23.07.2026

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR THE YEAR 2026-2028

Jesuit Refugee Service is a catholic church based international humanitarian organization, with a mission to ACCOMPANY, SERVE and ADVOCATE for the rights of Refugees and other forcibly displaced persons.

Now, JRS JUBA Office, State is seeking to prequalify suppliers, contractors and service providers for the provision of various goods, works, and services for the fiscal year 2026-2028, in furtherance to its Programme needs and in line with donor requirements. This process is open to all qualified suppliers, contractors and service providers as under:

Tender Number	Category of Goods, Works and Services
JRS-R26-001	Supply And Delivery of Dry Food Items (Rice, maize flour, sugar, beans, lentil, cassava flour, sorghum. wheat flour, groundnut, millet, etc.,)
JRS-R26-002	Supply And Delivery of Refreshments (Water, Soda and Biscuits, Tea Leaves, Hibiscus, Coffee, Milk Powder, etc.,)
JRS-R26-003	Supply And Delivery of Non-Food Items (Utensils, bedding materials, cloths, mosquito net, plastic sheets, sanitary pads…)
JRS-R26-004	Supply And Delivery of Petroleum Products (Petrol, Diesel, Engine Oil, Gearbox Oil, Brake Fluid)
JRS-R26-005	Supply of cleaning and hygiene materials (Powder soap, liquid soap, mops, bars of soaps, Insecticides, sanitizers, etc.,)
JRS-R26-006	Supply And Delivery of Educational and Stationery Materials (Ex. Books, computer paper, pens, file boxes, mathematical sets, rulers, pencils, envelopes, stapler, staples, chalk, cartridge etc.)
JRS-R26-007	Supply of Assistive Mobility Devices (Kane, crutch, eye glass, etc)
JRS-R26-008	Provision of Motor Bike and Vehicle Spare Parts
JRS-R26-009	Supply of sports materials (balls, jersey, nets, skipping ropes, gaming materials, etc.,)
JRS-R26-010	Provision of Repairs and General Maintenance Services to JRS Premises (Plumbing works, office maintenance, electrical maintenance, IT equipment services, painting, etc.,)

JRS-R26-011	Provision of Generator maintenance services
JRS-R26-012	Provision of vehicle and motor bikes maintenance services
JRS-R26-013	Purchase of black boards
JRS-R26-014	Purchase of school Desks
JRS-R26-015	Field Vehicle Rent
JRS-R26-016	Hotel Accommodation for external guests
JRS-R26-017	Hall hire and catering service for trainings and workshops
JRS-R26-018	Supply And Delivery of Fresh Vegetables and Fruits
JRS-R26-019	Supply of rehabilitation/physiotherapy items
JRS-R26-020	Supply of sports materials

Interested and suitably qualified Suppliers, Contractors and Service Providers share the below documents together with the questionnaire form through james.ladu@jrs.net and Cc **moses.amoko@jrs.net or drop your documents to JRS Juba Office at HAI TONGPING, JUBA, CENTRAL EQUATORIA STATE by 5th August 2026 5:00PM**

The Applicant must also enclose the following documents:

NOTE. Do not share prices

- *COMPANY PROFILE*
- *CERTIFICATE OF INCORPORATION /BUSINESS REGISTRATION CERTIFICATE*
- *BUSINESS PERMIT*
- *TAX COMPLIANCE/CLEARANCE CERTIFICATE*
- *6 MONTHS' CERTIFIED RECENT BANK STATEMENT IN THE NAME OF THE BIDDING COMPANY*
- *FOOD, DRUGS AND CHEMICAL SUBSTANCE LICENCE WHERE APPLICABLE*
- *RECOMMEDATIONS FROM 3 (THREE) NGOs SERVED*
- *ANY OTHER RELEVANT DOCUMENTATION*

Any form of canvassing either directly or indirectly will lead to automatic disqualification.

Application FORM and GENERAL INSTRUCTIONS FOR THE INTERESTED VENDORS:

- Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
- Response to the prequalification questionnaire must be in accordance with the requirements for information in the document.
- Answers to questionnaires should be relevant to the goods and services to be supplied and should be as clear and concise as possible.
- The supplier should prepare a table of contents as per given below on their letterhead, proper document separators and section labels to be done.
- Submission of documents: The application for prequalification should be in a single sealed envelope properly labelled with the category number and the category description. The application must be submitted one original and one copy, and the envelope must be marked Original and Copy as appropriate. If there are any discrepancies between the original and the copy, the original governs.
- The documents should be signed by authorized representative of the company, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates and any other information that the applicant wishes to be considered.
- Application may be modified or amended in writing, prior to the closing time specified in this Document. Applications shall not be withdrawn before the deadline.
- The applicants shall bear all costs associated with the preparation and submission of application and JRS will not in any case be responsible and liable for the costs incurred.
- All information given in writing to or verbally shared with the service provider in connection with this prequalification is to be treated as strictly confidential. The contractor shall not share or invoke such information with any third party without the prior written approval of JRS. This obligation shall continue after the prequalification process has been completed, whether the contractor is selected.

Prequalification Form/Questionnaire

Company name			
Address	Name of the City and Area _____ _____	City / State _____ __ _____ __	Postal code _____ _____
Owner(s)	Name: _____	Official Position: _____	
Tax and registration no.	Tax number: _____	Registration number: _____	
Type of Company	Ltd., Inc. etc: _____		
Contact person	Full Name	Official Position	~~Contact information~~ Phone: E-Mail:
Which category of goods or services does the company offer?			
Have you already worked with NGOs?	Yes ☐ No ☐	If yes: Name(s) *(Provide references and evidence of work completed)*	
Value of Annual Turnover for the last 12 months. (Provide evidence)			
Number of employees			
Average delivery time of goods/services offered per annum in USD	*(Specify for various categories of goods/services when different)*		

Standard terms of payment			
Do you offer follow up and support services for the goods/services provided	Yes ☐	No ☐	If yes, please specify:
Do you give a guarantee for your goods/services?	Yes ☐	No ☐	If yes, how long and in which scale: *(Specify for various categories of goods/services when different)*
How do you ensure the quality of the goods/services offered?	☐ Sample inspection ☐ Quality agreements ☐ Product know-how ☐ Supplier visits ☐ Reference check ☐ Work trials ☐ Others (explain):		
Do you offer a standard price list for your goods/services?	Yes ☐	No ☐	Attached to file ☐
Are there ties between you and any employee of JRS?	Yes ☐	No ☐	If yes, whom and in what relationship:

WE DECLARE that

- The information given above is correct,
- Our products and/or services are produced without the labor of children below age 18,
- We fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided in the countries of incorporation and operation,
- We have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement,
- there are no international sanctions against the owner(s) and/or company in place,
- we do not fund or support terrorism in any way,

- We have received a copy of JRS Whistle Blowing Guidelines.

WE FURTHER DECLARE
our interest to be included in the JRS database for prequalified providers of supplies, services and works.

_____ _____

Date Signature of Authorized Company Representative

Approved by Country Director

Signed: