



Call for Pre-Qualification

Relief International (RI) is an International NGO committed to “Saving Lives and Sustaining Livelihoods” worldwide. Our program activities are mainly implemented in the Upper Nile states with a Country office in Juba. We are engaged in providing cross-sectorial programs bridging relief and development.

Suppliers registered under the Laws of South Sudan in respective merchandise or services are invited to submit their PRE-QUALIFICATION document to Relief International so that they may be prequalified for submission of quotations. Proposal will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification for the below tabled categories.

Category Number	Item Description
A1	Supply of General Office stationery
A2	Supply of Computer/ Photocopier/Printer consumables/ Repair and Maintenance of office equipment's i.e.
A3	Supply of ICT equipment, VHF, Satellite phone and accessories
A4	Supply of Office Furniture, furnishings and fittings
A5	Supply of cleaning materials, Detergents and disinfectants
A6	Supply of hardware and Electrical, plumbing items and Construction material
A7	Supply of Motor tires, tubes, Batteries and spare parts.
A8	Supply of Fuel, Oil and lubricants
A9	Supply of Fire Fighting Equipment and detection equipment
B1	Provision of Air Ticket services
B2	Repair and maintenance Photocopiers ,Air conditioners, office furniture & fittings etc.
B3	Provision of Repair and servicing of Motor Vehicles, Motor Cycles, Approved Garages/ Dealers only
B4	Provision of Outside Catering Services
B5	Provision of Insurance Services
B6	Design and Printing, General printing services (flyer, banners, T-Shirts, stickers and etc
B7	Rented cars/Taxi services
C1	Supply of WASH material (Borehole kits and accessories)
D1	Supply of Agricultural items (Seeds and tools)
E1	Veterinary Supplies
E2	Supply of Pharmaceuticals , hospital supplies, equipment and consumables.
F1	Accommodation and conference facilities
G1	Supply of drinking water
H1	Provision of internet services and equipment
H2	Provision of Air-charter services
H3	Provision of Land transport services
J1	Supply and installation of Solar Equipment and accessories
J2	Provision of Clearing and forwarding services

The pre-qualifications shall be conducted using Relief International Purchase term and condition. The invitation is open to all eligible bidders operating in South Sudan. The complete bidding



document can be collected from Relief International office in Tong Ping, Juba Near Nigerian Embassy

Submission requirement and conditions:

All potential and qualified bidder are required to submit their proposals in a sealed envelope supported with below mandatory requirement.

1. Complete vendor registration form which will be collected from RI office during working hours from Monday – Friday. You may also be asked to clarify your answers or provide more details. Please answer ALL questions. If the question does not apply to you please write N/A. Where necessary and if insufficient space is provided on the questionnaire, please provide the answers as supplementary on separate sheets
2. Company registration documents including **TIN certificates and valid tax clearance registration and all the membership certificates from Ministry of Commerce, Trade and Industry.**
3. Filled, signed and stamped Relief International registration form obtained at Relief International Office during working hours and Updated Company Profile.
4. All documents must be submitted in **English** language
5. **Information provided in the questionnaire is strictly confidential and solely for use by Relief International South Sudan.**
6. Participants to note that this does not amount to any contractual obligation on the part of Relief International and that Relief International is not obliged to invite tenders / quotations from any or all who express interest by responding to this prequalification process
7. Please note that by responding to questionnaire on registration form you accept that all answers are legally binding.

Interested and eligible companies should submit the following information and documents in a sealed envelope. **“CATEGORY APPLIED FOR CLEARLY MARK ON THE SEALED ENVELOPE”** address to the Tender Committee Relief International, Near Nigerian Embassy Tong Ping, and should be dropped into the tender box at the reception. You must register when dropping the envelope. The closing date for placing bid in the tender box is **20th November, 2018** before 4:00pm. Documents submitted after the closing date and time will be rejected at the gate by security personnel. Bids will be open immediately after the closing date and time. If you do not receive any notification email or call from Relief International within 21 days. Consider yourself unsuccessful in the prequalification exercise.

For any queries , please send your questions to tender.southsudan@ri.org .