



Supplier Pre-qualification Document

1. GENERAL INSTRUCTIONS.

Universal Network for Knowledge and Empowerment Agency (UNKEA) is a National Non-Governmental Organization registered under NGO ACT of 2016. UNKEA is inviting application for Pre-qualification of suitable and reputable suppliers for the year 2021-2022. 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) UNKEA will examine the document for completeness and responsiveness and arrange for vetting of the applicant to verify the existence of the company.
- 4) 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 UNKEA 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 2023 – 2025.
- B.** Any Corrections must be initialed by the person or persons who sign(s) the document: Otherwise the application will be voided.
- C.** The completed document shall be signed off and initialed by Director.
- D.** As part of this review process, the prequalification committee may request the applicant for a site Visit to its premises for verification.
- E.** The information provided herein is strictly confidential.
- F.** UNKEA reserves the right to terminate any applicant at any time without prior written notice.
- G.** Successful applicants will be included in the UNKEA **Suppliers Catalogue for 2023 – 2025.**





Supplier Pre-qualification Document

(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 or Manufacturer, Principal service Provider?	
Full Physical and Registered address of principal place of Business (to be verified)	
Full Postal address of the principal Place of Business	
Physical Location in Juba: (Building name, tree name and shop numbers)	
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:





Supplier Pre-qualification Document

(b) 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:	

