

Date: 31st March 2017

1. Invitation to Pre-qualify

Caritas Switzerland hereby invites your company to participate in a pre-qualification procedure for Potential deliveries to future Project site. The purpose of this specific procedure is to compile such data that could not be collected through other sources.

2. about Caritas Switzerland

Caritas Switzerland is a nongovernmental agency and member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles. Caritas Switzerland operates in the region EA/Horn and runs country offices in Nairobi (Kenya), Hargeisa (Somaliland) and Torit (South Sudan).

For its program in South Sudan, it is inviting vendors for prequalification

The purpose of the Vendor Prequalification procedures is to identify quality Company supporting our Organizational objectives, within the following broad areas:

- Vehicle maintenance and provision of vehicle spare parts
- Electrical Equipment and bulk materials
- Office Stationery(Scholastics material, printing, etc)
- Provision of printing services (IDs, T-shirts, Business cards, Receipt books, payment vouchers, GRNs, Mileage log books etc.)
- Supply of motor bike and spare parts
- Construction materials and Service providers (masons, carpenters, plumbers, contractors and construction Engineers and consultants)
- Supply of dry food items
- Supply of fresh food items (fruits, greens, chicken, fish, meat and etc.)
- Supply of cookers and Gas refilling
- Taxi services in Juba
- Transport service
- Consultancy
- Internet services
- Provision of Emergency air Evacuation
- Provision of Audit services
- Provision of legal services/Support
- Provision of general insurance services.
- Provision of First Aid Kits(Equipment)
- Provision of Firefighting Equipment/Extinguishers
- Repair and refilling of vehicle air conditioners
- Travel agencies(flight booking for both local and international, visa processing
- Furniture and Fittings
- Supply of office electronic equipment (printers, scanners, Digital Cameras, Computers, etc)
- Provision of storage facilities
- Supply of fuel and Lubricants
- Supply of seeds and agriculture implements
- Supply of relief items

Caritas Switzerland

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Mission Area

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Quality management system
ISO 9001, Reg.-Nr. 14075
NPO-Label, Reg.-Nr. 22116

Doing the right thing

- Provision of hotel, accommodation and conference services in Torit, Magwi, Nimule and Juba.
- Local contractors (electricians, plumbers, Mason and carpenters)

1. Selection criteria

Caritas Switzerland will study Suppliers with regard to the following main selection criteria:

- Recent, relevant and representative references to performance of similar work
- Human resources, Competence and Organization
- Verified total and available capacity for delivery of the relevant supply category.
- Legal aspects of the company/individual to operate in the Republic of South Sudan
- Financial capacity

4. Instructions for your prequalification application:

The information that is requested for your prequalification application is listed in the Questionnaire attached to this letter. Please note that you can register in a many categories as you deem fit, however registration for each category shall be supported by three (3) valid references.

5. Transmission of Prequalification application:

Prequalification application form shall be returned in a sealed envelope **before 30th April, 2017** to Caritas Switzerland through hand delivery or email at the address below:

Caritas Switzerland, Torit, Katire Road, Mission area South Sudan.

Tel: +211-955 489 480 +211-913 114 617, +211 959 001 802

E-mail: lagrey@caritas.ch copy southsudan@caritas.ch

Queries or clarifications as part of the prequalification process should be addressed to the email address: lagrey@caritas.ch

Attachments:

- Prequalification Questionnaire
- Submission Checklist

SECTION 1

Part 1 – Company Information

1.07 Full name of company

Please provide copy of the certificate of registration(Incorporation), TIN, Chamber of Commerce Membership and operational licence.

1.07 Company registration number

Please insert company registration and tax identification number(TIN).

1.03 Full postal address of your company.

Physical Address:

Tel:

Email:

Website:

Responsible Person	Name	Email	Phone Number
Managing Director:			
Key Contact Person:			

1.07 Your company structure/organisation, divisions and locations.

Please provide on a separate sheet your company organisation chart in support of your

Response to this prequalification.

1.07 Bank Information

Caritas Switzerland payment method is by Bank Transfer, give details of your Bank Account

Bank Account number :
Bank Account name:
Bank Name:
Swift code:

1.08 Financial report

Provide most recent financial report of your company.

	Financial Year	USD	Result
1			
2			
3			

1.09 Main products and services of your company

Please tick off your main business products and services. Please also include your Company profile/ brochures.

S/N	Description of the goods/Services required by Caritas Switzerland	Tick
1	Vehicle maintenance and provision of vehicle spare parts	
2	Electrical Equipment and bulk materials	
3	Office Stationery	

4	Office equipment and furniture	
5	Provision of construction materials	
06	Supply of dry food items	
07	Supply of fresh food items (fruits, greens, chicken, fish, meet and etc.)	
08	Supply of cookers and Gas refilling	
09	Provision of hotel, accommodation and conference services in Torit and Juba	
10	Taxi Service	
11	First Aid Kits(Equipment)	
12	Provision of Emergency air evacuation services	
13	Provision of legal services/Support	
14	Provision of audit services	
15	Provision of general insurance services.	
16	Travel agencies(flight booking for both local and international, visa processing)	
17	Supply of motor bikes and spare parts	
18	Provision of printing services (IDs, T-shirts, Business cards, Receipt books, payment vouchers, GRNs, Mileage log books etc.)	
19	Supply of fuel and Lubricants	
20	Firefighting Equipment/Extinguishers	
21	Transport Services	
22	Office Furniture and fittings	
23	Local contractors (Electricians, Plumbers, Masons, Welders and Carpenters)	

24	Supply of fuel and Lubricants	
25	Supply of seeds and agriculture implements	
26	Supply of relief items	
27	Provision of storage facilities.	
28	General Consultancy	
29	Internet services	
30	General WASH supplies	
31	Sewage collection/removal	
32	Supply of IT/electronic devices(printers, scanners, Cameras, Computers, Internet cables, RJ45 connectors, etc)	

Section 2 – References from major orders / contracts

Reference Return Form:

Based on the above description of your company’s goods and services, you are invited to select a list of three references to your previous engagements to be presented in the “Three Selected References Return Form”. Please make sure that your selected references are recent, representative and relevant:

Reference Number:	
1	Name of Project/Delivery:
2	Name of Client:
3	Contract/delivery started – completed (year/month, from – to):
4	Contract/delivery value (state currency):
5	Name of Contractor (company within company group or third party) or sub-

	contractor responsible for contract/delivery:
6	Scope of Work (brief description of trades involved, volume and/or man-hours. Also Specify standards used and classification Society)
7	Contact person in Client's organization including contact details:
8	Other relevant information:

SECTION 3 Checklist

Verify by ticking if following information is enclosed:

- Certificate of registration , tax Identification number and tax clearance
- Company profile/brochures
- Organisation chart
- Financial reports for last three years

- Up to date bank statement(Last 12 months)
- Total Manpower
- List of equipment/assets
- References

DECLARATION

I, the undersigned, hereby certify that to the best of my knowledge, the details provided in this submission are true and correct. I authorise Caritas Switzerland to make direct enquiries and references to any person or public official or organisation named in this form to verify information submitted herein or regarding the competence and general reputation of the Company.

Name of the Company:

Tel:

E-mail:

Name of the person in charge:

Title:

Signature & Stamp:

Date