

NOTICE OF NATIONAL CALL FOR TENDERS N°03/08-24/PROC

RELAUNCH NOTICE EXPRESSION OF INTEREST FOR THE LIST OF PREQUALIFIED SUPPLIERS FOR THE YEAR 2024 - 2026

Population Services International (PSI), the world's leading social marketing company, is an international, non-profit, non-governmental organization operating in over 60 developing countries around the world.

PSI Burundi is an active institution that carries out social marketing activities of health products and services, free distribution activities of health products, as well as behavior change communication (BCC) activities in the areas of HIV/AIDS prevention, malaria prevention and management, sexual and reproductive health.

PART I: SUMMARY OF THE OFFER

The table below provides basic information on the offer to the supplier/company that will be selected at the end of this process. PSI Burundi has no legal obligation to contract with any supplier or service provider. We invite you to respect the deadline for submission of expressions of interest below. Late submissions will not be considered.

OFFER SUMMARY	
Article for supplier consultation	RELAUNCH NOTICE EXPRESSION OF INTEREST FOR THE LIST OF PREQUALIFIED SUPPLIERS FOR THE YEAR 2024 - 2026
Planned contract type	N / A
Validity of the list of prequalified suppliers	2 years
Offer launch date	29/08/2024
Submission Deadline	09/30/2024 at 11:00 a.m. (Bujumbura time)
Contact email for information	info@psiburundi.org
Deadline for information	03 working days before the deadline for submission of offers

I.1 CONSULTATION AND ACQUISITION OF THE CALL FOR TENDER FILE

The Call for Tender Documents (DAO) can be consulted on: the PSI Burundi Facebook page:

<https://www.facebook.com/PSI.Bdi/> or on the Intercontact Services website:

www.intercontactservices.com , the newspaper **le renouveau**. Submission files must be submitted to the PSI Burundi office located in Bujumbura, ROHERO I, Avenue de la JRR N°23, with the subject: NOTICE EXPRESSION OF INTEREST FOR THE LIST OF PREQUALIFIED SUPPLIERS FOR THE YEAR 2024 - 2026 Tel. + 257 22 24 96 01.

PART II: GUIDELINES FOR SUBMITTING EXPRESSIONS OF INTEREST

II.1. Format and content of offers

Bidders must **comply with the format and content of the instructions in the table below** . Any non-compliance with the submission format and content below may disqualify your bid.

FORMAT AND CONTENT OF OFFERS	
Number of copies of offers requested	1 original copy signed by an authorized employee and sealed, and a photocopy
Language of Offers	French

Minimum content of offers	Full identification form of the bidder plus all requested annexes (section III)
	<ul style="list-style-type: none"> - A brief presentation of the structure - Professional references (at least 3 clients in the humanitarian and development field) - Legal status - a trade register - certificate of non-liability from the Burundi Revenue Office still valid - Full physical address of the headquarters of the structure and/or the store - Telephone number, fax number, and email address - Name, first name and contact details of the person to contact (Email address, telephone number) - Tax identification number
Form of submission of offers	In a sealed envelope marked “ Expression of Interest in the field..... ”. (Specify the category according to the list mentioned in II.3
Full addresses for submission of offers	PSI Burundi Attention: Resident Representative BP. 1474Bujumbura (BURUNDI) PSI Burundi located at Quartier Rohero 1, Avenue de la JRR N°23 every working day from 8 a.m. to 5:30 p.m. (Monday to Thursday) and 8 a.m. to 2 p.m. (Friday), Tel: +25722249601, E-mail: info@psiburundi.org DAO (National call for tenders file No. 03/08-24/PROC

II.2. Submission and transmission

Offers must be sent by hand in a sealed, anonymous envelope to the addresses indicated above in section II.I.

To be considered, the original offer must be received at the address above and in the **number indicated**, not later than the submission deadline specified in Part II. Bidders are solely responsible for ensuring the proper receipt of their offers. Bids received after the submission deadline specified above will not be accepted.

The deadline for receipt of files is **09/30/2024 at 11:00 a.m. NOT AFTER under penalty of disqualification.**

Bids must follow the form and content described in Section II.1. Incomplete bids will be disqualified and rejected.

Once opened, bids will be kept secure and intact. Reasonable records will be made to protect them from loss, alteration, or disclosure to any person other than members of the PSI Burundi selection committee. However, PSI Burundi will not be held liable by any bidder for any failure to comply with the bid submission guidelines set forth above.

Offers may not be altered, corrected or withdrawn after the final deadline for receipt of offers.

It is important to emphasize that even suppliers who appear on the current list of prequalified suppliers must participate in this call for expressions of interest and incomplete files will not be considered and will be rejected automatically.

Individuals and legal entities must be in compliance with tax regulations (Tax certificate of submission, NIF and Trade Register are required in the submission file),
A bidder may not be in a situation of conflict of interest. Any bidder found to be in a situation of conflict of interest will be rejected. See conflict of interest model in appendix.

II.3 ALLOTMENT

This call for expressions of interest is made up of 20 categories of goods and services:

1. Office equipment and furniture
2. Travel agency
3. Recruitment and publishing agency (with website platform and other social networks)
4. Communication items (advertising panels, audio-visual materials, etc.)
5. Truck transport services for goods
6. Transit and customs agencies
7. Garages, spare parts for vehicles and motorcycles
8. Carpentry workshop
9. House of maintenance and repair of electrical equipment, office equipment
10. Provision of food and household items
11. Hardware
12. Fabrics and clothing
13. House for maintenance and repair of generators and maintenance of fire extinguishers
14. Provision of communication units (for all mobile networks)
15. Provision of Internet access
16. Office maintenance and cleaning
17. Insurance of movable and immovable property
18. Moving service (local and international).
19. Partner Mass Payment Service
20. Training payment service.

II.4 PRESENTATION OF THE FILE

THE CONTENT OF THE TECHNICAL OFFER

- Have a Supplier Identification Sheet clearly showing their address (District, Street, Plot No., Telephone, Name of Representative, Bank Address),
- Copy of the commercial register,
- Letter of commitment,
- Copy of the valid certificate of non-liability issued by the Burundi Revenue Office in the original (eliminary document),
- Copy of the original tax identification number (NIF),
- The status of the bidder
- For the field of pharmaceutical products and equipment, reagents and laboratory equipment, a definitive authorization for opening to the public of the wholesale pharmacy must be presented.
- As well as three similar commercial references. Contracts, or Purchase Orders, must be attached to the submission file as proof of commercial references (at least 3 Contracts or POs). PSI Burundi reserves the right to verify the authenticity of the documents provided.

NB: each category must have its own file, if categories are combined in the same file, the file will be rejected.

The shortlisted suppliers will be visited by a team from PSI Burundi to ensure the quality of their goods and services. The supplier without physical address will not be considered.

II.5 SUBMISSION FEES .

The bidder shall bear all costs relating to the preparation and presentation of its file, and PSI Burundi shall in no way be liable for these costs or required to pay them, regardless of the progress and outcome of the call for expressions of interest procedure .

Part III: THE FORM OF IDENTIFICATION OF THE BIDDER

All bidders are **requested to correctly complete** this form and provide it as part of the tender file. The information must concern contracts executed in the financial years 2021, 2022 and 2023.

IDENTIFICATION OF THE BIDDER	
Company Name:	
Company Phone Numbers	
Physical address of the company	
Company Email Address	
Key contact person for this offer	
Name & Surname	
E-mail address	
Phone numbers	
COMMERCIAL REFERENCES (FOR PURCHASES FOR THE CATEGORY)	
The commercial references of the offers qualified for their evaluation will be verified. Please provide up-to-date contact details.	
Reference 1:	
Name	
Phone Numbers	
Physical address	
E-mail address	
Purpose of the supply:	
Amount of the supply:	
Year of execution:	
Lead time:	
Contact telephone number and email address of the person to contact*	
Reference 2:	
Name	
Phone Numbers	
Physical address	
E-mail address	
Purpose of the supply:	
Amount of supply	
Year of execution	
Lead time	
Contact telephone number and email address of the person to contact*	
Reference 3:	

Name	
Phone Numbers	
Physical address	
E-mail address	
Purpose of the supply:	
Amount of supply	
Year of execution	
Lead time	
Contact telephone number and email address of the person to contact*	

* : Person who can communicate quality information on the orders cited in each reference.

Prequalification :

This step consists of verifying the legal and technical capacity of the supplier in accordance with the clauses of the DAO, it is broken down into three phases, namely:

Verification of the conformity of administrative and technical documents in accordance with the clauses of the DAO ;

Experience in the field or categories of your expression of interest.

Site visit, this visit will consist of verifying the physical existence of the supplier with a fixed address Suppliers who have provided all of the requested compliant parts and whose site visits have been conclusive will be retained for further analysis.

Corruption, Fraud, Collision, Coercion

PSI Burundi is committed to the most transparent bidding process possible, to ensure efficient performance in all purchases. The organization prohibits all attempts by current staff with existing, potential or current Suppliers/Service Providers to influence the results of a bidding process in order to award the contract to a specific supplier/service provider, or to carry out a non-competitive price evaluation.

Any suspected or proven attempt, indirect or direct, on the part of a potential bidder to influence the results of the bidding process using the following means, will be cause for immediate disqualification and removal from the permanent list by PSI Burundi as a potential provider:

Bribery (giving or receiving items of value to influence the bid);

Fraud (falsification of facts, declaration of information or evaluation resulting in a non-competitive price proposal);

Collusion (an agreement between two or more Suppliers/Providers in order to achieve an artificial or non-competitive price);

Coercion (people indirectly or directly threatening staff or the organization to influence the outcome of the bid).

CONCLUSION

Only bidders who submit a **complete file** for selection and who pass the pre-selection process (the technical validation stage) will be considered by PSI Burundi for the supply of the goods indicated above under this contract.

All bidders must comply with all bid submission guidelines, using the reference **RELANCE DAO NATIONAL No. 03/08-24/PROC** for all correspondence. Failure to comply with the bid submission guidelines may result in PSI Burundi disqualifying your bid.

We welcome your interest in this National Call for Expressions of Interest and wish you good luck in this selection process.

Sincerely,

Done in Bujumbura, on/08/2024

Nina Shalita

Resident Representative

ANNEXES

Annex I: DECLARATION OF CONFLICT OF INTEREST

Annex IV: CONFLICT OF INTEREST DECLARATION FORM TO BE COMPLETED

BY THE COMPANY SUBMITTING AN OFFER OR SIGNING A PURCHASE ORDER WITH PSI BURUNDI

Je soussigne (Nom du responsable de la société), _____ agissant au nom de la société _____, affirme par la présente que ni moi, ni mon épouse, ni conjoint (e) ni aucun membre de ma famille ou proche n'est employé, prestataire, consultant ou stagiaire de PSI Burundi.

Si je me rends compte d'un tel conflit d'intérêt réel ou potentiel, je porterai cela à la connaissance du Représentant Résident de PSI Burundi sans délai.

Je reconnais qu'il est *formellement interdit*, de la part des fournisseurs et prestataires potentiels et/ou actuels de PSI Burundi de donner des commissions ou retro commissions ou de verser des pots de vin aux employés de PSI Burundi en vue d'avoir ou de continuer à avoir des marchés en son sein.

Je m'engage à respecter scrupuleusement une telle disposition et accepte les sanctions de PSI Burundi au cas où moi-même ou un de mes préposés venait à être dénoncé pour un tel acte.

En signant la présente déclaration, je certifie que (Nom de la société) _____ n'a pas participé, et veillera avec tous les efforts possibles, à ne pas participer ou fournir un support matériel ou toute autre ressource à des individus ou des entités qui commettent, tentent de commettre, préconisent, facilitent ou participent à des fraudes, corruptions actives ou indirectes, collusions, pratiques coercitives, implications dans une organisation criminelle ou toute autre activité illégale, ou encore qui ne respectent pas les Droits de l'Homme ou droits sociaux de base et les conditions de travail minimum telles que définies par l'Organisation Internationale du Travail (OIT), en particulier concernant le non-travail des enfants, la non-discrimination, la liberté d'association, le respect des salaires minimum, l'absence de travail forcé et le respect des conditions de travail et d'hygiène.

Enfin, je certifie par la présente que (Nom de la société) _____ N'est impliqué dans aucun procès en cours, dans aucune action ou recours en justice, comme plaignant ou comme accusé, en son nom ou au nom de toute autre entité, pour des actions relatives à des fraudes, corruption ou toute activité illégale, et n'a jamais été reconnu coupable de telles pratiques.

Nom :

Date :

Titre :

Cachet :

Signature :