

SUPPLIER PRE -QUALIFICATION NOTICE

COMMUNITY INITIATIVE FOR DEVELOPMENT ORGANISATION SOUTH SUDAN PROGRAM

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1. GENERAL INSTRUCTIONS FOR THE COMPLETION OF THE PREQUALIFIED FORM



The form should be completed in uppercase (either handwritten or typed) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

1. Full name of company
2. Profile of your company and the specifications (major trade for which company was formed)
3. Full legal address
4. Telephone number, including correct country and area code
5. Fax number, including country and area code, if any.
6. E-mail address
7. Websites, if any
8. Provide name of the person (including title) or department to whom correspondence should be addressed
9. Full legal name of the parent company, if any
10. Provide names and addresses of all subsidiaries, associates and oversea representatives, if any (on a separate sheet if any)
11. (a) Nature of Business (b) Type of Business; Tick one box only. If "Other" is ticked, please specify.
12. Indicate the year in which the company was established under the shown in Item 1.
13. Indicate the total number of full time personnel in the company
14. Provide license number under which company is registered and validity period of the license
15. Provide VAT number and validity period, if any
16. Provide TIN number
17. Tax Clearance Certificate Number (Must have been issued within the last six months or less)
18. Provide total annual volume of works in US Dollars (mil), of the company, for the last three financial years
19. Provide full name and address of the Bank(s) used by the company.



20. Provide company's bank account and name of account (Must be Company Account)
21. Provide copy of company's most recent Annual Report or audited financial report. If available.
22. List all countries where the company has located offices or registration.
23. This form should be signed by the person completing it, and their name and title should be typed along with the date.
24. Tick the supplier category applicable to your company attached in the annex.

Important Notes for Applicants

- A.** The sole purpose of this document is to assist CIDO in identification and evaluation of potential suppliers who may subsequently be invited to tender or provide quotes for supply of goods /or services within the respective procurement categories for the year **2024-2025.**
- 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 void.
- 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 documents shall be signed on the last page in the space provided.
- G.** As part of this review process, the per-qualifications committee may request the application for a site visit of its premises.
- H.** The information provided herein is strictly confidential.
- I.** Successful applicants will be included in the **CIDO Suppliers Catalogue for 2024-2025.**



II. GENERAL BUSSINESS QUESTIONNAIRE

A. GENERAL BUSINESS INFORMATION

CATEGORY APPLIED FOR.....

PARTICULARS	RESPONSE	
Full Registered Name of Organization		
Company Owners.		
Name of Directors:		
Is the Business an Agent, Broker, Retailer, Manufacturer, Principle service Provider?		
Full Physical and Registered address of the principal place of Business		
Full Postal address of the principle Place of Business		
Telephone Numbers(s):		
Email address:		
Website address		
Contact Person within the organization to whom inquiries about bid should be directed:	NAME:	Gule Charles or Anzoa Josephine
	TITLE:	Procurement/Operations
	TEL:	0923110403,0923128994
	FAX:	N/A
	EMAIL:	Cidoprocurementlogistics2024@gmail.com



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. Valid copies of the following certificates:
Certificate of Incorporation/Registration
VAT Registration
Tax Clearance Certificates Tax
Identification Certificate Valid Business License
- iii. Letter of Certification from Banker/s
- iv. At least Three Latest Trade References/ Recommendations from your Main Clients –
(Must be within the last Two years)

Note: You are at liberty to include any 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	

C (ii) NATURE OF THE BUSINESS (tick one box only)

Trade Authorized Agents Company

C (IV) Types of business:

Corporate/Limited Partnership NGO Sole Partnership

Other specify

III.2024-2025 CIDO PROCUREMENT CATEGORIES

NO.	SUPPLIERS CATEGORIES	REFERENCE NUMBER
1	SUPPLY AND SERVICING AIR CONDITIONING EQUIPMENT	CIDO/PQ/1/1/2024
2	SUPPLY OF MOTOR VEHICLE SPARE PARTS AND SERVICES LIKE VEHICLE BODY REPAIR WORKS (PANEL BEATING, SPRAYING E.T.C)	CIDO/PQ/1/2/2024
3	SUPPLY OF MOTOR CYCLE SPARE PARTS AND SERVICES	CIDO/PQ/1/3/2024
4	PROVISION OF CARPENTRY AND WOOD WORKS	CIDO/PQ/1/4/2024
5	PROVISION OF ELECTRONICS WORKS/SERVICES	CIDO/PQ/1/6/2024
6	PROVISION OF FUMUGATION SERVICES	CIDO/PQ/1/7/2024



7	SUPPLY OF OFFICE STATIONARY AND CONSUMABLES (GENERAL)	CIDO/PQ/1/8/2024
8	SUPPLY OF CUSTOM-DESIGNED AND PRINTED STATIONERY	CIDO/PQ/1/9/2024
9	SUPPLY OF COMPUTER AND PRINTER HARDWARE, SOFTWARE ACCESSORIES AND PERIPHERALS	CIDO/PQ/1/10/2024
10	SUPPLY OF ELECTRICAL HARDWARE AND ACCESSORIES	CIDO/PQ/1/11/2024
11	SUPPLY OF ASSORTED CONSTRUCTION MATERIALS AND HARDWARE	CIDO/PQ/1/13/2024
12	PROVISION OF GRAPHIC AND DESIGNING SERVICES	CIDO/PQ/1/14/2024
13	PROVISION OF STAFF TRANSPORT SERVICES – CAR HIRE SERVICES	CIDO/PQ/1/15/2024
14	PROVISION OF ROAD TRANSPORT SERVICES THAT IS TRANSPORTATION OF BULKY GOODS TO FIELD LOCATIONS	CIDO/PQ/1/16/2024
15	SUPPLY OF OFFICE AND HOUSEHOLD FURNITURE	CIDO/PQ/1/17/2024
16	SUPPLY OF BRANDED PROMOTIONAL ITEMS	CIDO/PQ/1/18/2024
17	PROVISION OF ICT SERVICES; NETWORKING ICT EQUIPMENT MAINTENANCE AND REPAIR	CIDO/PQ/1/19/2024
18	PROVISION OF GENERATORS, GENERATOR SPARE AND SERVICE PARTS	CIDO/PQ/1/20/2024
19	SUPPLY OF INSTALLATION OF SOLAR POWER SYSTEMS	CIDO/PQ/1/21/2024
20	SUPPLY OF MOTOR BOAT ENGINES, SPARE AND SERVICE PARTS	CIDO/PQ/1/22/2024
21	PROVISION OF HOTEL SERVICES	CIDO/PQ/1/24/2024
22	PROVISION OF AIR TICKETING SERVICES	CIDO/PQ/1/25/2024
23	PROVISION OF AIR TRANSPORT SERVICES (CARGO)	CIDO/PQ/1/26/2024
24	SUPPLY OF GENERAL PROTECTIVE AND SAFETY GEAR	CIDO/PQ/1/28/2024
25	PROVISION OF SECURITY AND GUARDIND SERVICES	CIDO/PQ/1/29/2024
26	PROVISION OF FIRE SUPPRESSION EQUIPMENT AND SERVICES	CIDO/PQ/1/30/2024
27	PROVISION OF INSURANCE SERVICES BOTH PROPERTIES AND STAFF	CIDO/PQ/1/31/2024
28	SUPPLY OF AGRICULTURAL INPUTS (SEEDS, PESTICIDES, FERTILIZERS AND LIVESTOCK)	CIDO/PQ/1/32/2024
29	SUPPLY OF AGRICULTURAL IMPLEMENTS (TOOLS, EQUIPMENT AND MACHINES)	CIDO/PQ/1/33/2024
30	SUPPLY OF AGRICULTURAL PRE-PRINTED LITERATURE (BOOKS) AGRICULTURAL MANUALS ETC	CIDO/PQ/1/34/2024
31	SUPPLY OF HUMAN PHARMACEUTICALS	CIDO/PQ/1/35/2024
32	SUPPLY OF MEDICAL TOOLS AND EQUIPMENT	CIDO/PQ/1/36/2024
33	SUPPLY OF MEDICAL AND HEALTH PRE-PRINTED LITERATURE	CIDO/PQ/1/37/2024
34	SUPPLY OF WORKSHOP TOOLS AND EQUIPMENT	CIDO/PQ/1/38/2024
35	SUPPLY OF PETROLEUM PRODUCTS (PETROL, DIESEL, ENGINE OIL, GEAR BOX AND BRAKE FLUID)	CIDO/PQ/1/39/2024
36	SUPPLY OF SERVICING OF CCTV	CIDO/PQ/1/40/2024
37	GENERAL SUPPLY	CIDO/PQ/1/41/2024



38	SUPPLY OF VHF RADIO AND PHONE SUPPLIES	CIDO/PQ/1/42/2024
39	PROVISION OF INTERNET SERVICES	CIDO/PQ/1/43/2024

VI.SUBMISSION

Pr-qualifications documents must be submitted in plan sealed envelope (s) clearly marked "Pre-qualification of suppliers for 2024-2025"

THE PROCUREMENT TEAM

TENDER COMMITTEE PO BOX PRIVATE BAG BLOCK IV
PLOT NO. 284, HAI JUBA NABARI, JUBA, SOUTH SUDAN
COMMITTEE INITIATIVE FOR DEVELOPMENT ORGANIZATION

Office Tel: +211(0)923110403, 0923128994

Email: cidoprocurementlogistics2024@gmail.com

Expression of interest documents should be deposited in the tender box at CIDO office during working hours not later than 26th July 2024 at 4:00pm

CIDO reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof. Any canvassing or late submission will lead to automatic disqualifications.

