

Request for pre-qualification of goods and services suppliers

INTRODUCTION

The World Health Organization (WHO), Timor-Leste is in the process of identifying suppliers that wish to participate in forthcoming solicitations for goods and/or services. Interested and eligible suppliers are invited to submit Expressions of Interest. **This invitation is intended for prospective (new) suppliers, not those who are already existing as suppliers for WHO Timor-Leste.**

SUPPLIERS PRE-QUALIFICATION QUESTIONNAIRE

This prequalification questionnaire is to be completed by prospective suppliers interested to support the WHO, Timor-Leste by providing relevant and essential goods and services. Please be informed that the requested information is strictly confidential and solely for use by WHO Timor-Leste.

SECTION 1: INVITATION FOR PREQUALIFICATION FOR SUPPLY OF GOODS AND SERVICES

WHO Timor-Leste invites you to submit an application for prequalification for the supply of good and/or services for the year 2024-2025.

To be eligible, the prospective supplier must provide mandatory documents as requested in Section 3 below.

Suppliers intending to submit a bid offer in connection with forthcoming solicitations, must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted to WHO Timor-Leste and addressed to:

**Attn: Administrative Officer
World Health Organization
United Nations House
Caicoli Street
Dili, Timor-Leste**

Submissions should be delivered to the above address on or before 26 April 2024 at 11:59 hours Dili, Timor-Leste, time.

This request for prequalification does not amount to any contractual obligation on the part of WHO Timor-Leste and there is no obligation to invite quotations from any or all prospective goods and services suppliers who have expressed their interest by responding to this invitation.

WHO Timor-Leste has the right to invite quotations for goods and services in any category as and when required.

WHO reserves the right to accept or reject any application for prequalification without giving a reason.

SECTION 2: GENERAL INSTRUCTIONS

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification. Any attempt to persuade a WHO Timor-Leste Official, or any unauthorized negotiation with WHO Timor-Leste, or any type of canvassing will lead to disqualification of the submission from this pre-qualification process.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information.
3. Answers to the questionnaire should be relevant to the goods and services applied for and should be as clear and concise as possible.
4. The supplier should prepare a table of content as per **section 3** below on their letterhead, proper document separators and section labels to be done.
5. Submission of documents: The application for prequalification should be submitted in a single sealed envelope properly labeled with the prospective supplier's name and postal address, UNGM category number, and the UNGM category description (see section 3 below for details).
6. The documents should be signed by an authorized representative of the prospective supplier, stamped and submitted with relevant supporting documents such as licenses, references, certificates and any other information that the prospective supplier wishes to be considered.
7. Submitted applications may be modified or withdrawn in writing, prior to the deadline of 26 April 2024 at 11:59 hours Dili, Timor-Leste, time. Applications shall not be modified or withdrawn after this deadline date and time.
8. The prospective supplier shall bear all costs associated with the preparation and submission of the application and WHO Timor-Leste will not in any case be responsible and liable for the costs incurred.
9. All information given in writing to or verbally shared with the prospective supplier in connection with this pre-qualification request is to be treated as strictly confidential. The prospective supplier shall not share or invoke such information to any third party without the prior written approval of WHO Timor-Leste. This obligation shall continue after the prequalification process has been completed whether the prospective supplier is successful.

SECTION 3: GENERAL AND COMPANY INFORMATION

A. UNGM REGISTRATION *

Name.....

Address

Telephone Number.....

Mobile Number.....

All applicants must indicate the category of goods or services offered.

UNGM Registration No.

UNGM Registration level.

UNGM Category No.

UNGM Category Description

*Vendor willing to make submission must register on www.UNGM.org and provide above details

B. PASS/FAIL Criteria

<u>Criteria</u>	<u>Yes/No</u>
Any Relation with WHO Staff	
History of Non-Performing Contracts	
Pending Litigation	
Average Annual Turnover of USD 100,000	
Any direct/indirect relationship with the tobacco industry.	

C. COMPANY PROFILE (30 Points)

[2 Points each]

1. Company Name
2. Legal status (partnership / sole proprietor / limited company)
3. Company Profile – Yes/No (Attach Copy)
4. Company registration certificate Number. (attach copy)
5. Certification of Industry Regulatory Bodies (if any) (attach copies)
6. Nature of business licensed to operate
7. Current Business Permit No.Expiring date (Attach copies)
8. GST/VAT No..... (Attach copy)
9. Tax compliance certificate (Attach copy)
10. Import Export Code Number, if any (Attach Copy)
11. Contact Person:
 - a. Name
 - b. Title
 - c. Tel. No.
 - d. Postal address:
 - e. Mobile No.....
 - f. Email address.....
 - g. Website
 - h. Physical Location

12. Please provide details of Director(s)/Partner(s)/Shareholder(s):

S. No.	Names of Directors and their Details: Names of partners/shareholders	Gender	Age	Nationality	Telephone	Identification Document (Attach Copy)

13. Two (2) Years Certified Audited Account Statements. If operation for one year and below please attach articles of association with 3 Years Bank statements

14. List of company capital Assets

15. Lease Agreement/ownership

(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES (70 Points)

1. What products/services do you want to be considered to supply?

.....

[2 points for each category of goods/services, maximum upto a maximum of 10 Points]

2. How many employees do you have?

[upto 25 = 5 Points; upto 50 = 10 Points; Upto 100 = 15 Points; Above 100 = 20 Points]

a. How many are permanent.....

b. How many are temporary.....

3. Organogram (Attach Copy)

[5 Point]

4. Which quality standards certification have you attained in the last two years?

.....

(Attach copies) **[1 Certificate = 5 Points each upto a maximum of 10 Points]**

5. Provide details of your key personnel and attach their CVs and Certifications, (if any)
 (Use a separate sheet of paper)

[5 Points]

6. What is the country of origin for your goods?

7. Are you a manufacturer/wholesaler/retailer/other (please specify)

[Manufacturer = 5 points; Wholesaler/Trader = 0 Points]

8. If you are not a manufacturer, are you an authorized dealer Yes/No

..... (attach manufacturer's authorization)

[MAF Attached = 5 Points; MAF not available = 2 Points]

9. Acceptance to WHO Payment terms (WHO Standard Payment Terms are 30 Days from the date of delivery) (YES/NO)

[5 Points]

10. Who are your major corporate clients in the past two years. State clients name, product or service provided, value of goods, works or service and contact person? Attach Copies of Purchase Orders (POs)/ Contracts – Not older than 6 months

[PO value <USD 100,000 = 2 points; Upto USD 200,000 = 3 points; Upto USD 500,000 = 4 Points; >USD 500,000 = 5 Points]

S. No.	Names of Organization	Product/ service provided	Value of business	Contact person	Telephone