

**REQUEST FOR EXPRESSIONS OF INTEREST FOR VENDORS
FOR THE SUPPLY OF GOODS AND NON-
CONSULTANCY SERVICES FOR THE YEAR 2024 -
2025**

TENDERER'S NAME:

CATEGORY NAME:

CATEGORY NUMBER:

REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS FOR THE SUPPLY OF GOODS AND NON-CONSULTANCY SERVICES FOR THE YEAR 2024 - 2025

SNV is a global development partner, deeply rooted in the countries where we operate. We are driven by a vision of a better world: A world where across every society all people live with dignity and have equitable opportunities to thrive sustainably.

We help strengthen institutions and effective governance, reduce gender inequalities and barriers to social inclusion, and enable adaptation and mitigation to the climate and biodiversity crises.

Building on 60 years of experience we support our partners with our technical and process expertise and methodological rigour. We do this in more than 20 countries in Africa and Asia with a team of approximately 1,600 colleagues.

SNV invites Vendors and Consultants to be prequalified for the supply of goods and provision of non-consultancy services, for the years 2024 - 2025 as per the below categories:

CATEGORY REFERENCE NUMBER	CATEGORY	ELIGIBILITY
CATEGORY A	Supply and delivery of goods	
SNV/PREQ/01/2024	Office stationery, toners & cartridges	OPEN
CATEGORY B	Provision of Non-Consultancy Services	
SNV/PREQ/02/2024	Courier Services i.e. Local and International courier services	OPEN
SNV/PREQ/03/2024	Accommodation and conferencing services country wide	OPEN
SNV/PREQ/04/2024	Car hire and hired transport services	OPEN
SNV/PREQ/05/2024	Communication and Branding services - Audio Visual, Photography, and Videography	OPEN
SNV/PREQ/06/2024	Printing services i.e. bulk printing, photocopying, bulk binding	OPEN
SNV/PREQ/07/2024	Repair, service and maintenance of IT and communication equipment - printers, laptops, photocopiers	OPEN
SNV/PREQ/08/2024	Travel agency and related services - Air ticketing services, Travel insurance	OPEN
SNV/PREQ/09/2024	English – Vietnamese language translation Services and notarization services	OPEN
SNV/PREQ/10/2024	English Vietnamese – Vietnamese-English translation and interpretation services	OPEN
SNV/PREQ/11/2024	Legal consulting services	OPEN

Complete prequalification documents should be sent to the email address:

snvvietnamprocurement@snv.org

Or via mail to:

Procurement Committee
SNV Netherlands Development Organisation
3rd Floor, Building D, La Thanh Hotel, 226 Van Phuc, Ba Dinh District, Hanoi, Vietnam

So as to reach not later 17.00 pm **October 15th, 2024**

Successful applicants will be notified by email within 3 weeks from the date of closure of submission.

SECTION 1

1.0 INSTRUCTIONS TO BIDDERS

1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE - SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by SNV, to perform the contract of supply and delivery of goods or provision of non-consultancy services.

1.2 EOI OBJECTIVE

The main objectives of this part are to qualify vendors to supply and deliver assorted items and also provide services under relevant RFQs/ RFPs as and when required for one year since the contract signing date.

1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Vendors registered with the Registrar of Companies under the Laws of Vietnam for the respective supply and delivery of Goods or Non-Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE, SNV VIETNAM** so they may be pre-qualified for submission on RFPs/ RFQs. EOIs will be submitted in complete lots singly or in combination. SNV requires prospective Vendors to supply mandatory information for the EoI.

1.4 EXPERIENCE

Prospective vendors must have carried out successful supply and delivery of similar goods/services to institutions of similar size and complexity as SNV. Potential vendors must demonstrate the willingness and commitment to meet the EoI criteria.

1.5 EOI DOCUMENT

This document includes questionnaire forms and documents required of prospective vendors and consultants.

1.6 TENDER PROSPECTIVE

In order to be considered for the Request for EoI, prospective vendors must submit all the information requested herein.

1.7 SUBMISSION OF EOI DOCUMENTS

The complete EOI data and other information requested should be submitted to reach SNV via email address: snvvietnamprocurement@snv.org with the title: **"EOI for provision of"** or via courier service to:

THE PROCUREMENT COMMITTEE - SNV NETHERLANDS DEVELOPMENT ORGANISATION

**3RD FLOOR, BUILDING D, LA THANH HOTEL, 226 VAN PHUC, BA DINH DISTRICT
HANOI, VIETNAM**

Tel: +84 24 38463791

1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to the email address given in 1.7 above, ***no later than 2 days before the closure of the submission deadline.***

1.9 ADDITIONAL INFORMATION

SNV reserves the right to request submission of additional information from prospective vendors.

2.0 INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs

RFP/RFQ will be made available soon after this EoI process is complete, only to those Vendors whose qualifications pass this EoI by scoring 70 points and above.

SECTION 2

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 TAXES ON IMPORTED MATERIALS

The Vendor will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

Evidence of tax compliance should be provided.

2.2 CUSTOMS CLEARANCE

The Vendor shall be responsible for custom clearance of their imported goods and materials.

2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of the SNV's accounting officer or procurement committee.

2.4 PAYMENTS

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract agreement.

SECTION 3

3.0 EOI DATA FORM INSTRUCTION

3.1 EOI DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, and PQ-6 are to be completed by prospective Vendors who wish to be included in SNV's Roster of preferred Vendors for the specified category.

INCOMPLETE APPLICATION

Application forms that are not filled, serialized and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language or Vietnamese language and in legible ink.

3.2 QUALIFICATION

TENDER DATA

It is understood and agreed that the data on prospective bidders will be used by **SNV** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with SNV's commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

EXPERIENCE

Vendors shall have at least three (3) years' experience in the supply of goods or non-consultancy services and allied items. Potential Vendor should show competence, willingness, and capacity to service the contract.

Please note that, prospective Vendors/ Contractors require special experience and capability to organize supply and deliver items or services at short notice.

3.4 STATEMENT

The application must include a sworn statement (Form PQ5) by the Vendor ensuring the accuracy for the information given.

3.5 EoI EVALUATION CRITERIA

No	Information Required	Form Type	Point Score
1	Registration Document	PQ-1	30
2	EoI data	PQ-2	10
3	Bank Details	PQ-3	10
4	Past Experience	PQ-4	30
5	Sworn Statement	PQ-5	10
6	Litigation History	PQ-6	10
	TOTAL		100

3.6 QUALIFICATION MARK

The qualification score of 70 points and above.

FORM PQ-1 : EOI DOCUMENTATION

All firms must provide in serialized pages:

- (a) Copies of Certificate of Registration/ business permits and licenses
- (b) Copy of V.A.T Registration Certificate
- (c) List of ongoing and previous Contracts/Projects (goods, services)
- (d) Bank references and bank details
- (e) Letter of Expression of Interest
- (f) Proof of work experience (if any)
- (g) Annual report (incl. financial report) of last two financial years
- (h) External independent audit report with management letter of the last financial year 2023 for the Category SNV/PREQ/08/2024.
- (i) Organization chart and/or bylaws
- (j) Proof and confirmation that statutory social insurance contributions and taxes, etc. required by national laws have been paid.

FORM PQ-2 : EOI DATA

Vendor/Contractor Identification	
Legal name of firm	
Street and Address	
City	
Country	
Telephone No.	
Contact Person	
Title	
Business Information	
Management Personnel	
MD	
Director	
General Manager	
Treasurer	
Other	
Partnership (if applicable)	
Name of partners	
Others	
Business founded or incorporated	

FORM PQ-3 : BANK DETAILS

Provide the applicant’s bank details to SNV Vietnam.

Account Name : _____
Account Number : _____
Bank Name : _____
Branch : _____
Branch code : _____
Bank code : _____
Swift Code : _____

FORM PQ-4 : PAST EXPERIENCE

NAMES OF THE VENDOR/ CONSULTANT’S OTHER CLIENTS AND VALUES OF CONTRACTS/ ORDERS IN THE LAST TWO YEARS

CLIENT 1

Name of 1st client (organization).....
Address of client (organization).....
Name of contact person at the client (Organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

CLIENT 2

Name of 2nd client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

CLIENT 3

Name of 3rd Client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

Others:

FORM PQ-5 : SWORN STATEMENT

Having studied the EOI information provided above we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the RFP/RFQ documents to follow.
- c) When the RFP/RFQ is issued and we find that the legal, technical or financial conditions or the contractual capacity of our firm has changed, we will come ourselves to inform you and acknowledge your right to review the Proposal/Quote made.
- d) We enclose all the required documents and information required for the EOI evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

Designation:

(Full name and designation of the person signing and stamp or seal.)

FORM PQ-6 : LITIGATION HISTORY

Provide any litigation or arbitration history based on the attached form on the next page

I (**INSERT NAME HERE**) state as follows:

1. **THAT** I am a Vietnamese male/female adult of sound mind by reason whereof to swear this affidavit.
2. **THAT** I am a holder of National identity card number (**INSERT ID NO. HERE**) copy attached herewith.
3. **THAT** I am one of the Directors of the registered company namely (**INSERT COMPANY NAME HERE**) copy of Certificate of Incorporation attached herewith.
4. **THAT** there is no pending litigation whatsoever or any claims expected of (**INSERT COMPANY NAME**).
5. **THAT** (**INSERT COMPANY NAME**) has not been barred to participate in Public Tender.
6. **THAT** we have never been involved in corrupt practices, neither shall we offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with this Tender
7. **THAT** I swear this affidavit to confirm that my Company has no pending litigation of claim expected whatsoever.

SWORN by the said:

(**INSERT NAME HERE**)

DEPONENT

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At (Name of Place) this day of , 20