

REQUEST FOR PRE-QULIFICATION (RFQ)

Pre-qualification of Vendors / Suppliers for the DAI-RASS Activity within South Sudan

RFQ Number: RASS-RFQ-JBA-24-004
Issue Date: March 18, 2024
Submission Deadline: April 02, 2024
Submission Email: rass_submissions@rassactivity.org

Accompany Sections:

- Section I Introduction
- Section II Instructions to Applicants
- Section III Eligibility
- Section IV Evaluation
- Section V Vendor Prequalification Forms

Section I: Introduction

The U.S. Agency for International Development (USAID)-funded Resilience through Agriculture in South Sudan (RASS) Activity is a four-year (2021-2025) program led by DAI and its sub-contractors: CARE International (CARE) and International Fertilizer Development Center (IFDC).

The overall purpose of the RASS Activity is to reduce long-term reliance on humanitarian assistance (HA) by improving food security, community resilience, and household recovery in 13 priority counties, targeting at least 22,500 program participants across seven states in South Sudan. RASS employs a resilience pathways approach to improve the effectiveness of local systems and strengthen the capacities of community groups.

Therefore, in part fulfillment of these key objectives, RASS intends to strengthen the service delivery to its program participants that will expand livelihood opportunities and safeguard them from shocks and stresses.

It is on this basis that DAI-RASS Activity seeks to prequalify competent Vendors/Suppliers to form the basis of the database for future engagements in various procurement of Agricultural inputs and equipment's (**Refer to the details of the Categories**).

If your company is available in Juba with strong bases in Wau, Rumbek, Yambio, Kapoeta North/Riwoto, Budi, Akobo East, Akobo West, Panyijar, Duk, Pibor and Baliet, your highly encouraged to submit your applications. Interested companies are therefore invited to submit

prequalification applications to be part of the prequalified Vendors/Suppliers for the DAI-RASS Activity in 2024 / 2025.

Section II: Instructions to Applicants

1. Questions and Answers:

Questions regarding the technical or administrative requirements of this RFP may be submitted no later than **March 25, 2024 [17:00] Hours (South Sudan, UTC+3 Time zone)** by email to rass_procurement@rassactivity.org. Phone calls will not be accepted. Questions and requests for clarification—and the responses thereto, that DAI believes may be of interest to other offerors, will be circulated to all RFQ recipients who have indicated an interest in this RFQ. DAI would make efforts to provide responses to any questions within one working day.

2. Prequalification Categories

Detailed categories are listed below, and potential Vendors/Suppliers may apply up to a maximum of five(5) Categories:

Category Ref #	Category
RASS-RFP-24-001	Agricultural Seeds (<i>Onions, Watermelon/FI Sukari, Egg Plant/back beauty, Local groundnuts/Mr. Lake</i>)
RASS-RFP-24-002	Agricultural Tools (<i>Fork, Handhoe, Maloda, Measuring Tapes, Rakes, Nylon Ropes</i>)
RASS-RFP-24-003	Agricultural Equipment's (<i>Grinding Mills, Threshers</i>)
RASS-RFP-24-004	Beekeeping Equipment's (<i>Settling Tanks, Hives, Bee Smokers, Bee Suits</i>)
RASS-RFP-24-005	Printing Services (<i>Banners, T-shirts, Booklets, Harvest Logbooks</i>)
RASS-RFQ-24-006	Stationaries (<i>Pens, Manilla Papers, Notebooks, Printing Papers</i>)
RASS-RFQ-24-007	IT Equipment's and Consumables (<i>Printers, Cartridges, Tablets, Flask Disks</i>)
RASS-RFQ-24-008	Air Transportation (<i>Cargo Charters, 1 MT, 2 MT, 5MT, 9/10MT</i>)
RASS-RFQ-24-009	Road Transportation (<i>Trucks of various capacities and Cranes</i>)
RASS-RFQ-24-010	General Office Consumables (<i>Sugar, Milk, Tissue papers</i>)
RASS-RFQ-24-011	Fuel (<i>Diesel, petrol, and lubricants</i>)
RASS-RFQ-24-012	Vehicle Repairs & Maintenance (<i>Spare Parts, repairs, and maintenance</i>)
RASS-RFQ-24-013	Vehicle Hire (<i>Toyota Landcruiser's, Regius on full time and on timely basis</i>)
RASS-RFQ-24-014	Accommodation and Conference Services (<i>Accommodation, Catering Services, etc</i>)
RASS-RFQ-24-015	Cash Transfer Services
RASS-RFQ-24-016	Internet Services
RASS-RFQ-24-017	Training and Events Management

3. Validity Period

The prequalification shortlisting will remain valid for 24 months/2years, however this could change depending on the needs of the organization

4. Source/Nationality Requirement

All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFP is South Sudan. Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan, and Burma (Myanmar).

Unique Entity Identifier (UEI) Number Companies or organizations, whether for-profit or non-profit, shall be required to provide a **UEI number**, if selected to receive a Subcontract /BPA award in response to this RFQ. If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI is not possible. Contact SAM.GOV through this webform to obtain a UEI number: <https://www.sam.gov>. Further guidance on obtaining a UEI number is available from DAI upon request.

5. Interpretation

This is invitation for pre-qualification. Any response to it, and successful shortlisting of a company as the result of this response, shall not be construed as creating any contractual or other legal bonds between the project, its implementor or its funding agency and the offeror or shortlisted company.

The offerors shall not be entitled to any compensation for preparation and submission of their qualifications in response to this invitation.

This prequalification will not constitute an obligation from the short-listed company to respond to all requests to bid.

Resilience Through Agriculture in South Sudan (RASS) may, at its discretion, modify the content of this invitation, the criteria for shortlisting or the shortlisted companies. If any such change occurs before the deadline of this invitation, the companies that have indicated their interest in applying for the pre-qualification may receive a written amendment. Please indicate your interest as soon as possible by emailing rass_procurement@rassactivity.org to be included in the communications list with respect to this invitation.

6. Fraud

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be

tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details

7. Format of Application

The **Application for pre-qualification shall comply with the following format:**

- i. All applicants must use cover letter format provided in **APPENDIX: A** to register their interest to participate in this RFP including the Category(s). The said cover letter shall be signed by authorized representative of company.
- ii. The language of the applications shall be English. The evaluation team may decide to disregard any document or information submitted in other languages if they are not accompanied with a certified translation.
- iii. Applications to be submitted by email to: rass_submissions@rassactivity.org. For Attachments more than 20 MB, please send in separate emails such as Email 1/2 or Email 1/3

Section III: Eligibility

Interested applicants responding to this RFP must submit the following documentation to meet the minimum RFP requirements and be eligible for pre-qualification process.

- i. Valid Company Registration Certificate (Certificate of Incorporation);
- ii. Tax Identification Number Certificate;
- iii. Current, valid Tax Clearance Certificate;
- iv. Valid Operational License.
- v. Import Permit
- vi. Membership Certificate(from the Chamber of Commerce)
- vii. Memos showing all the shareholders

All offerors shall fill, complete, and submit the company details in template provided.

Section IV: Evaluation

I. Evaluation Criteria

DAI will use Qualification Based Selection (QBS) method to select and pre-qualify Vendors/Suppliers for future use. Doing this would enable DAI to utilize identical criteria to select the most qualified Vendors/Suppliers based on the evaluation criteria for this RFP as provided below:

- a. Legal documents including valid company registration certificate, Tax Identification Number (TIN), valid tax clearance certificate, and valid operational license.
- b. Adequate past performance in South Sudan see Table 2. Past Performance

APENDIX B

- c. **PAST PERFORMANCE FORM** Adequate Financial Capability backed with a valid bank statement for the last 6 Months

2. Technical Requirements

All technical requirements submission shall address the evaluation criteria herein mentioned. Any offer that does not meet the minimum technical requirement submission mentioned below might be disqualified for prequalification.

- a. At least past two(2) - five (5) years supply experience, performance and technical capability in South Sudan, especially remote locations. Fill and complete details of your past performances in template provided: Section: Past Performance, Experience,
- b. Mandatory Documents

The following valid documents are mandatory for the application to be considered,

#	Requirement	Score
1	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2	Valid Tax Compliance Certificate & Import License	Mandatory
3	Transport both Air, Trucks and Vehicle Hire Firms, Taxis, etc. must attach evidence of having taken all the necessary insurance covers. (IATA) and any other relevant bodies.	Mandatory
4	Letter of No Objection from the Ministry of Agriculture and Food Security	Mandatory
5	Valid Operation License	Mandatory
6	Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm	Mandatory
7	Copies of Contracts and Purchase Orders	Mandatory
8	Memos showing all the shareholders	Mandatory
9	A minimum of three reference letters from current clients.	Mandatory
10	Bank statement for the last six months in the name of the Firm/Company	Mandatory

APENDIX A EVALUATION CRITERIA

Mandatory criteria

Vendors/Suppliers will be eliminated if the application does not demonstrate that it meets the following minimum mandatory criteria:

Evaluation criteria

Table 1. Evaluation Criteria

Criteria	Requirement	Points
I. Technical Evaluation /100		
<p>a. Legal Registration Status: (40 points maximum)</p> <p>Legal registration documentation e.g., Certificate of Incorporation, Valid Tax Compliance Certificate/Tax Clearance, Membership Certificate/Chamber of Commerce, import license and operations license</p> <p>Required:</p> <p>Provide evidence such as valid legal registration documents such as Certificate of Incorporation, Valid Tax Compliance/Clearance, Membership Certificate, Import License and Operations License.</p>	Bidder with proof of legal registration documentations as listed under section in the first Column	Award (30-40) points
	Bidder with proof of legal registration, with some of the registration certificates missing	Award (10 – 20) points
	Bidder with missing Legal registration documentations	Award 0 points
<p>b. Past Performance: (40 points maximum)</p> <p>Successful similar experience in the delivery of quality goods or services for USAID, UN and INGOs or other reputable organizations in South Sudan. The Bidder must demonstrate through past and present Contracts.</p>	Bidder has the required experience and technical capacity to deliver orders in time as well as their satisfactory previous records who has at least 5 years of experience of dedicated service delivery of goods and services to several Partners (INGOs, UN Agencies etc).	Award (30-40) points

Required: Provide evidence such as Contracts or Purchase Orders, recommendations, and Completion Certificates.	Bidder who has at least 3 years of experience and has carried out Construction works in the range of 3 – 4 of equivalent nature and complexity.	Award (10 – 20) points
	Bidder with no proof experience in the delivery of goods and services to several Partners (INGOs, UN Agencies etc).	Award 0 points
c. Financial Capability: (20 points max) Sound financial position having undertaken several high value contracts in the delivery of goods and services to development partners such as INGOs and UN Agencies Required: Valid bank statement for the last six(6) Months. DAI-RASS Activity shall have the right to verify the source of information	Bidder has the required financial experience and technical capacity to facilitate timely delivery of orders in time and also possess adequate accounting Standards, financial resources, trained manpower and corporate capabilities to deliver these orders within the required time frame given their existing commitments.	Award (15-20) points
	Bidder has no financial capacity to facilitate timely delivery of Orders.	Award (1-10) points

To be qualified, your firm / company must obtain a minimum of 70/100 points.

Section V: Vendor Prequalification Forms

For enhancing competition and achieve shortlist of qualified Vendors/Suppliers in this RFP, DAI provides the templates listed below for interested offerors to fill, complete and submit. All completed templates must be presented in offeror' company letterhead signed/stamped by authorized representative on behalf of the offeror.

APENDIX B
PAST PERFORMANCE FORM

Table 2. Past Performance

Reference # 1

Name of Client/Organization:	
Location of the Client/Organization:	
Period of Performance:	
Description of Goods/Services Provided:	
Value (USD):	
Reference Contact Name:	
Reference Contact Number:	

Reference # 2

Name of Client/Organization:	
Location of the Client/Organization:	
Period of Performance:	
Description of Goods/Services Provided:	
Value(USD):	
Reference Contact Name:	
Reference Contact Number:	

Reference # 3

Name of Client/Organization:	
Location of the Client/Organization:	
Period of Performance:	
Description of Goods/Services Provided:	
Value(USD):	
Reference Contact Name:	
Reference Contact Number:	

APENDIX C
VENDORS DETAILS

Table 3 Vendors Details

Full name of organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Building	
Town		Website	
Email		Telephone No.	
VAT/PIN/TIN Registration No.			
Company UEI Number (Sam.gov)			

Type of Organization	A Public Limited Company	
	A Limited Company	
	A Limited Liability Partnership	
	Other Partnership	
	Sole Trader	
	Other (Please Specify)	

DETAILS FOR CONTACT PERSON	
Contact details for enquiries about this Company	
Name of Staff	
Address	
Position in Organization/Company	
Town	
Phone	
Mobile	
Email	

	BANK INFORMATION	
	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Attach Letter from Bank</i>	

APPENDIX A: SUPPLIER’S COVER LETTER

(The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror)

To: USAID - **Resilience Through Agriculture in South Sudan (RASS)**

South Sudan
Afex RiverCamp, Africa 01 Building
Juba, South Sudan

Reference: _____

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer requesting our company / joint venture / association to participate in this prequalification for Vendors in South Sudan. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFI—are eligible to participate in this pre-qualification exercise under the terms of this RFP and under USAID Rules and regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any DAI or Resilience Through Agriculture in South Sudan (RASS) Project staff members;
- We have no close, familial, or financial relationships with any other Supplier-Vendors submitting application in response to the above-referenced RFQ;
- This RFP does not in any way obligate DAI, Resilience Through Agriculture in South Sudan (RASS) Project or USAID to make an award or pay for any costs incurred by potential supplier/vendors in the preparation and submission of applications.
- All documents submitted will not be return by DAI;
- All information in our application and all supporting documentation is authentic and accurate; and,
- We understand and agree to DAI’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete. Authorized Signature:

Name and Title of Signatory:

Date:

Company Name: