

PRE-QUALIFICATIO TENDER DOCUMENT

Issued: 4th May 2018



VETERINAIRES SANS FRONTIERES GERMANY

**INVITATION FOR PRE-QUALIFICATION
FOR
SUPPLY VETERINARY PHARMACEUTICALS**

PRE-Q NO: VSFG/VET-PHARM/2018/4-5

Application summation closes on **25th May 2018 no later than 2:00PM**

A. Veterinaires Sans Frontieres Germany (VSF Germany)

VSF Germany is an international Non-Governmental Organization providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. In the region, VSF Germany works in South Sudan, Kenya, Somalia, Sudan and Ethiopia supporting animal health, agriculture, marketing and food security but also developing capacity of communities and governmental institutions or initiating peace and conflict resolution. We work towards food security and strengthening livelihoods of pastoralist communities.

VSF Germany implements animal health interventions in the region that require support to Community base Animal Health Services with veterinary pharmaceuticals.

VSF Germany intends to pre-qualify vendors for supply of veterinary pharmaceutical to various programs in the region, ongoing, planned and future programs.

Pre-selection will include vendor Evaluation, Due Diligence & Vetting, and Approval. Pre-selected suppliers are more likely to be contacted when VSFG requests quotations or issue a "Restricted Tender", but it does not mean they will necessarily work with VSF Germany.

Consideration will be given to competitive pricing, ability to meet specifications and standards, availability of products and ability to deliver within one month, reliable delivery methods to point of storage, financial stability & credit strength, payment conditions/requirements, warranty, insurance and bonding provisions where necessary, proven performance and experience with veterinary pharmaceuticals.

Instructions to Applicants

The information in this section will provide applicants with the administrative guidelines that will govern the submission and overall content of this pre-qualification. Failure to follow these guidelines will result in the disqualification of a submission.

1. It is the intent of this tender to secure competitive proposals that will serve to pre-qualify vendors for supply of veterinary pharmaceuticals to VSF Germany programs in all Kenya, Somalia, Sudan, Ethiopia and South Sudan.
2. Prospective vendors shall submit sealed applications to VSF Germany Regional Office in Nairobi located at Piedmont Plaza, Opposite K.S.T.C along Ngong Road, P.O. Box 25653 - 00603, Nairobi.
3. The closing date for VSF Germany to receive tender applications shall be **25th May 2018 no later than 2:00PM.**
4. The applications will be opened by Tender opening committee in the presence of the applicants' representatives on **25th May 2018 at 2:30 PM**, at VSF GERMANY REGIONAL OFFICE, NAIROBI.
5. VSF Germany shall notify the successful applicants within 5 working days of the final submission date.
6. The submitted application shall include:
 - a. Complete address and contact information of the pharmaceutical vendor;
 - b. Website, if available;
 - c. Product catalog and price list;
 - d. Organizational chart (list of principals and their titles);
 - e. Government documents authorizing the sale of pharmaceuticals (current licenses and/or permits);
 - f. A list of the organizations that have inspected the pharmaceutical vendor within the past 24 months and the results of inspection(s);
 - g. A copy of the vendor's standard operating procedures related to their quality assurance program;
 - h. List of the individuals responsible for the quality assurance of pharmaceuticals;
 - i. Availability of computerized invoices, packing lists with batch numbers and delivery notices;
 - j. Availability of certificates of analysis for each batch of each pharmaceutical product purchased;
 - k. Assurance from the vendor that all pharmaceuticals meet international standards

- for quality, safety, and efficacy;
- I. Assurance that the expiration policy states that no pharmaceuticals will be sold within 12 months prior to the expiration date; and
 - m. Photographs of exterior of warehouse, interior storage areas, signage, windows, delivery and shipping docks, cold storage facility, temperature monitors, shelving systems, and pest control measures.
7. VSF Germany reserves the right to accept or reject any or all applications and to accept applications deemed to be in the best interest of the organization.
 8. Even though applicants must satisfy the above requirements, they may be disqualified, if they have:
 - a) made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document;
 - b) records of poor performance such as abandoning work, not properly completing the contract or financial failure / weaknesses, and
 - c) through confidential enquiry been found to have provided contradicting information in the application.

Fraud and Corruption

This pre-qualification is made under the procurement procedures for VSF Germany which requires compliance with ethical procurement norms in regard to corrupt and fraudulent practices which:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) “collusive practice” means a scheme or arrangement between two or more applicants, with or without the knowledge of the purchaser, designed to establish non-competition; and
 - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- (b) will cause rejection of an application if it determines that a vendor recommended for pre-qualification has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;

- (c) will cause sanction of a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded VSF Germany work if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a VSF Germany implemented project.

E. Submission and Opening of Applications

- a) Applicants shall enclose the pre-qualification documents in well-sealed envelopes.
b) Sealed envelopes shall bear the following:

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The Chairman

Pre-Qualification Committee,

VSF Germany,

Nairobi, Kenya

For any clarification or inquiry, you can reach the organization through:

VSF Germany Regional Office in Nairobi located at Piedmont Plaza, Opposite K.S.T.C along Ngong Road, P.O. Box 25653 - 00603, Nairobi; or admin_hr@vsfg.org

- c) the envelop shall bear the warning **“not to open before the time and date for application”** opening.
If any envelope is not sealed and marked as required, VSF Germany will assume no responsibility for the misplacement or premature opening of the application which will be rejected.

Table of Forms

Form 1: Applicant Information Form

[The Applicant shall PROVIDE all the requirements listed in this form as attachments in a folio and attest to completion and submission of the same. No alterations to the requirements shall be permitted and no substitutions shall be accepted.]

Date: (of Submission]

Pre-Qualification number:

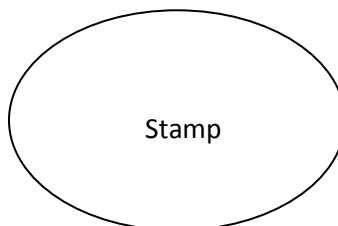
REQUIRED DOCUMENTS	SUBMITTED?
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k. Assurance from the vendor that all pharmaceuticals meet international standards for quality, safety, and efficacy;	
l. Assurance that the expiration policy states that no pharmaceuticals	

will be sold within 12 months prior to the expiration date; and	
m. Photographs of exterior of warehouse, interior storage areas, signage, windows, delivery and shipping docks, cold storage facility, temperature monitors, shelving systems, and pest control measures;	
n. List of preferred Countries to service/supply.	

Name of Authorized person

Designation

Signature



Date of Submission

Form 2: Client References

Name of the Client 1:	
Services provides	
Duration of Service	
Location Implemented	
Amount Involved	
Contact details of contact person (Names, Mail address, Telephone number)	

Name of the Client 2:	
Services provides	
Duration of Service	
Location Implemented	
Amount Involved	
Contact details of contact person (Names, Mail address, Telephone number)	

Name of the Client 3:	
Services provides	
Duration of Service	
Location Implemented	
Amount Involved	
Contact details of contact person (Names, Mail address, Telephone number)	