



CALL FOR PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE YEAR 2017

1. INTRODUCTION

South Sudan Development Agency is calling for applications for competent and qualified service providers for the provision of various categories of goods and services for the year 2017.

Companies that wish to participate in the process are required to complete the application forms indicating the categories for which applications are being submitted. In addition to the pre-qualification form, the interested applicants must provide the following documents;

2. MANDATORY DOCUMENTATION AND INFORMATION

- a) Certificate of registration with South Sudanese Ministry of Finance
- b) Tax Identification Number Certificate
- c) Certificate of registration with South Sudanese chamber of Commerce (applicable to South Sudan registered Companies)
- d) Operation and or trading licenses (wherever applicable)
- e) Articles and Memorandum of Association
- f) Audited accounts for at least two years
- g) Official business physical, telephone and e-mail addresses
- h) Recommendations from at least three present and three past clients
- i) Proof of contracts/orders completed in the last 6 months for specific categories being bided for
- j) Six months Certified bank statement (ending 31st November 2016)
- k) Completed pre-qualification form specifying the category your company is bidding for

3. ADDRESS FOR SUBMISSION OF APPLICATIONS

South Sudan Development Agency,
Hai Referendum, Gudele 1, Block 5, Off Yambio Highway, Referendum Road

Note: Any submission made at or through any other address or means shall not be honoured and SSUDA shall not accept any responsibility whatsoever

4. Labelling of submissions

Submissions must be contained in an envelope clearly labelled "Application for Prequalification as a supplier/Service Provider" and must indicate the category you are applying for.

5. Deadline for request for clarifications submissions of documentations

Any requests for clarifications should be made in writing only and addressed to the Admin/Finance Manager at; info@ssuda.org and must be received on or before 20th January 2017. Feedback will be given not later than 22nd of January 2017 by email only.

The closing date for submitting a complete prequalification application is 31st January 2017.

6. Accessing pre-qualification forms and information

Detailed prequalification application forms and bidding documents are to be collected from the office premises located at Hai Referendum, Gudele 1, block 5, off Yambio Highway, Referendum Road.

7. Selection Criteria

Only companies that fully and satisfactorily meet the requirements listed in Section 2 above (Mandatory information and documentation), the vendor Prequalification form and any other criteria which the Tender Board shall deem necessary for this purpose, shall be pre-qualified.

8. Disclaimer

- a) This is only an invitation to treat and South Sudan Development Agency may cancel the process at any time without notice. Submission of application does not result into any contractual relationship between the bidder and South Sudan Development Agency
- b) South Sudan Development Agency is under no obligation whatsoever to prequalify any bidder but the decision of the Tender Board Committee guided by the advised criteria shall be final
- c) The bidder is fully liable for any cost incurred in the preparation and submission of their application