



AFRICAN PEACE SUPPORT TRAINERS' ASSOCIATION

PRE-QUALIFICATION OF SUPPLIERS

FOR

GOODS AND SERVICES

2025-2027 FINANCIAL YEAR

REFERENCE APSTA/17/01/2025

CATEGORY NO:

ITEM DESCRIPTION:

African Peace Support Trainers Association (APSTA) Secretariat

P.O. Box 35506

Yaoundé, CAMEROON

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PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2025-2027

TABLE OF CONTENTS

SECTION ONE (1): INVITATION FOR PREQUALIFICATION	3
1.1 Introduction	3
1.2 Categories	4
1.3 Prequalification Tender Documents	4
SECTION TWO (2): INSTRUCTIONS TO APPLICANTS	5
2.1 Purpose of this notice	5
2.2 Country, Region of work.....	5
2.3 Language of bid	5
2.4 Period of validity of the bid	6
2.5 Currency	6
2.6 Deadline of submission	6
2.7 Contact details for submitting requests	6
2.8 Channel of dissemination of information	6
2.9 Number of copies for submission.....	6
2.10 Submission address	6
2.11 Deadline for submission	6
2.12 Authorised method of submission	6
2.13 Opening of Prequalification documents.....	6
2.14 Evaluation method	6
2.15 Expected contract start date	6
2.16 Duration of contract.....	6
2.17 Contract Award	6
2.18 Post qualification actions	6
2.19 Proposal collection address	6
SECTION THREE (3): IMPORTANT INFORMATION	7
3.1 Corrupt and Fraudulent Practices	7
3.2 Confidentiality	7
3.3 Notification of Prequalification Documents.....	7
3.4 APSTA’s Right to Accept/Reject application	7
3.5 Adherence to approval.....	7
SECTION FOUR (4) : SUMMARY OF REQUIRED DOCUMENTS.....	8
SECTION FIVE (5) : PREQUALIFICATION ORGANISATION DATA FORM	9
SECTION SIX (6) : DECLARATIONS	13

SECTION 1: INVITATION FOR PREQUALIFICATION

1.1 INTRODUCTION

African Peace Support Trainers Association (APSTA) wishes to enrich its supplier/service provider database in order to enhance its flexibility in the procurement of goods and services to achieve its objectives. In this respect, the Association invites applications from prospective eligible firms and individuals for pre-qualifications for the supply of Services and Goods for the period 2025-2027 in one or several categories listed in the application form.

For more information on the Association, please visit <http://www.apstaafrica.org/>.

Prequalification documents can be collected free of charge at the APSTA Secretariat offices located before the entrance of the Golf Club Bastos (from 9a.m to 4p.m) or downloaded from Association's website (www.apstaafrica.org)

Completed application forms must be submitted in accordance with the requirements detailed in the prequalification application form no later than on 17 February, 2025 at 1700hrs.

1.2 CATEGORIES

African Peace Support Trainers Association invites applications from interested and eligible firms and individuals for pre-qualifications for the supply of the under listed Goods and Services for the year 2025-2027. This applies to both existing and prospective suppliers.

CATEGORY A: PROVISION OF SERVICES

S/N	CATEGORY NO	ITEM DESCRIPTION
1.1	APSTA/CAT/A/001	Provision of Air travel Agency (IATA Registered)
1.2	APSTA/CAT/A/002	Provision of Car Hire services
1.3	APSTA/CAT/A/003	Provision of General Insurance services for office assets
1.4	APSTA/CAT/A/004	Provision of medical Insurance services for staff
1.5	APSTA/CAT/A/005	Provision of Internet services
1.6	APSTA/CAT/A/006	Provision of catering services
1.7	APSTA/CAT/A/007	Provision of repair maintenance of PABX switchboard and extension line
1.8	APSTA/CAT/A/008	Provision of repair and preventive maintenance of photocopier, computer systems, server, router and printers
1.9	APSTA/CAT/A/009	Provision of general printing services including design work
1.10	APSTA/CAT/A/010	Provision of painting services
1.11	APSTA/CAT/A/011	Provision of preventive maintenance and repair of vehicles
1.12	APSTA/CAT/A/012	Provision of preventive maintenance and repair of generator
1.13	APSTA/CAT/A/013	Provision of Courier services
1.14	APSTA/CAT/A/014	Provision of legal services
1.15	APSTA/CAT/A/015	Provision of advertising services
1.16	APSTA/CAT/A/016	Provision of office cleaning service
1.17	APSTA/CAT/A/017	Provision of furniture repair services
1.18	APSTA/CAT/A/018	Provision of external data backup services
1.19	APSTA/CAT/A/019	Provision of translation and interpretation services
1.20	APSTA/CAT/A/020	Provision of hospitality services (Hotel accommodation and conference facilities)
1.21	APSTA/CAT/A/021	Provision of disinfection services for the premises
1.22	APSTA/CAT/A/022	Provision of security services for the premises
1.23	APSTA/CAT/A/023	Provision of valuation services for the office assets
1.24	APSTA/CAT/A/024	Provision of audit services
1.25	APSTA/CAT/A/025	Provision of Group accident/workmen injuries insurance services for staff
1.26	APSTA/CAT/A/026	Provision of photography and audio-visual recording services
1.27	APSTA/CAT/A/027	Provision of customised souvenirs
1.28	APSTA/CAT/A/028	Provision of consultancy/ subject matter services-Peace and Security/PSO
1.29	APSTA/CAT/A/029	Provision of laundry services

CATEGORY B: PROVISION OF GOODS

S/N	CATEGORY NO	ITEM DESCRIPTION
1.1	APSTA/CAT/B/001	Supply and delivery of Computer Equipment, printers, and accessories
1.2	APSTA/CAT/B/002	Supply and delivery of office stationery
1.3	APSTA/CAT/B/003	Supply and delivery of rubber stamps
1.4	APSTA/CAT/B/004	Supply and delivery of office toners and other computer consumables
1.5	APSTA/CAT/B/005	Supply and delivery of furniture and fittings
1.6	APSTA/CAT/B/006	Supply and delivery of fuel
1.7	APSTA/CAT/B/007	Supply and delivery of water

1.3 PREQUALIFICATION DOCUMENTS

SUBMISSION OF DOCUMENTS FOR THE PRE-QUALIFICATION PHASE

Interested parties may download the application documents from the APSTA website (www.apstaafrica.org)

The completed application form (HARD COPIES) must be returned no later than 17 February, 2025 at 1700hrs.

The forms should be inserted in a plain sealed envelope and addressed to

The Procurement Board

Secretariat of the African Peace Support Trainers Association (APSTA)

P.O. Box 35506

Yaoundé, CAMEROON

The files will be drawn up in one of the two official languages in force in the Republic of Cameroon, namely English or French, and will be drawn up in four copies including one original and three copies. They must bear the only mention:

CALL OF INTEREST N° 00562/APSTA/CAB/ 2025 OF THE 17/JANUARY/2025 PREQUALIFICATION OF SUPPLIERS FOR THE AFRICAN PEACE SUPPORT TRAINERS ASSOCIATION-(2025-2027)

“To be opened only during the counting session”

SECTION 2: INSTRUCTIONS TO APPLICANTS

Srl No.	DATA	GUIDELINES / CRITERIA
1	Purpose of this notice	This notice of call for expression of interest aims at pre-selecting companies and/or individuals for the supply of various services and goods.
2	Country, Region of work	Yaoundé, Cameroon
3	Language of the proposal	The proposal and any supporting documents must be written in either English and/or French.
4	Period of validity of the bid from the date of submission.	Bidders must ensure that their offer is valid for a period of: 01 MONTH
5	Currency to be used in the proposal and method of currency conversion	Bidders are allowed to submit their financial proposals in one of the following currencies only: <ul style="list-style-type: none"> - US Dollars (US\$). - Local currency (FCFA). No other currencies will be accepted.
6	Deadline for submitting requests for clarifications/questions	Bidders may request written clarification no later than one week before the deadline for submission of the proposals. The requests should be sent by e-mail only. The office will respond to all requests received by one week before the deadline for the submission of the proposals.
7	Contact details for submitting clarifications/questions	Written clarifications and requests should be sent to: apsta@apstaafrica.org .
8	Channel used for disseminating additional information on the prequalification exercise and responses/clarifications to potential enquiries.	Any further information will be published on the APSTA website under this link: http://www.apstaafrica.org
9	Number of copies to be submitted for each category	Four (04) copies of which one (01) original and three (03) copies.
10	Submission Address	All bids should be dropped in the APSTA tender box located at the APSTA reception and should be addressed to

		<p>The Procurement Board Secretariat of the African Peace Support Trainers Association (APSTA) B.P. 35506 Yaoundé, CAMEROON</p>
11	Deadline for submission	<p>The deadline for submission of proposals is 17 February 2025 at 17:00 local time (to be strictly respected).</p> <p>No proposals will be accepted after this deadline. All proposals sent after the closing date will be rejected.</p>
12	Authorised method for submission of proposals	<p>Bidders must ensure that their applications are delivered by hand, in accordance with the instructions set out in Note 11.</p>
13	Date, time, and place of opening of Prequalification documents	<p>The opening of the bids will take place at the APSTA Conference Room on 25 February 2025 at 1300hrs (local time), in the presence of the bidders or their representatives, by the APSTA Procurement Board.</p>
14	Evaluation method to be used to select the most compliant proposal.	<p>Selection of pre-selected companies and individuals will be ranked and chosen based on the most advantageous offer in financial terms and quality of products or services among the qualified proposals</p>
18	Post-qualification actions	<ul style="list-style-type: none"> - Verification of the accuracy and authenticity of the information provided by the applicant on the legal, technical, and financial documents submitted. - Validation of the extent of compliance with the RFP requirements and the evaluation criteria based on what has been found so far by the evaluation team. - Investigation and reference checks with other previous clients on the quality of ongoing performance or previous completed contracts. - Other means as APSTA may deem appropriate, at any stage of the selection process, prior to awarding the contract.
19	Proposal collection address	<p>Unsuccessful bidders are requested to collect their proposals within two weeks of the publication of the results at the following address</p> <p>The Procurement Board Secretariat of the African Peace Support Trainers Association (APSTA) B.P. 35506 Yaoundé, Cameroon, Located before the entrance of the Golf Club Bastos.</p> <p>After this deadline, the offers will be destroyed.</p>

SECTION 3: IMPORTANT INFORMATION

3.1 Corrupt and Fraudulent Practices

APSTA requires that applicants observe the highest standards of ethics during the procurement process and execution of contracts when used in the present conditions. The aforementioned terms are defined as follows:

- a. Corrupt practices mean offering a bribe, giving, receiving or soliciting or anything of value to influence the action of an official in the procurement process or in contract execution.
- b. Fraudulent practice means a misrepresentation in order to influence a procurement process or the execution of a contract to the detriment of APSTA and includes collusive practice among applicants (prior to or after prequalification submission) designed to establish prices at artificial non-competitive levels and to deprive APSTA of the benefits of free and open completion.
- c. APSTA will reject a proposal for award if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices completing for the contract in question.

3.2 Confidentiality

Information relating to the examination, evaluation of applications, and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until pre-qualification of the successful applicant has been announced. Canvassing will lead to automatic disqualification.

3.3 Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified in writing by the organisation.

3.4 APSTA's Right to Accept or Reject Applications

APSTA reserves the right to accept or reject any application, and to annul the pre-qualification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for APSTA's action.

3.5 Acceptance of the Approval

The successful applicants shall be required to acknowledge in writing the acceptance of their pre-qualification document to APSTA.

SECTION 4: SUMMARY OF MANDATORY DOCUMENTS REQUIRED

Eligible applicants will be required to submit the following in addition to fully completed tender forms;

SRL NO.	MANDATORY DOCUMENTS	
4.1	Certificate of Incorporation - Legal Registration Documentation/individual profile in case of consultant (CV and work profile)	
4.2	Business/Professional Permit, License	
4.3	TVA Registration	
4.4	Tax Compliance Certificate/ACF attestation of tax payer	
4.5	Company PIN Certificate	
4.6	Localisation plan	
4.7	Dully filled Pre-Qualification Data form	
4.8	Firm's audited accounts for previous two years	
4.9	Letter of recommendation from three of your major clients	
4.10	Price list of items in the selected bid category	
4.11	Bank Reference Letter/Recommendation	

SECTION 5: PREQUALIFICATION ORGANISATION DATA FORM

(One application form can ONLY be used to apply for ONE category of goods/service)

PART 1: GENERAL INFORMATION

TO BE COMPLETED IN FULL BY SUPPLIER			Official use only
1	Name of Organisation/Individual		
	Physical Location of Business Premises	Town: Street: Building: Floor:	
2	Postal Address		
3	Principle Contacts	Name/Position Landline: Mobile: Email:	
4	Organisation Type	(Example: Limited, Sole Proprietor, Partnership, etc.) Indicate applicable:	
5	Telephone Numbers (for the Organisation/Individual consultant)	Landline: Mobile:	
6	Website Address		
7	Names of the Proprietor / Directors or Partners and their	1)	

TO BE COMPLETED IN FULL BY SUPPLIER			Official use only
	Qualifications- Indicate any post registration experience & qualifications	<p>.....</p> <p>Qualification:</p> <p>.....</p> <p>2).....</p> <p>Qualification:</p> <p>.....</p> <p>3).....</p> <p>Qualification:</p> <p>.....</p>	
8	Geographical Area of Operations (Tick Areas you are operating from)	<ul style="list-style-type: none"> - National - International 	
9	Company Registration No.:		
10	Date of Registration		
11	Duration of Business Operations		

TO BE COMPLETED IN FULL BY SUPPLIER			Official use only
12	Years of Service to APSTA (if applicable)		
14	Brief Description of goods offered/Services/Works Offered (e.g. AC, Cleaning, Promotional Materials)		

PART 2: HUMAN, TECHNICAL AND LOGISTICAL CAPACITY

Please provide the following and any other evidence of your firm’s physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender;

a. Physical Facilities

Evidence of physical premises (place of business) e.g. attachment of latest utility bill (Electricity, Water bill, Council Rates payments, etc.)

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b. Managerial and Key Personnel Competency

List the key managerial and technical staff of your organisation (attach their CVs where possible)

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c. Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments concurrently. How would you go about ensuring that all the client assignments/contracts are delivered on a timely and quality basis while ensuring that all clients are satisfied with the level of customer service?

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d. State some of the factors that in your own opinion distinguish you from other competitors.

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e. Give any other information relating to your company that you may consider relevant to your bid to do business with African Peace Support Trainers Association.

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PART 3: FINANCIAL POSITION

Attach a copy of firm’s latest two years certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement.

PART 4: TERMS OF TRADE

a. Terms of Sale / Trade:

Credit Period Yes/ No (If Yes Please Indicate Number of Credit Days)

b. Name of Bankers and Branch

.....

(Attach letters from the bank)

PART 5: TRADE REFERENCES

Names of key clients with whom the applicant has done business in the last two years, including the values of contracts/orders.

Referee		Official Use
Name of contact person at the Client/organisation		
Address of the Client		
Telephone No. of Client		
Value of Contract		
Duration of Contract (date)		
Referee		
Name of contact person at the Client/organisation		
Address of the Client		
Telephone No. of Client		
Value of Contract		
Duration of Contract (date)		
Referee		
Name of contact person at the Client/organisation		
Address of the Client		
Telephone No. of Client		
Value of Contract		
Duration of Contract (date)		

Referee		
Name of contact person at the Client/organisation		
Address of the Client		
Telephone No. of Client		
Value of Contract		
Duration of Contract (date)		

Note that the referees may be contacted without further references to you.

SECTION 7: DECLARATIONS

Having reviewed the information in the proposal for the above fiscal year, I/we declare that the information provided in our application is accurate.

Print name:

Position/Title:

Signature:

Date:

Official stamp

