

- Adequate distribution/warehousing facilities and resources
- Spare parts availability
- Warranty, insurance and bonding provisions
- Service support resources available

Please note that this excise is not an invitation for tender. It is just a call for Expression of interest for enabling WR to update the supplier database for future restricted tenders and hence preferred vendors framework agreements in South Sudan.

**Documents expected from interested suppliers:**

1. Certificate of incorporation ( copy in colour)
2. Company profile
3. South Sudan Tax clearance certificate ( copy in colour , not expired)
4. Memorandum of association if any.
5. Company registration certificate ( copy in colour)
6. Company bank details
7. Experience proofs in humanitarian supply ( at least 3 copies of previous LPO signed by other humanitarian organizations or UN agencies )
8. Business/ Trade references (at least 3 with full contact details).

Interested vendors/ suppliers are requested to submit their applications along with above described documents in a sealed envelope. *Envelope, marked **CFI – WRSS-2016** addressed to*

***Operations Manager, World Relief Country office- Juba, Hai Cinema, P O box 41, Juba- South Sudan.***

- *Ensure it reaches destination not later than **15/02/2016 at 12:00 pm.***
- *Scanned copy of original documents can be e-mailed in PDF format upon request on [WRSSProcurement@wr.org](mailto:WRSSProcurement@wr.org) while sealed hard pouch follows.*

A supplier questionnaire (profile information) can as be collected by interested suppliers at World Relief gate and will have to be returned fully filled together with the application pouch within **10 days**.

