answered YES please indicate the periodicity of inspection by the company specialized for maintenance: .....

.....

5. The company possesses additional cold room storage facilities in addition to the central one indicated in question 4: ☐ YES ☐ NO

If answered YES please provide for each of the additional cold storage facilities the following information (use extra-sheet if necessary):

- a. Location: .....
- b. Volume in metric cubes of the cold room: .....
- c. The cold room is equipped with a data logger for continuous monitoring of the temperature: ☐ YES ☐ NO
- d. The cold room has a back-up system automatically activated should interruption of electricity occur: ☐ YES ☐ NO
- e. The cold room is under a maintenance program by a specialized company: ☐ YES ☐ NO

If answered YES please indicate the periodicity of inspection by the company specialized for maintenance: .....

.....

**Human Resources (table 5)**

<b>Area of work</b>	<b>Availability Yes/No</b>	<b>Years of Experience if yes</b>	<b>Remarks</b> (any other information that qualifies the statement: for example number employees in the specific sector)
1. Management			
2. Logistics			
3. Administration/Finance			
4. Drivers			
5. Generic workers			
6. Others (please specify)			

Note: Human resources shall include personnel operating on both central and peripheral facilities. The supplier should also include an organizational chart.

## Financial Capability

### A. Bank Information

Banker	Name of Banker:
	Address of Banker
	Telephone #:
	Contact Name & Title:
	Fax #: Telex:

Note: Each applicant or partner of a joint venture must fill-in this form to provide financial information to demonstrate that they meet the requirement for the projects being opted for pre-qualification.

A copy of the audited balance sheets should be attached.

## B. Assets & Liabilities

Financial Information in USD. Or equivalent	Actual: Previous Five Years					Projected: Next Two Years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes **							

Note: Summarize actual assets and liabilities in USD (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in USD equivalent for the next two years.

Litigation History			
Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount (current value USD)

**Note:** Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

## Joint Venture Companies

## A. Partnership Detail

<b>Name of all Partners of Joint Venture Companies</b>
1. Leader Partner:
2. Partner:
3. Partner:
4. Partner

## B. Value of annual turnover, in terms of work billed to clients

Partner	Year 1	Year 2	Year 3	Year 4	Year 5	Remarks
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
<b>Total:</b>						

## Selection criteria

## Criteria for screening of pre-selected suppliers

CRITERIA	Y/N	Weight
The main activity of the supplier is in the veterinary sector through the provision of veterinary drugs, instruments, vaccines.	<input type="checkbox"/> YES <input type="checkbox"/> NO	12
The supplier is operating in this sector from more than 3 years (date of the license).	<input type="checkbox"/> YES <input type="checkbox"/> NO	8
More than 50% of the volume of the vaccines marketed in the last three years is manufactured by companies either ISO or GMP certified.	<input type="checkbox"/> YES <input type="checkbox"/> NO	10
The supplier has a dedicated room for vaccines where no other items are stored.	<input type="checkbox"/> YES <input type="checkbox"/> NO	15
The main cold room where vaccines are kept for storage has a volume (in cubic meters) not less than 30 cubic meters.	<input type="checkbox"/> YES <input type="checkbox"/> NO	8
The supplier possesses at least one refrigerated vehicle (property of the company).	<input type="checkbox"/> YES <input type="checkbox"/> NO	12
The supplier possesses additional cold rooms in other locations in Afghanistan.	<input type="checkbox"/> YES <input type="checkbox"/> NO	10
Vaccines sales has represented at least 30% of the yearly turnover in the last two years.	<input type="checkbox"/> YES <input type="checkbox"/> NO	6
The organizational chart is clear and the roles and responsibilities are clearly represented.	<input type="checkbox"/> YES <input type="checkbox"/> NO	8
The financial capacity of the supplier is considered to be solid.	<input type="checkbox"/> YES <input type="checkbox"/> NO	7

**In order to be qualified the supplier must mark at least 80 points**