



## Prequalification of Vendors Advert

### Background

Christian Aid works in South Sudan to bring lasting change to the lives of the poorest conflict affected communities. Christian Aid considers poverty as an outrage against humanity. It robs people of dignity, freedom, and hope, of power over their own lives. Christian Aid has a vision – an end to poverty – and we believe that vision can become a reality. We work wherever there is great need, helping people to find their own solutions to the problems they face, irrespective of their religion, caste or creed.

We are calling for reputable business organizations to submit applications for LOT(s) under which they want to be prequalified.

### LOT CAIDSSD-001: Hospitality

#### Hotel

- Accommodation & meals
- Conferencing facilities
  - Hall hire
  - Meals & beverages
- Catering services
  - Delivery of food & beverages for in-house meetings

### LOT CAIDSSD-002: Office equipment

- Computer desk tops (DELL/HP)
- Computer laptops (DELL/HP)
- Printers
- DELL/HP Laptops
- Computer accessories
  - Batteries
  - Mouse
  - Power adaptor
  - Keyboard
  - USB-R dock
- Office safe

### LOT CAIDSSD-003: Office consumables/general supplies

- Flip chart
- Printing A4 papers
- Pens
- Letter head reams
- Punching machine
- Note books A4
- Note books A5
- Staples
- Hard paper for certificates printing

- Paper clips
- Stabbling machine
- Box files – Small size
- Box files – Big size
- Kyocera Toners
- White boards
- HP cartridges
- Milk Powder Nido
- Glue stickers
- Sticky notes
- Permanent Marker pens
- White board marker pens
- Staplers
- Paper holding trays 3 in one
- Office glue
- UPS Smart Invertors 1500 mAh; 2500 mAh
- USB flash disk (2GB ; 4GB; 8GB)
- Glass ID holders with Straps
- Lumeric glass for water
- Hibernation Kit
  - Tuna, sardine, milk, sugar, water, coffee, juice, etc

#### **LOT CAIDSSD-004: Furniture**

- Desks
- Office chairs
- Metallic Filling cabinet
- Mobile drawers
- Shelves for box files
- Office tables

#### **LOT CAIDSSD-005: Maintenance/Serviceing**

- Office AC maintenance
- Lancruiser Vehicle Maintenance and spare parts
  - shock absorber (Front & Rare)
  - Brake shoes/pads
  - Engine oil
  - Control bushes
  - Stabilizers
  - Oil and fuel filters
  - Air cleaner elements
  - Gas refilling (AC oil, AC air filter)
  - Wheel bearings
  - Tyres Yana / Linglong
  - Wiper blades
  - Wins screen
  - Side mirow
  - N70 battery

- Greasing
- Knuckle blanket
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- Computer repair & maintenance
  - External Hard drive/ Dish
  - Anti-virus
  - Keyboard repair
- LAN setting for internet (networking)

#### **LOT CAIDSSD-006: Printing services**

- Plastic Staff IDs
- Business cards
- Envelope's printings (A5, A3, A4)
- Letter heads
- Diaries
- Vouchers/ financial documents
- Binding of training manuals
- Others
  - T-shirts
  - Banners
  - Stickers
  - Jackets
  - Caps
  - ID Straps / holders

#### **LOT CAIDSSD-007: Fuel supply**

- Diesel
- Petrol

#### **LOT CAIDSSD-008: Travel**

- Air charters
- Flight ticketing
- Town taxi service

#### **LOT CAIDSSD-009: Solar Equipment's & Supplies**

- 250-watt solar panels
- 200 watt solar panels
- 150 watts solar panels
- 100 watts solar panels
- Solar Invertor
- 10mm cable
- 200 mAh Batteries
- Battery rack

#### **LOT CAIDSSD-010: Medical Equipment**

- First aid kit
  - Band-aids
  - Antibiotic ointment
  - Latex free gloves
  - Gauze (pads, roll or both)
  - Scissors
  - Instant ice pack
  - Tweezers
  - Saline spray or bottle of normal saline
  - Alcohol wipes

## **Requirements**

- Legally registered in South Sudan (Provide certificates).
- Demonstrate tax compliance (tax clearance).
- Evidence of an operational Office in Juba.
- Recommendations from current clients.
- Complete company profile with contact details.
- Annual budget for the past three years.
- Company audit report / statements.
- Different emails for each LOT specifying (LOT#, Specification, Quantity, Amount in USD).

## **Submission**

- You should submit a detailed proposal to [JubaProcurement@christian-aid.org](mailto:JubaProcurement@christian-aid.org) by 4<sup>th</sup> June 2022 (5pm South Sudan Time).