

**Prequalification Document** template for a Maintenance Framework Agreement. This can be customized based on your specific needs and context (e.g., GIZ South Sudan):

## **Prequalification Document for Maintenance Framework Agreement**

### **1. Introduction**

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH invites experienced and eligible companies to submit applications for prequalification to be considered for the provision of maintenance services under a framework agreement for its premises across South Sudan.

### **2. Objective**

To establish a pool of prequalified maintenance service providers for routine, scheduled, and emergency repairs and maintenance of office facilities, plumbing, electrical systems, carpentry, masonry, and general building maintenance.

### **3. Scope of Work**

Services may include, but are not limited to:

- Electrical installations and repairs
- Plumbing and sewage system maintenance
- Carpentry and joinery
- Masonry, painting, and wall repairs
- Generator servicing
- Air conditioning repair and maintenance
- Water tank cleaning
- Roof and gutter repair
- Emergency maintenance interventions

### **4. Prequalification Criteria (Checklist Format)**

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Requirement</b>	<b>Attached Document (Yes/No)</b>
1.	Legal Registration	Valid Certificate of Incorporation	
2.	Tax Compliance	Valid Tax Clearance Certificate	
3.	Experience	Minimum 3 years in maintenance services	
4.	Past Clients	List of at least 3 recent references (NGOs, embassies, etc.)	
5.	Technical Capacity	List of qualified technical staff (CVs)	
6.	Equipment	List of tools and equipment available	
7.	Financial Capacity	Bank statement (last 6 months) or audited financials	
8.	Health & Safety Policy	Documented Occupational Health and Safety Policy; Proof of fair labor practices,	
9.	Company Profile	Detailed company profile including services offered	
10.	Sustainability	Evidence of use of eco-friendly materials, energy-efficient solutions, or company policy on sustainability;	

No.	Evaluation Criteria	Requirement	Attached Document (Yes/No)
		environmental policy, minimizing environmental impact during service delivery	

## 5. Submission Instructions

- Applications must be submitted on email: Prequalification for Maintenance Framework Agreement – **Tender No. 83487190**
- Submission deadline: 2nd May 2025
- Only email submissions will be required to [SSD\\_Inquiry@giz.de](mailto:SSD_Inquiry@giz.de)

## 6. Important Notes

- Only shortlisted companies will be invited to submit financial and technical bids when maintenance works under a framework contract.
- GIZ reserves the right to verify the authenticity of documents provided.
- Being prequalified does not guarantee the award of a contract.