



Gudele, Opp: Zain Main Office House No.249 Juba – South Sudan
Email:info@womenaidvision.org

Call for Pre-qualification of Suppliers and Service Providers

1) Introduction

WAV is an independent women's rights non-profit organization that uses its community-based initiative approaches as an integral part of a long-term strategy to strengthen women and youth communities through empowerment towards self-reliance and protection. WAV works with a wide range of UN agencies, international secular Non-Governmental Organizations, faith-based organizations and Community Based Organizations and associations to reach some of the most remote areas in South Sudan. WAV strongly believes in the importance of local community self-reliance and in the significant role that, community leadership; women and youth can play in re-building a society that has been affected by conflict.

With a progressive decade of service, Women Aid Vision (WAV) focuses exclusively on Women, youth and children's perspectives on issues of peace building, Governance, WASH, Protection (Gender Based Violence and Child Protection), political and socio-economic empowerment and Food Security and Livelihood initiatives. This will allow South Sudanese women and youth to go forward despite strong and seemingly immovable traditional obstacles are not only of historical interest but also relevant to the condition of women in other contemporary developing countries.

Women Aid Vision South Sudan is calling for applications for pre-qualification from competent and qualified suppliers and service providers for the provision of various categories of goods and services. The pre-qualification will be followed by a Request for Quotations (RFQ), Invitation to Bid (ITB) and/or Request for Proposal (RFP) which may result in Long Term Agreements with the successful bidders.



No.	Reference Numbers #	Category Description	Locations
1	WAV 0001	General Office supplies.	Juba
2	WAV 0002	Supply of computers, printers, networking items.	Juba
3	WAV 0003	Supply of motor spare parts, fuel and gas.	Juba, Rumbek, Yirol, & Awerial
4	WAV 0004	Transport services (Flight & Cargo Services & Car Hire Services).	Rumbek, Yirol & Awerial
5	WAV 0005	Supply of furniture items.	Juba
6	WAV 0006	Money transfer services.	Rumbek, Yirol & Awerial
7	WAV 0007	Electrical services & electronics.	Juba
8	WAV 0008	Hotel (Hall hire & Accommodations).	Juba, Rumbek, Yirol & Awerial
9	WAV 0009	Supply of construction materials.	Juba
10	WAV 0010	Provision of professional services (consultancy).	Rumbek, Yirol & Awerial
11	WAV 0011	Agricultural seeds, and materials.	Juba, Rumbek, Yirol & Awerial
12	WAV 0012	Hair dressing, salon and catering materials.	Juba
13	WAV 0013	External Audits.	Juba
14	WAV 0014	Hygienic supply.	Juba

Companies that wish to participate in the process are required to complete the application forms indicating the categories for which the applications are being submitted. In addition to requirements in the pre-qualification application form, the interested applicants must provide the following documents/information:

2) Mandatory documentation and information:

1. Certificate of registration of business (in Country where company was registered).
2. Revenue Authority Tax Registration Certificate (Indicating TIN).
3. Tax Clearance Certificate (Must be Valid for the period ending 30th June 2022, or later).
4. Certificate of registration with South Sudanese Chamber of Commerce (for South



- Sudanese registered companies).
5. Valid Operation and/or Trading Licence.
 6. Articles and Memorandum of Association (**it is mandatory that you submit the entire document**).
 7. Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of the principle partners should suffice).
 8. Official Business physical, postal, telephone and email addresses.
 9. Last three (3) months **Current Certified Bank Statement**.
 10. Reference and recommendations from at least a client with whom your firm has done business for the category bidding for.
 11. Proof of substantial contracts/orders completed in the last **18 months** for the specific category you are bidding for.
 12. Fully and satisfactorily completed Prequalification Form specifying the category your firm is bidding for.

3) Address for submission of applications:

**WAV Procurement Department,
Gudele, Opp. Zain Main Office,
Plot No: 249, Juba- South Sudan.**

Note: Any submission made through any other address, shall not be honoured and WAV South Sudan shall not accept any responsibility whatsoever.

4) Labelling and marking of submissions:

Submissions **MUST** be contained in a Single Large Envelope clearly labelled “Application for pre-qualification as a Supplier/Service provider (whichever is applicable)” and **MUST indicate the category for which you are applying.**

5) Deadline for request for clarification and submission of documentation:

Any requests for clarifications should be made in writing only and addressed to the Procurement Officer at the following address: procurement.wav@gmail.com Cc: weene@womenaidvision.org and **MUST** be received not later than **01st August, 2022, 16:00pm.**



The closing date for submitting a complete pre-qualification application is 5th August, 2022, 1600hrs, Central Africa Standard Time.

6) Selection criteria:

ONLY companies that fully and satisfactorily meet the requirements listed in **Section 2** above (**Mandatory information and documentation**), the Vendor Prequalification Form and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, bidder submissions will be evaluated and scored on the following criteria (to be determined from requirements listed in Section 2 above):

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|------|---|-----------------|
| i- | Satisfactory proof of legality of company existence
(Section 2.1; 2, 4; 2, 5; 2.6 and 2.8) | 30 marks |
| ii- | Satisfactory proof of tax compliance
(Section 2.2; and 2.3) | 20 marks |
| iii- | Satisfactory proof of adequate financial capacity
(Section 2.7 and 2.9) | 30 marks |
| iv- | Satisfactory proof of bidder's business worthiness
(Section 2.10; 2.11 and 2.12) | 20 marks |

Note: Only bidders whose submissions score a minimum of 75 marks from the evaluation will be pre-qualified.

7) Feedback to successful/unsuccessful applicants:

A list of successful applicants will be drawn and posted at WAV South Sudan Offices in Juba and successful applicants will be advised by email within two (2) weeks from date of closure of receipt of applications.



In case you submit an application form for pre-qualification but don't hear from us 4 weeks after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made by WAV South Sudan to the unsuccessful bidder(s).

8) Disclaimer:

- 9.1 This is only an invitation for prequalification and Women Aid Vision South Sudan may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and Women Aid Vision South Sudan.
- 9.2 Women Aid Vision South Sudan is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final.
- 9.3 The bidder is fully liable for any cost incurred in the preparation and submission of their application.

