



### Call for Supplier Pre-qualification

War Child Canada (WCC) is a Canadian charity founded (not for profit/non-governmental organization) on 2<sup>nd</sup> February 1999 and is registered by Revenue Canada in accordance with Canadian Charity Law and paragraph 149(10 (F) of the Income Act of Canada (Charity business number: 872374426RR0001.

War Child Canada has started its operation in South Sudan in 2012. And is registered with the Relief and Rehabilitation Commission (RRC) – Registration certificate number 191. War Child Canada is also registered with the ministry of Justice – Registration no. 1609.

We would like to kindly request your office to assist send for us Supplier Pre-qualification for the below.

#### **1. GENERAL AND COMPANY INFORMATION**

##### **(A.) MANDATORY REQUIREMENTS**

**To be eligible, interested firms must provide certified copies of;**

- Certificate of Business registration
- Tax Clearance Certificate
- Official Business Physical address which includes contacts; email & Telephone/s

<b>CATEGORY NO.</b>	<b>CATEGORY DESCRIPTION</b>
Wcc-001	Supply of General Office Stationery(Note books, pens, toners ,diaries, counter books, stapler etc
Wcc-002	Supply of General Office Furniture and Equipment
Wcc-003	Supply, installation & Maintenance of Generators & accessories
Wcc-004	Supply of Agricultural inputs, tools & Equipment
Wcc-005	Supply of drinking bottled and Jumbo water
Wcc-006	Supply, Installation & Maintenance of Communication
Wcc-007	Supply of computers, printers, photocopying, scanners, Camera's & accessories



Wcc-008	Supply of Visibility & Promotional Materials
Wcc-009	Provision of Air Cargo services(Charter Flights
Wcc-010	Provision of Hotels accommodation/Conference
Wcc-011	Supply of Office Refreshment & Kitchen Items(Sugar, Powdered milk, Nescafe, Tissue papers, Tea Leaves, Hibiscus etc
Wcc-012	Supply of fuel (both Diesel &Petrol)
Wcc-013	Supply &Provision of Internet equipment &Services
Wcc-014	Supply of Vehicle spare parts, car accessories
Wcc-015	Provision of Routine vehicle maintenance &repair and Service
Wcc-016	Provision of Routine Maintenance &Repair of ICT equipment and hardware (printers
Wcc-017	Provision of Insurance services
Wcc-018	Provision of Legal Advocates services
Wcc-019	Provision of security Guard Services
Wcc-20	Provision of taxi hire
Wcc-21	Provision of construction
Wcc-22	Provision of travel agent services
Wcc-23	Provision of Cash In-Transit

**Mode of Application:**

Qualified Supplier should submit **No Returnable** Completed prequalification documents enclosed in plain sealed envelopes, marked with Tender Name and Reference number.

Due to urgency of this call, selection will be rolling as applications are received.

Applications can be hand delivered to War Child Canada's Office located at Thong piny opposite the Embassy of Turkey in the Republic of South Sudan.

War child reserves the Right to Accept or reject any tender application and is not bound to give reasons for this decision thereof.



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**(B.) COMPANY PROFILE**

1. Company Name: \_\_\_\_\_

2. Trading Name (if different from above) \_\_\_\_\_

3. Legal status (partnership/sole proprietor/ Ltd. Company) \_\_\_\_\_

a) Company registration certificate No. \_\_\_\_\_ (attach copy)

b) Certification by regulatory bodies (e.g. Ministry of public works, Municipal council, Ministry of Health etc)

\_\_\_\_\_ (Attach copies)

5. Nature of business licensed to operate \_\_\_\_\_

6. (a) Tax ID No. \_\_\_\_\_ (Attach copy)

7. Contact Person: Name \_\_\_\_\_

Title \_\_\_\_\_

Tel .No \_\_\_\_\_

8. Postal Address: \_\_\_\_\_

Tel No/Fax No.: \_\_\_\_\_

Physical location: \_\_\_\_\_

E-mail address: \_\_\_\_\_

9. Website: \_\_\_\_\_



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**10. Names of Directors and their nationality;**

No	Names of partners/shareholders	Nationality	Citizenship	Percentage of shares

11. Name of Bank: \_\_\_\_\_ Branch \_\_\_\_\_

12. Name of Insurers \_\_\_\_\_

**(C.) DISQUALIFICATION**

WC will disqualify any supplier who:

- (a.) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
- (b.) Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
- (c.) has been convicted by a judgment which has the force of res -judicatory in accordance with the legal provisions of the country of any offence concerning his professional conduct;
- (d.) has committed any act of grave professional misconduct;
- (e.) has not fulfilled obligations relating to the payment of all government statutory payments.
- (f.) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country.
- (g.) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
- (h.) has been the subject of a conviction for participation in a criminal / terrorist organization.
- (i.) has been the subject of a conviction for corruption and/ or fraud.
- (j.) has been the subject of a conviction for child labor abuse and breach to WCC ethical principle.
- (k.) has been the subject of a conviction for money laundering.



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Please confirm whether any of the above applies to your Company or its directors or any other person who has powers of representation, decision or control of the company.

Yes / No \_\_\_\_\_

Where the answer is affirmative, please provide details.

\_\_\_\_\_

WC may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. In the event that at any time in the tender procedure WCC receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation

**(D.) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

1. What products/services do you want to be considered to supply (Please indicate the reference number) \_\_\_\_\_?

\_\_\_\_\_

2. If you intend to use sub-contractors to perform part of the obligations under your area of business please provide details.

\_\_\_\_\_

3. Please provide a description of the tools, plant or technical equipment, which would be used to carry out the contracts. (For constructions contracts), disregard if not applicable.

\_\_\_\_\_

4. Who have been your major corporate clients for the past 2 yrs? State Client's name, Product service provided value of goods, works or service and contact person.

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Contact person Value of business	Organization	Contact Tel No.

- i. What is your average response time to a request for quotation/RFP \_\_\_\_\_?
  
- ii. What is your average response to delivery of goods /services after issuance of contract/LPO?  
\_\_\_\_\_
  
- iii. What is the maximum value of business, which you can handle at any one time?

YEAR/USD \_\_\_\_\_

12. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by War Child \_\_\_\_\_

**(E.) PAST AND CURRENT PERFORMANCE AND EXPERIENCE**

a) Is the firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in War Child Canada (YES/NO) \_\_\_\_\_. If yes please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

\_\_\_\_\_

\_\_\_\_\_



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b) Has the firm/company making this application currently or in previous periods been contracted to supply goods or services to War Child? Yes/No: \_\_\_\_\_, if yes indicate here under the financial year, the goods or services that you supplied and their value.

Financial year	Goods or service supplied	Total Value

c) Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action?

\_\_\_\_\_

d) Has your company/firm at any one time been issued with a purchase order by WCC and failed to deliver the goods or services without assigning and reason for your action?

\_\_\_\_\_

**(F.) PROFESSIONAL ORGANISATIONS**

1. Please indicate to which professional or trade bodies your Company belongs:

\_\_\_\_\_  
\_\_\_\_\_

**(G.) COMMENTS**

1. Please insert any general comments you wish to make. This must be no longer than 2 paragraphs.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**(H.) DECLARATIONS**

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any WCC employee. Do you have a relationship with any WCC employee that would cause any real or perceived conflict of interest?

Yes/No \_\_\_\_\_

(Please specify :)

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I ..... declare, for and on behalf of .....

(Company/firm) that all the information furnished to WC in connection with this prequalification is true and accurate in all material respect. WC is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

**H. AUTHORISATION (Form completed by)**

Name: \_\_\_\_\_

Tel No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Stamp: \_\_\_\_\_

Thank you for completing this questionnaire.

The information it contains will be held in confidence by WCC and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Services.