



South Sudan Program  
Plot 709 3K-South, (Behind Phenicia Supermarket),  
Off Ministry Road, Kololo Juba.

Date: 13<sup>th</sup> December 2023

## INVITATION FOR EXPRESSION OF INTEREST (EoI) FOR VENDOR PRE-QUALIFICATION

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(The Call for Expression of Interest)

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#### i. About ALIGHT

ALIGHT is a nonprofit, nonsectarian humanitarian relief organization, with operations in South Sudan since 1998. ALIGHT works in over 9 countries around the world helping victims of war and civil conflict rebuild lives. ALIGHT programs in Africa and Asia provide health care, clean water, shelter repair, legal aid, trauma counselling, microcredit, community development services, and repatriation assistance to two million people annually. ALIGHT bases its relationship with uprooted people on mutual respect and compassionate exchange of knowledge and values.

ALIGHT works with refugees and local communities to build programs that;

- Utilize the knowledge and experience of the people it serves.
- Improve the lives of people in the community.
- Train survivors and build the capacity of the community to sustain themselves years into the future.

#### ii. Background for Prequalification of Suppliers

ALIGHT invites competent and reputable South Sudan – based companies, firms, or institutions that will be able to;

- provide stable prices for services, supplies or materials over a specified period.
- adheres to agreed contract terms, if successful

*ALIGHT South Sudan Program Plot 709 3K-South, (Behind Phenicia Supermarket), Off Ministry Road, Kololo Juba.*

A handwritten signature in blue ink, consisting of a stylized, cursive script that is difficult to decipher but appears to be a personal name.

- deliver goods and services on time as per contract agreements or purchase order or other agreed-upon terms.
- Operate in an ethical and professional manner.
- Adhere to all the necessary legal requirements.

to submit an expression of interest, with the possibility of entering ALIGHT year 2024 vendor database and will be invited to submit bids as a requirement for entering into framework agreement-s for the year 2024, for the provision or supply of the following goods or services.

CATEGORY A: PROVISION OF SERVICES	
CATEGORY CODE	CATEGORY DESCRIPTION
FWA-RSS-JUB-2024-001	Provision of Insurance Services - Asset Insurance services
FWA-RSS-JUB-2024-002	Provision of Hotel services – Accommodation, Conferencing facilities etc.
FWA-RSS-JUB-2024-003	Provision of Travel agency services – Air ticketing both local and international
FWA-RSS-JUB-2024-004	Provision of Printing Services – Design & Printing of visibility materials
FWA-RSS-JUB-2024-005	Provision of motor vehicle repairs and Servicing – Scheduled servicing and impromptu repairs
FWA-RSS-JUB-2024-006	Provision of Money transfer service – Juba to all field site payment and distribution
CATEGORY B: SUPPLY OF GOODS	
FWA-RSS-JUB-2024-007	Supply of ICT equipment – Printers, Laptops & Copiers
FWA-RSS-JUB-2024-008	Supply of Office Stationery – Writing & printing Materials
FWA-RSS-JUB-2024-009	Staff House items - cleaning materials
FWA-RSS-JUB-2024-010	Supply of Motor fuel – Diesel and Petrol
FWA-RSS-JUB-2024-011	Supply of Shelter Materials - Tents, Tarpaulin, mats
FWA-RSS-JUB-2024-012	Supply of Non-food relief items (NFIs) Kitchen sets etc.
FWA-RSS-JUB-2024-013	Supply of Solar Energy Materials – Solar panels, Batteries, inverters etc.
FWA-RSS-JUB-2024-014	Supply of youth games and sports items – Uniforms and Equipment
FWA-RSS-JUB-2024-015	Supply of Skill Building materials – For girls and women-friendly space centers
FWA-RSS-JUB-2024-016	Supply of Hardware and Construction Materials Timber, Iron Sheets, etc.



In addition to meeting requirements set out in the detailed Eol package, submissions will include proper physical address-email, day telephone contacts, and certified copies of, valid trading licenses, VAT and TIN registration certificate, Company's registration License, Company's certificate of Incorporation and Company Profile.

The pre-qualified firms or companies will be notified and invited to submit their financial bids as a requirement for entering into Framework agreement-s with ALIGHT on a date and time to be determined. The closing date for receipt of submissions is 12pm on 22nd December 2023. Late submissions will not be processed.

iii. Timetable

First date of the call for Expression of Interest (Eol): Wednesday 13<sup>th</sup> December 2023

Deadline for submissions: Friday 22<sup>nd</sup> December 2023 at 1200 HRS at ALIGHT office reception, located at Plot 709 3K-South, (Behind Phenicia Supermarket), Off Ministry Road, Kololo Juba

iv. Instructions to interested applicants

1. Participation is open and on equal conditions to all interested firms, companies or institutions that are based in South Sudan.
2. By submitting your Eol, your firm or company accepts in full the conditions of this call, waiving any or own conditions of sale or transaction.
3. You have carefully read all instructions and conditions. You will ensure that all relevant information and documentation is provided in full and on time, noting that failure to do so may result in the rejection of your submission.
4. *Order of requested documents in the proposal;*
  - a) Name of the company-firm. Full address of the company, phone number, email address and physical address
  - b) Company description-profile and contact details including phone and email
  - c) Range of goods-services offered under the applicable category
  - d) Certified business registration certificate, certificate of incorporation.
  - e) The company must have a fixed business premise and must be registered in South Sudan, with the South Sudan Chamber of Commerce and Incorporation.
  - f) A valid Operation – Trade license must be attached to the prequalification document
  - g) Valid Tax compliance certificate from South Sudan revenue authority. The firm must show proof that it has paid all its statutory obligations and have a current Tax Compliance Certificate. Tax Compliance must be valid as verification of its validity shall be independently done by the committee pre-qualifying the suppliers.
  - h) TIN Certificate
  - i) Financial statements and audited accounts for the past 1 year.
  - j) Evidence of physical registered office
  - k) The physical location of the business (attach local authority licenses)
  - l) Bank, branch and account number
  - m) At least 3 professional references should be provided



- n) Past projects – list of projects completed in last two years with a list of materials supplied, duration of project and values of materials.
- o) **Submit one Eol per category of material, services, or supply.**  
Firms, companies, or agencies may participate in multiple categories if they qualify.

**v. Submission of bids**

The expression of interest must be in a sealed envelope bearing the **Category Code and Category Description** and addressed to;

The Procurement Committee,  
ALIGHT South Sudan,  
Plot 709 3K-South, (Behind Phenicia Supermarket),  
Off Ministry Road, Kololo Juba.

**vi. Selection Criteria**

Documents requested in section iv,4 above will be mandatory for vendors to be prequalified and entered into the ALIGHT 2024 vendor database.

**vii. Information required.**

All sections in the submission sheet must be completed and all suppliers, contractors to ALIGHT need to be registered with ALIGHT. If you haven't already registered with ALIGHT, please complete and submit the submission sheet attached with this instruction document.

**viii. Conditions**

- a) ALIGHT does not undertake to pay by letter of credit.
- b) ALIGHT is in no way responsible for any costs associated with preparing the submission response.
- c) ALIGHT reserves the right to alter the dates of the timetable.
- d) Canvassing by supplier and ALIGHT staff in South Sudan or elsewhere concerning this call will result in automatic disqualification of that individual, agency, or company.
- e) ALIGHT will inform each respondent of the decision on their offer and the decision will be final and not obliged to justify or explain selection to any respondent.
- f) ALIGHT does not do business with companies or individuals that may meet the following criteria;
  - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
  - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of re judicata.
  - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify.




- They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
- They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- Following another procurement procedure or grant award procedure, they have been cleared of being in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or subsidiary controlled by your company nor yourself is in breach of any of the above provisions.

In addition to the ineligibility criteria applied by ALIGHT, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by ALIGHT as a condition of participation in the contract procedure or fail to supply all the information requested.

Any queries about this pre-qualification should be addressed in writing to [Procurement.Juba@wearealight.org](mailto:Procurement.Juba@wearealight.org) or Telephone: 0921 498 128, 0924 524 356



Rajkumar Selwyndas  
Executive Director

