

<b>PRE QUALIFICATION FOR SERVICES AT CDN TRUST SOUTH SUDAN 2026-2027</b>	
<b>Item</b>	<b>Time or addressed</b>
<b>ITB Published</b>	<b>12<sup>th</sup> June 2026</b>
<b>Closing Dates</b>	<b>23<sup>rd</sup> June 2026</b>
<b>Email to submit</b>	<a href="mailto:procurement@cdntrust-southsudan.org">procurement@cdntrust-southsudan.org</a>
<b>Closing dates for clarification</b>	<b>20<sup>th</sup> June 2026</b>

## OVERVIEW

Community Development Network Trust South Sudan (CDN Trust) is a non-governmental and non-profit humanitarian organization registered with Relief and Rehabilitation Commission in the Republic of South Sudan dedicated to promoting gender-based violence, food security and community Development. The organization serves as a platform for various actors in the field, including non-governmental organizations, children's rights advocates, and other stakeholders committed to ensuring that children's voices are heard and their rights are respected. CDN Trust plays a critical role in facilitating collaboration among these diverse groups, providing them with tools and resources to influence policies and practices.

## PURPOSE OF THE TENDER

CDN Trust South Sudan invites qualified and reputable suppliers to be registered at procurement database for various services to support CDN Trust's ongoing programs aimed at improving health, hygiene, and nutrition among vulnerable communities.

Eligible suppliers are invited to submit their tenders in accordance with the instructions provided in this document. Submissions should demonstrate technical competence, financial capability, and capacity to deliver at scale, while adhering to CDN Trust's Supplier Code of Conduct and organizational policies.

Suppliers will be evaluated based on technical compliance, price competitiveness, delivery capacity, and overall alignment with CDN Trust's operational requirement

<b>CATEGORIES OF GOODS AND SERVICES</b>		
<b>Category Code</b>	<b>CATEGORY</b>	<b>SERVICES DESCRIPTION</b>
CDN/2026/001	Stationery	Supply of pens, printing papers, Biro's, Pins, markers etc
CDN/2026/002	Furniture	Supply of office and household furniture e.g tables, chairs and cabinets
CDN/2026/003	ICT	Supply of Computer hardware and software, printers, accessories, spare parts and maintenances
CDN/2026/004	Fuel supplies	Supply of Fuel for office generator, office vehicles and motor cycles
CDN/2026/005	Office Supplies	Supply and maintenance of office equipment, photocopier, printers
CDN/2026/006	Vehicle and spare parts Provision of Insurance Services	Provision of insurance services for office vehicles and motor cycles
CDN/2026/007	Provision of Farm Equipment	Supply of small scale farm tools, hoes, folks pangas, jembes etc.

CDN/2026/008	Sanitary Services	Provision of sanitary facilities; Sanitary towels, disposal kits and mobile dust bins
CDN/2026/009	Internet Services	Provision of Head office Internet, Field Offices and provision of mobile Internet WIFI
CDN/2026/0010	Cash Transfer Services	Cash transfers to field locations, distribution to beneficiaries
CDN/2026/0011	Printing Services	Provision of general printing services i.e T-shirts, banners, vouchers
CDN/2026/0012	Food Items (FI)	Supply of food items e.g wheat flour, Rice, Beans etc
CDN/2026/0013	Non-Food Items (NFI)	Supply of non-food items e.g sufurias, spoons, tents, beds etc
CDN/2026/0014	Construction and Materials provision	Supply of Construction materials e.g Cement, Timbers, Roofing Sheets, Nails etc
CDN/2026/0015	Office maintenance and renting	Office Repairing and renting services
CDN/2026/0016	Travel and Ticketing services, Chartering Cargo and Transport	Provision of chartering cargo, Booking and truck transportation services
CDN/2026/0017	Car Rentals	Car Rentals services in Juba and other filed Offices
CDN/2026/0018	Accommodations Services	Hotels services, conferences hall and others related

Suppliers seeking clarification or additional information regarding the Pre qualification must submit their queries in writing via email to [procurement@cdntrust-southsudan.org](mailto:procurement@cdntrust-southsudan.org) no later than three working days before the tender closing date.

CDN Trust South Sudan will respond to all requests for clarification promptly. Responses will be shared with all participating suppliers to ensure a fair and transparent tender process. Suppliers are advised to review the tender document thoroughly before submission and ensure that all questions are addressed. Clarifications provided by CDN Trust will form an integral part of the tender process, and all responses will be considered binding for all bidders. Suppliers are not permitted to contact CDN Trust South Sudan staff directly outside of the official clarification channels. Any communication outside of these channels may result in disqualification from the tender process.

**NB: One Supplier is only eligible to apply for one to three categories only**

## **TENDER SUBMISSION INSTRUCTIONS**

Suppliers must adhere strictly to the following submission instructions to ensure that their tenders are considered valid:

**Submission Format:** Tenders must be submitted in English

**Submission Method:** Tenders can be submitted electronically via email to [procurement@cdntrust-southsudan.org](mailto:procurement@cdntrust-southsudan.org)

**Deadline:** All submissions must be received no later than 23<sup>rd</sup> June 2026, 16:00 local time. Late submissions will not be accepted.

**Supporting Documents:** Suppliers must provide all required documents including business registration, tax compliance certificates, financial statements, quality certificates, references

*Tongpiny Ipetech Tower, Opposite American Residence, Juba South Sudan  
Reg No: 6287*

**Presentation:** All submissions must be clear, legible, and properly formatted. Incomplete, illegible, or improperly formatted tenders may be disqualified.

***Important Notice: CDN Trust South Sudan reserves the right to cancel, withdraw, or amend this tender at any time, with or without reason, and without incurring any liability to any supplier.***

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**NB: We accept Electronic Submission Only**