

PRE-QUALIFICATION OF SUPPLIERS/ CONTRACTORS/ SERVICE PROVIDERS

Tender Reference: PRQ2025/01/AAL

ActionAid Liberia (AAL), a social justice organization operating since 1997, is dedicated to ending poverty. We empower people to lead their development and work with diverse groups, focusing on rights awareness, capacity building, and policy advocacy. Our efforts prioritize the rights and needs of women, young people, and marginalized groups. AAL is part of ActionAid International Federation headquartered in Johannesburg with member organizations present in 45 countries, sharing common values and efforts to drive social change towards a more just and sustainable world.

We believe social justice, gender equality, and poverty eradication are achievable by collaborating with those living in poverty, their communities, and their supporters. AAL, a key civil society actor in Liberia, is recognized for advancing the rights of women, girls, and excluded groups using a human rights-based approach and feminist analysis. We tackle issues often overlooked by other NGOs, such as sexual and reproductive health rights of women, and vulnerable population rights.

AAL hereby invites applications from eligible and reputable companies who wish to be included on the list of AAL Prequalified Suppliers for the period Jan 2025 – Dec 2025 in the categories listed and explained below:

#	DESCRIPTION OF SUPPLIES OR SERVICES	DETAILS
1	Accommodation & Conferencing	Hotels and lodges in all the major cities and towns in Liberia
2	Agricultural farm inputs & Equipment Suppliers	Includes seeds, seedlings and Fertilizers
3	Air Conditioning, Supply, Service, Maintenance & Repairs	Supplying new air conditioning and servicing or repair
4	Air Travel Services	Air Tickets and international hotel booking, Visa Applications
5	Car Hire & Taxi Services	All sizes of 4x4 vehicles, intra-city staff movements
6	Car Wash Services	Vehicle washing
7	Catering Services	Includes Outdoor catering for special events in Monrovia and in counties.
8	Customs Clearing and Freight Forwarding Services	Cross-border imports and exports handling
9	Events Management Services	Managing events organized by AAL

10	Fumigation & Pest Control Services	General fumigation in offices, homes, vehicles, and storerooms
11	General Hardware Equipment Suppliers	Suppliers of bicycles, sewing machines, bicycles, treadle pumps, hoes shovels, cement, lime, doors, frames, paints, etc
12	General Office Maintenance Contractors	Electrical (fittings and Gensets repairs), plumbing, carpentry, building, painting, and general maintenance
13	General Stationery Suppliers	General Office Stationery
14	Health & Safety Supplies & Services	Protective wear, firefighting and First Aid equipment, and trainings
15	ICT Services Providers	Providers of Wi-Fi, ISP, IT equipment repairs, networking services

16	IEC Materials Printers & Suppliers	Screen printing, sign writing, branding, posters, t-shirts, etc
17	IT Equipment Suppliers	Suppliers of Computers, printers, network equipment, software, phones etc
18	Motor Bikes / Vehicle Spare parts Suppliers	Supply and fit batteries, tires, tubes, and other spare parts
19	Motor Bikes / Vehicle Maintenance Suppliers	Provide general motor vehicle services, repairs, and maintenance, panel beating, and painting
20	Motor Vehicles and Motor-Cycles Suppliers	Suppliers of new vehicles and motorcycles
21	Office Cleaning Services Providers	General Daily Office cleaning
22	Office Furniture & Equipment Suppliers	Desks, tables, chairs, workstations etc
23	Pharmaceuticals	Medical Drugs and Pharmacy Equipment
24	Refuse Collection Service Providers	Collecting Refuse and garbage disposal
25	Removal Services Providers	General Movements office Relocation and personal effects
26	Security Services Providers	Guarding and Alarm systems

Eligible suppliers should provide ActionAid Liberia with the following information:

1. Brief overview of the company and company profile including job description of key staff
2. Copies of Business Registration Certificate and Certificate of incorporation
3. Evidence of TAX compliance (Tax Clearance Certificate)
4. Geographical Location of Head Office and presence in Liberia
5. Evidence of Financial Capability (Bank statements and Audited Financial Statements, last 2 years)
6. Market Value/ Cost Structure/Price list for supplies, equipment, or services provided
7. At least three References from NGOs/INGOs currently doing business with
8. Working websites or business email addresses if applicable.

Suppliers who are on our current approved list MUST apply if they want to be considered for the new list.

AAL reserves the right to confirm the information given by applicants to validate the information and make an informed decision.

ActionAid does not bind itself to shortlist any supplier for whatever reason and reserves the right to cancel or complete this pre-qualification process. Applications should be marked "Prequalification

of Suppliers 2024" at the top, clearly indicate the category (categories) and addressed to

The Internal Procurement Committee
ActionAid Liberia
Old Road Tarr Town, LIBERIA

Delivered at the reception desk in the tender box at ActionAid Liberia Offices in Monrovia City, Bong, Grand Gedeh, and Gbarpolu Counties or by email, send to: vacancy.liberia@actionaid.org and cc Josephine.Pah@actionaid.org between 9:00 a.m. – 12:00 noon and 2:00 p.m. – 4:30 pm Monday to Friday. The deadline for submission of the applications is Thursday 28th January 2025 at 4:30 p.m.