



# SOUTH SUDAN PROGRAM

[2021 – 2022]

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## Supplier Pre-qualification Document

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### 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 to the Pre-Qualification Questionnaire (PQQ) Requirements. Incorrect information will render the document ineligible
- 4) The Pre-qualification 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 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 2021 – 2022.
- 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 **UNKEA Suppliers Catalogue for 2021 – 2022**







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### II. GENERAL BUSINESS 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:	







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### (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.
  - Tax Clearance Certificates.
  - Tax Identification Certificate.
  - Operation License.
  - Letter of no objection
- 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:	







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### III. 2021/2022 UNKEA PROCUREMENT CATEGORIES.

Code	Category	Reference Number	Category Description
1	Admin/Office Supplies	UNKEA/SSD/01/2021	Supply of General Office Supplies
		UNKEA/SSD/02/2021	Printing and Supply of Visibility Items/Materials.
		UNKEA/SSD/03/2021	Child Care/PSS support kits
		UNKEA/SSD/04/2021	Supply of Office Equipment, Furniture and Fittings.
2	Information Technology	UNKEA/SSD/05/2021	Supply of computers, Printers, Networking & Computers/Server Parts/Software & Services Repairs, hard disks/ Public address systems
		UNKEA/SSD/06/2021	Supply of Communication Equipment and Parts (HF/VHF Radio, Thuraya, VSAT) & Services and Repairs - Communication Equipment
		UNKEA/SSD/07/2021	Software/Web Development/IT Support Services.
3	Motor-Cycle/ Motor boats/Vehicle/ Quad Bike/Mechanical/ Fuel & Spare parts	UNKEA/SSD/08/2021	Supply of Automobile Tires, Batteries and Other Accessories
		UNKEA/SSD/09/2021	Supply of Motor Vehicle
		UNKEA/SSD/10/2021	Supply of Motor Fuel and Lubricants.
		UNKEA/SSD/11/2021	Motor Vehicle Parts and Repair Services.
		UNKEA/SSD/12/2021	Motor Bike Parts and Repair Services
		UNKEA/SSD/13/2021	Motor boat parts and Repair Services
4	General Supplies	UNKEA/SSD/14/2021	Quad Bike Parts and Repair Services
		UNKEA/SSD/15/2021	Supply Of food and Nonfood items
5	Transport /Logistics	UNKEA/SSD/16/2021	Air Travel Agency Services
		UNKEA/SSD/17/2021	Taxi Services
		UNKEA/SSD/18/2021	Clearing And forwarding Agents
		UNKEA/SSD/18/2021	Transport Haulage & Car Hire
		UNKEA/SSD/19/2021	Truck Hire (Different Sizes)
6	Hardware & Building Materials	UNKEA/SSD/20/2021	General Building Materials I.E Nails Glassware
		UNKEA/SSD/21/2021	Plumbing Materials
		UNKEA/SSD/22/2021	Wood Materials/Furniture
		UNKEA/SSD/23/2021	Manufacturers (Plastics Cement, Shoes Mattresses)
		UNKEA/SSD/24/2021	Metal Works & fabrications
		UNKEA/SSD/25/2021	Building Tools & Hardware.
7	Livelihood kits	UNKEA/SSD/26/2021	Emergency Equipment & Non-Food Items E.g. Buckets, Cooking Pots, Blankets, Agricultural tools, Fishing kits, seeds etc.
9	Financial Service	UNKEA /SS/27/2021	Financial services/Banking/Money transfer







## Supplier Pre-qualification Document

### IV. PRE-QUALIFICATION 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

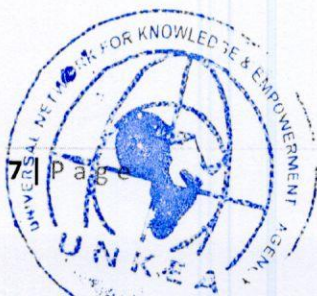
	INFORMATION	SCORES		AWARDED	
		Points	Total	Points	Total
	<b>Description</b>				
	Organization details				
<b>1</b>	<b>Legal Establishment/Compliance</b>		<b>19</b>		
	Certificate of Incorporation - Legal registration document	8			
	Physical location	3			
	Business/Professional Permit, license	3			
	TIN registration	3			
	Any other license/certificate	2			
<b>2</b>	<b>Company profile details</b>		<b>26</b>		
	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			
<b>3</b>	<b>Technical &amp; Professional Capacity</b>		<b>14</b>		
	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			





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	List of key relevant Assets at disposal	2		
<b>4</b>	<b>Financial &amp; Economic Capacity</b>		<b>21</b>	
	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		
<b>5</b>	<b>Past Experience/2 Trade references/ Recommendations (in similar supplies)</b>		<b>16</b>	
	Latest & relevant Trade references/ Recommendations	10		
	Relevant but insufficient references/ Recommendations	2		
	Relevant but old references	4		
	Irrelevant or No references	0		
<b>6</b>	<b>Declaration Statement " in the PQQ is signed and stamped"</b>		<b>4</b>	
	<b>Total</b>	<b>%</b>	<b>100</b>	







## Supplier Pre-qualification Document

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### DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents must be enclosed in a properly sealed envelope marked "*Pre-Qualification of Suppliers 2021*", indicating clearly the appropriate reference number(s) and category name (s) being applied for, and placed in the tender boxes between **Wednesday 30<sup>th</sup>, December to January 15<sup>th</sup> 2021 at 5.00 pm** at offices below:

Head Office Location

KATOR STREET 17 AVENUE.

P.O BOX 504 Juba, South Sudan

Office Landline: +211 918222622

Cell phone: +211 922112228/[www.unkea.org](http://www.unkea.org)

Bids containing any other external markings that can identify the vendor or that are addressed to individuals will be disqualified. For any clarifications please contact us on the above respective numbers and email us on [Email:log.unkea@gmail.com](mailto:log.unkea@gmail.com)

