

YOUNG WOMEN CHRISTIAN ASSOCIATION

[2021 – 2023]

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1. GENERAL INSTRUCTIONS.

YWCA South Sudan is an establish non-partisan and registered National Non-Governmental Organization operating in south South Sudan. YWCA aims to empower women and girl and ensure that their right are promoted and protected through women leadership.

YWCA South Sudan is inviting application for Pre-qualification of suitable and reputable suppliers for the year 2021/2023. Those interested are requested to provide basic company information guided by the questions listed below;

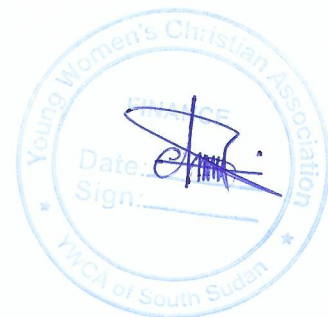
- 1) Provide all the information as per the pre-qualification document.
- 2) Clearly indicate the procurement category being applied for.



- 3) YWCA South Sudan will examine the document for completeness and responsiveness to the Prequalification Questionnaire (PQQ) Requirements. Incorrect information will render the document ineligible
- 4) The Prequalification package should be submitted bound with all pages numbered, countersigned and stamped and electronically submitted.
- 5) The Prequalification committee shall not be responsible for incomplete documents submitted.

Important Notes for Applicants

- A. The sole purpose of this document is to assist YWCA in identification and evaluation of potential suppliers who may subsequently be invited to tender or provide quotes for supply of goods and/or services within the respective procurement categories for the year 2021 – 2023.
- B. A separate Questionnaire shall be filled out for **EACH PROCUREMENT CATEGORY** applied for.
- C. The Questionnaires shall be filled in English and shall be prepared in indelible ink.
- D. Any Corrections must be initialed by the person or persons who sign(s) the document: Otherwise the application will be voided.
- E. Answer all questions and where the question is not applicable, indicate an N/A. Where necessary, answers shall be provided on separate sheets.
- F. The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided.
- G. As part of this review process, the prequalification committee may request the applicant for a site Visit to its premises.
- H. The information provided herein is strictly confidential.
- I. Successful applicants will be included in the **YWCA South Sudan Suppliers Catalogue for 2021 – 2023**



II. GENERAL BUSSINESS QUESTIONNAIRE.

(a) GENERAL BUSINESS INFORMATION

CATEGORY APPLIED FOR.....

| PARTICULARS | RESPONSE | |
|---|----------|--|
| Full Registered Name of Organization: | | |
| Form of Company i.e. Ltd, Sole proprietorship | | |
| Company Owners. | | |
| Name of Directors: | | |
| Is the Business an Agent, Broker, Retailer, Wholesaler, Principle service Provider? | | |
| Full Physical and Registered address of principal place of Business: | | |
| Full Postal address of the principle Place of Business | | |
| Physical Location in Juba: | | |
| Telephone Numbers (S): | | |
| Email address: | | |
| Website address: | | |
| Contact Person within the organization to whom enquiries about this bid should be directed: | NAME: | |
| | TITLE: | |
| | TEL: | |
| | EMAIL: | |



(b) COMPANY PROFILE.

Please provide a detailed and comprehensive company profile, which shall include among others the following mandatory information:

- i. Company Background,
 - Core business focus area, products, services,
 - Technical activities,
 - years of business operation.
- ii. Copies of the following certificates:
 - Certificates of Incorporation/Registration.
 - VAT Registration.
 - Tax Clearance Certificates.
 - Tax Identification Certificate.
 - Valid Business License.
- iii. Letter of Certification from Banker/s
- iv. At Least FOUR Latest Trade References/Recommendations from your Main Clients – (Must be within the last Two Years)

Note: You are at liberty to include any other information that may be relevant to the application.

(c) DECLARATION

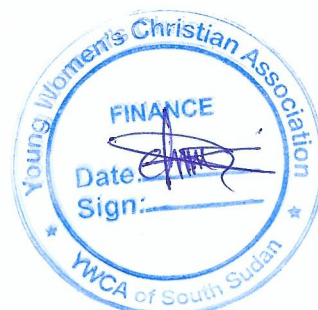
I/WE the Undersigned declare that to the best of my/Our knowledge the answers submitted (and any supporting documentation together with the details of the attached Company profiles) are correct.

| FORM COMPLETED, CERTIFIED AND STAMPED BY: | |
|--|--|
| Name: | |
| Position (Job Title): | |
| Date: | |
| Telephone Number: | |
| Email: | |
| Signature: | |
| Stamp/Seal: | |



III. 2021/2023 YWCA OF SOUTH SUDAN PROCUREMENT CATEGORIES.

| Code | Category | Reference Number | Category Description |
|------|--|------------------|--|
| 1 | Admin/Office Supplies | YWCA/HG/01/2021 | Supply of General Office Supplies |
| | | YWCA/HG/02/2021 | Printing and Supply of Visibility Items/Materials. |
| | | YWCA/HG/03/2021 | Supply of Disability materials |
| | | YWCA/HG/04/2021 | Supply of Office Equipment, Furniture and Fittings. |
| 2 | Information Technology | YWCA/HG/05/2021 | Supply of computers, Printers, Networking & Computers/Server Parts/Software & Services Repairs, hard disks/ Public address systems |
| | | YWCA /HG/06/2021 | Supply of Communication Equipment and Parts (HF/VHF Radio, Thuraya, VSAT) & Services and Repairs - Communication Equipment |
| | | YWCA /HG/07/2021 | Software/Web Development/IT Support Services. |
| 3 | Motor-Cycle/ Vehicle/ Mechanical/ Fuel & Spare parts | YWCA /HG/08/2021 | Supply of Automobile Tires, Batteries and Other Accessories |
| | | YWCA /HG/09/2021 | Supply of Motor Vehicle |
| | | YWCA /HG/10/2021 | Supply of Motor Fuel and Lubricants. |
| | | YWCA /HG/11/2021 | Motor Vehicle Parts and Repair Services. |
| 4 | General Supplies | YWCA/HG/12/2021 | Supply Of food and Nonfood items |
| 5 | Transport /Logistics | YWCA /HG/13/2021 | Air Travel Agency Services |
| | | YWCA /HG/14/2021 | Taxi Services |
| | | YWCA /HG/15/2021 | Clearing And forwarding Agents |
| | | YWCA /HG/16/2021 | Transport Haulage & Car Hire |
| 6 | Hardware & Building Materials | YWCA /HG/17/2021 | General Building Materials I.E Nails Glassware |
| | | YWCA /HG/18/2021 | Plumbing Materials |
| | | YWCA /HG/19/2021 | Wood Materials/Furniture |
| | | YWCA /HG/20/2021 | Manufacturers (Plastics Cement, Shoes Mattresses) |
| | | YWCA /HG/21/2021 | Metal Works & fabrications |
| | | YWCA /HG/22/2021 | Building Tools & Hardware. |
| 7 | Livelihood kits | YWCA /HG/23/2021 | Emergency Equipment & Non-Food Items E.g. Buckets, Cooking Pots, Blankets, Agricultural tools, Fishing kits, seeds etc. |
| 8 | Consultancy | YWCA /HG/24/2021 | Project - Participatory Planning, monitoring & Evaluation. |
| | | | Project - PRA/Needs Assessments & Baseline Survey |
| | | | Project - Capacity building training services |
| | | | Project -Staffs Safety & Security |
| | | YWCA /HG/25/2021 | Financial services/Banking/Money transfer |

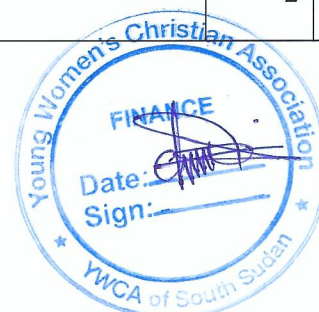


IV. PREQUALIFICATION EVALUATION CRITERIA

This stage concerns the criteria and scoring used to assess the legal, technical/professional, economic and financial capacity of the applicant to satisfactorily perform the intended work in the bid.

INFORMATION POINTS SCORE

| | INFORMATION | SCORES | | AWARDED | |
|----------|---|--------|-----------|---------|-------|
| | | Points | Total | Points | Total |
| | Organization details | | | | |
| 1 | Legal Establishment/Compliance | | 19 | | |
| | Certificate of Incorporation - Legal registration document | 8 | | | |
| | Physical location | 3 | | | |
| | Business/Professional Permit, license | 3 | | | |
| | TIN registration | 3 | | | |
| | Any other license/certificate | 2 | | | |
| 2 | Company profile details | | 26 | | |
| | Relevance of Core business to Category applied | 10 | | | |
| | relevant Business activities & adequate resources level | 10 | | | |
| | Concern on relevance of Business activities/resources to the category | 3 | | | |
| | irrelevant Business activities to the category/No response provided | 0 | | | |
| | Registration with a relevant profession / Trade body | 3 | | | |
| 3 | Technical & Professional Capacity | | 14 | | |
| | Man power and managerial capabilities | 4 | | | |
| | Organ-gram with Clear specialization of functions | 3 | | | |
| | CV of at least 2 key management personnel | 4 | | | |
| | List of Key permanent staff to support procurement category applied for | 1 | | | |
| | List of key relevant Assets at disposal | 2 | | | |



| | | | | | |
|----------|--|----------|------------|--|--|
| 4 | Financial & Economic Capacity | | 21 | | |
| | Audited Financial statements/Bank Reference | 6 | | | |
| | Financial statements provided for the past 2 years | 6 | | | |
| | Financial statements provided for the past 1 of the year | 3 | | | |
| | Financial statement not provided | 0 | | | |
| | Recommendation letter from the Bank/Bank Grantee | 3 | | | |
| | Availed Bank statement for the last 12 months | 3 | | | |
| 5 | Past Experience/2 Trade references/ Recommendations (in similar supplies) | | 16 | | |
| | Latest & relevant Trade references/ Recommendations | 10 | | | |
| | Relevant but insufficient references/ Recommendations | 2 | | | |
| | Relevant but old references | 4 | | | |
| | Irrelevant or No references | 0 | | | |
| 6 | Declaration Statement " in the PQQ is signed and stamped" | | 4 | | |
| | Total | % | 100 | | |

