**VSF SUISSE**

**SOUTH SUDAN PROGRAM**



**[2019 – 2020]**

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1. **GENERAL INSTRUCTIONS.**

VSF Suisse is a Non-Governmental Organization registered under NGO ACT of 2016. VSF Suisse in inviting application for Pre-qualification of suitable and reputable suppliers for the year 2019/2020. Those interested are requested to provide basic company information guided by the questions listed below;

1. Provide all the information as per the pre-qualification document.
2. Clearly indicate the procurement category being applied for.
3. VSF-Suisse will examine the document for completeness and responsiveness to the Prequalification Questionnaire (PQQ) Requirements. Incorrect information will render the document ineligible
4. The Prequalification package should be submitted bound with all pages numbered, countersigned and stamped.
5. The Prequalification committee shall not be responsible for loss of documents through loose binding.

**Important Notes for Applicants**

1. The sole purpose of this document is to assist VSF-Switzerland (VSF-Suisse) in identification and evaluation of potential suppliers who may subsequently be invited to tender or provide quotes for supply of goods and/or services within the respective procurement categories for the year 2019 – 2020.
2. A separate Questionnaire shall be filled out for **EACH PROCUREMENT CATEGORY** applied for.
3. The Questionnaires shall be filled in English and shall be prepared in indelible ink.
4. Any Corrections must be initialed by the person or persons who sign(s) the document: Otherwise the application will be voided.
5. Answer all questions and where the question is not applicable, indicate an **N/A.** Where necessary, answers shall be provided on separate sheets.
6. The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided.
7. As part of this review process, the prequalification committee may request the applicant for a site Visit its premises.
8. The information provided herein is strictly confidential.
9. Successful applicants will be included in the **VSF-Suisse Suppliers Catalogue for 2019 – 2020**
10. **GENERAL BUSSINESS INFORMATION.**

**CATEGORY APPLIED FOR…..……………………………………………………………………………………………………..**

|  |  |  |
| --- | --- | --- |
| PARTICULARS | RESPONSE | |
| Full Registered Name of Organization: |  | |
| Form of Company i.e. Ltd, Sole proprietorship |  | |
| Company Owners. |  | |
| Name of Directors: |  | |
| Is the Business an Agent, Broker, Retailer,  Manufacturer, Principle service Provider? |  | |
| Full Physical and Registered address of  principal place of Business: |  | |
| Full Postal address of the principle Place of Business |  | |
| Telephone Numbers (S): |  | |
| Fax Number: |  | |
| Email address: |  | |
| Website address: |  | |
| Contact Person within the organization to whom enquiries about this bid should be directed: | NAME: |  |
| TITLE: |  |
| TEL: |  |
| FAX: |  |
| EMAIL: |  |

1. **COMPANY PROFILE.**

Please provide a detailed and comprehensive company profile, which shall include among others the following mandatory information:

1. Company Background, Core business focus area, products, services, Technical activities, years of business operation.
2. Copies of the following certificates:

* Certificates of Incorporation/Registration.
* VAT Registration.
* Tax Clearance Certificates.
* Tax Identification Certificate.
* Valid Business License.

1. Letter of Certification from Banker/s
2. At Least FOUR Latest Trade References/Recommendations from your Main Clients – (Must be within the last Two Years)

***Note****: You are at liberty to include any other information that may be relevant to the application.*

1. **DECLARATION**

|  |  |
| --- | --- |
| I/WE the Undersigned declare that to the best of my/Our knowledge the answers submitted (and any supporting documentation together with the details of the attached Company profiles) are correct. | |
|  | |
| **FORM COMPLETED, CERTIFIED AND STAMPED BY:** | |
| Name: |  |
| Position (Job Title): |  |
| Date: |  |
| Telephone Number: |  |
| Email: |  |
| Signature: |  |
| Stamp/Seal: |  |

**III. 2019/2020 VSF-SUISSE PROCUREMENT CATEGORIES.**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Category** | **Reference Number #** | **Category Description** |
| 1 | Admin/Office Supplies | VSF-CH/01/19/20 | Supply of General Office Supplies |
| VSF-CH/02/19/20 | Printing and Supply of Visibility and Promotional Materials |
| VSF-CH/03/19/20 | Supply and repair of Office Equipment, furniture and Fittings |
| 2 | Information Technology | VSF-CH/04/19/20 | Supply of Computers, Printers, Networking & Other computer/Server parts/Software & Service and Repairs - Computer equipment |
| VSF-CH/05/19/20 | Supply of Communication Equipments and parts (HF/VHF Radio, Thuraya, V-Sat) service and Repairs - Communication equipment |
| VSF-CH/06/19/20 | Software/Web Development/IT Support services |
| 3 | Motor Vehicle/ Mechanical/ Fuel/ Spares | VSF-CH/07/19/20 | Supply of Automobile Tyres, Batteries and Other Accessories |
| VSF-CH/08/19/20 | Supply of Motor Fuel and Lubricants |
| 4 | Motor Bikes | VSF-CH/09/19/20 | Supply of Motor Bikes, Accessories and Repair parts |
| 5 | Veterinary Drugs & Equipments | VSF-CH/10/19/20 | Supply of Veterinary Drugs, Equipments & Vaccines |
| VSF-CH/11/19/20 | Supply of Cold Chain equipments - Fridges, Freezer, Cold Boxes, Vaccine Carriers |
| VSF-CH/12/19/20 | Supply of Dairy equipments/Supplies |
| 6 | Agricultural Equipments & Seeds | VSF-CH/13/19/20 | Agricultural Tools and Equipments |
| VSF-CH/14/19/20 | Seeds and Seedlings |
| 7 | Poultry, Poultry feeds and incubating Machines | VSF-CH/15/19/20 | Chicks and Incubating eggs |
| VSF-CH/16/19/20 | Incubating Machine, Poultry feeds and Feeding Equipments |
| 8 | Solar Equipments | VSF-CH/17/19/20 | Supply of Solar System and equipments |
| 9 | Generators | VSF-CH/18/19/20 | Supply of Generators and Parts |
| VSF-CH/19/19/20 | Repair of Generators and Parts |
| 10 | Transport/Logistics | VSF-CH/20/19/20 | Air Travel Agency services |
| VSF-CH/21/19/20 | Taxi Services |
| VSF-CH/22/19/20 | Clearing & Forwarding Agents |
| VSF-CH/23/19/20 | Transport Haulage & Car Hire |
| 11 | Construction Hard ware/Building Materials | VSF-CH/24/19/20 | Supply of General construction/Building Materials i.e. Cement, Nails, Glassware, Plumbing Materials, electrical materials, wood works, and Metal Works. |
|  |  |  |  |
| 12 | Financial service Providers | VSF-CH/25/19/20 | Cash transfer, Delivery & Distribution |
| Financial audit Provision |
| Insurance services – Motor, Medical & Others (good) |
| 13 | General Security Services Provider | VSF-CH/26/19/20 | CCTV installation, supply and maintenance of firefighting equipment |
| 14 | Legal/Litigation services | VSF-CH/27/19/20 | Legal service provision |
| 15 | Conference and accommodation Facility | VSF-CH/28/19/20 | Conference and accommodation Facility |
| 16 | Project Monitoring and Evaluation | VSF-CH/29/19/20 | Project Monitoring and Evaluation services |