

## Coalition for Humanity (CH)

### Pre-Qualification Questionnaire Core Questions

PLEASE INDICATE THE

CATEGORY & THE LOT # \_\_\_\_\_

Coalition for Humanity (CH) has been in operation since 2013 with interventions in Protection, GBV, Housing land property rights (HLP), Health and nutrition, WASH, Food Security and Livelihoods (FSL), Non-Food Items (NFIs) and peacebuilding/governance. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of goods, works or services they wish to supply.

#### Notes for completion:

Please answer all questions asked in the questionnaire as failure to do so may result in disqualification. Write N/A if the question does not apply to you and write N/K if you don't know the answer.

“Authority” means the purchasing organization.

“You”/ “Your” or “Potential Provider” means the business or company which is completing this PQQ.

Coalition for Humanity (CH) will contact you to let you know whether you have been successful.

#### Verification of Information Provided:

Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) Coalition for Humanity (CH) may seek verification or ask to see these documents at a later stage mostly during site visit hence advisable that you ensure they can be made available upon request.

#### Sub-Contracting Arrangements

Sub – contracting is not permitted unless there is prior communication with Coalition for Humanity (CH) on the intention to sub contract.

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**A: Organisation/company and Contact Details**

Full name of organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Building	
Town		Website (if any)	
Email		Telephone No.	
VAT/PIN/TIN Registration No.			
Name of Parent Company			
Type of Organisation	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

DETAILS FOR CONTACT PERSON	
Contact details for enquiries about this PQQ/Business Issues	
Name of Staff	
Address	
Position in Organisation/company	
Town	
Phone	
Mobile	
Email	

#### **B – Mandatory Documents**

**The following valid documents are mandatory for business to be considered,**

No.	Requirement	Score
1	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2	Valid Tax Compliance Certificate & Import License	Mandatory
3	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
4	Pharmaceutical companies must obtain license from National Drug Authority	Mandatory
5	Transport Hire Firms, Taxis, etc. must attach evidence of having taken all the necessary insurance covers.	Mandatory
6	Valid Operation License	Mandatory

7	CH Suppliers declaration form	Mandatory
8	Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm	Mandatory
9	agreements with the name of the firm.	Mandatory
10	A minimum of three reference letters from current clients. I.e. For the period 2021-2022	Mandatory
11	Financial statement for the last three months in the name of the firm i.e. (Jan-Dec 2022)	Mandatory
<p>TECHNICAL EVALUATION</p> <p>ALL THE LISTED BELOW</p> <p>MUST BE TAGGED AND</p> <p>ARRANGED</p> <p>CHRONOLOGICALLY in an email document.</p>		
Requirements (Submit evidence)	Score	No.
	(%)	
Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate,	25	1
Import license and operations license		

Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm	5	2
Other certification	10	3
Man Power/Staffing	20	4
Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25	6
Financial capability	10	7
International affiliation	5	8
<b>TOTAL</b>	<b>100</b>	
<b>PASS MARK</b>	<b>75</b>	

## FOR THE CASE HUMAN AND VETERINARY MEDICINES

### License, a Business Permit and or Insurance

A vendor must have a valid license with South Sudan Food and Drugs Authority (FDA) and must also have a business permit from the City Council. Nonetheless, the vendor should have insurance from a reputable insurance company to guard against any impending losses or damages.

### Storage condition and space:

The vendor should have a good storage condition with good ventilation and should have enough storage capacity. Once selected, it should be able to source its supplies from its stores. This will strictly be verified by the Coalition for Humanity Health and nutrition Manager before a contract is issued.

### Transportation Mechanism

The vendor should have a clear transportation mechanism (air, road or water) from where it orders or sources its medical supplies to their main store and possibly to CH offices both in Juba and various field locations where the supplies would need to be delivered.

**Source of Manufacturing:**

Manufacturing companies of drugs is a very crucial selection criterion for the vendors. For instance, Paracetamol manufactured by company A may be more potent and efficacious than that manufactured from company B. Vendors that transport their medical supplies from reputable manufacturing companies and from specific countries will have advantage.

**Expiry Date Duration:**

Vendors with drugs whose expiry date is 18 months or more shall be prioritized.

**Experience**

Vendors who have been in the business for 3 years or more supplying drugs in South Sudan and region or experience supplying other INGO and WHO will be of advantage.

**C - Grounds for Mandatory Rejection**

**Important Notice:**

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Please state 'Yes' or 'No' to each question.

Has your organization or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) A crime	
(b) Corruption	
(c) The offence of bribery;	
(d) Fraud within the meaning of:	
(e) Money laundering	
(f) Any other offence	

**D - Grounds for Discretionary Rejection**

**Important Notice:**

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise. Please state 'Yes' or 'No' to each question.

Is any of the following true of your organization?	
(a) Is bankrupt or under receivership or bankruptcy restrictions order made against the organization/company	
(b) Is insolvent,	

(c) Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator	
on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
Has your organization/company	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes	
e) been guilty of serious misrepresentation in providing any information required	

[Note to Authority: Please insert any specific criminal offences or misconduct which may be appropriate to draw Potential Providers attention to having regard to the specific sector or circumstances of this procurement. (i.e. any offences or misconduct particularly relevant to or prevalent in the sector)]	
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**D - Financial**

1	<b>FINANCIAL INFORMATION</b>	
1.1	Please indicate by ticking the item you intend to provide details on- OR  Please indicate which two of the following you would be willing to provide: -  (Indicate by ticking the relevant box)	
	A copy of audited accounts for the most recent two years (for companies)	
	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	
	A bank statement for the last three months	
	Attach copies of POs/Contracts for the last two years	

2	<b>BANK INFORMATION</b>	
3.1	Bank	
	Branch	
	Account Name	
	Account Number	
	Swift Code	
	Attach Letter from Bank (Attestation)	



**E - References**

3	<b>REFERENCES – (EXPERIENCE &amp; CONTRACT EXAMPLES)</b>			
	Please provide details of up to three contracts (that where your organization served), that are relevant to Coalition for Humanity's requirement. Contracts for the supply of goods or services should have been performed during the past two years. Works contracts may be from the past three years. (The customer contact should be prepared to speak to the purchasing organization to confirm the accuracy of the information provided below if we wish to contact them).			
	Description	Contract 1	Contract 2	Contract 3
3.1	Organisation Name			
	Contact Person			
	Phone Number			
	Email			
4.2	Contract Details: -			
	Start date			
	Completion date			
	Contract Value			
3.2	Brief description of contract (max 150 words)			
<p>If you cannot provide at least one example, please briefly explain why (100 words max)</p> <p>NB: Attach recommendation letters or purchase orders from them</p>				

**F - Declaration**

5.	I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organization's suitability to be invited to tender for Coalition for Humanity's requirement and I am signing on behalf of my organization. I understand that the Contracting Authority may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information. By signing the PQQ I certify that all of the above statements are accurate and factual.	
	FORM COMPLETED BY	
5.1	Name:	
5.2	Position:	
5.3	Signature:	
5.4	Date:	
5.5	Stamp:	

Coalition for Humanity reserves the right to accept any bid and reject any or all bids

**Note: Professionals who are not bidding under company are also allowed to bid for Pre-qualification provided that they provide sufficient documentations distinguishing them as experts in their respective fields and demonstration of prior experience with NGO work.**

Coalition for Humanity reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

**Tender Schedule**

The deadline for submitting prequalification is **Monday 27<sup>th</sup> MARCH 2023, 4.00 pm Local time**. Bids to be sent to (CH) office in an e-mail attached to [procurement.juba@ch-int.org](mailto:procurement.juba@ch-int.org)

Chairman

Tender Committee

Juba

Procurement & Logistics Manager

Coalition for Humanity (CH)- Juba

Gudele 1, Block 4