



Plot 27, Block B-DDR Avenue,
Kololo, Juba, South Sudan,
southsudan@nonviolentpeaceforce.org

Tender advertisement

Nonviolent Peaceforce (NP) South Sudan is calling for applications from qualified vendors/ service providers/ companies to apply for provision of ticketing and hotel services to NPSS South Sudan
Vendors or companies who wish to take part in this process needs to complete NP forms available in NP director of operation's office.

Item	Description
1	Travel agents
2	Hotel services

The filled form should be supported by copies of below documents to verify entity/ies legal status in host country.

Mandatory documentation and information:

1. Valid Operational/ Trading Licence.
2. NRA tax registration & valid tax clearance certificate.
3. Companies also needs to provide registration certificate with South Sudan Chamber of Commerce.
Articles & Memorandum of Association is also mandatory for companies to be submitted.
4. Three years audit reports from external chartered accountant firms.
5. Bank Statement starting from **1st Jan 2022 till 23rd November 2022.**
6. Proofs of business with National & International NGO's and with companies.
7. Physical address, phone number and email addresses of the entity.

Instructions for submission of documents.

- 1) All envelop should be marked clearly.
- 2) All documents must be put in one envelop only.
- 3) Incomplete documents will lead to disqualification of vendors/companies.
- 4) Deadline for submission of documents is **9th December 2022.**
- 5) Documents should be submitted to below address only. If received by any other means will lead to disqualification of vendors/ companies.

Director OPS NPSS
Nonviolent Peaceforce Country Office
Plot: -27, Block B, DDR Avenue
Kololo - Juba, South Sudan
Email: logisticsnpss@nonviolentpeaceforce.org

Note: This is only an invitation for tender and NP South Sudan has the right to cancel the process at any time without notice & NP South Sudan is not liable for any cost incurred by applicants at any level in this process.