



CATHOLIC MEDICAL MISSION BOARD

SUPPLY AND DELIVERY OF GOODS AND
SERVICES FOR THE PERIOD 2021 TO 2023

Vendor Guide

CLOSING DATE : TUESDAY, 15th DECEMBER 2020
AT 1700HRS

CATHOLIC MEDICAL MISSION BOARD (CMMB)
P.O. Box

JUBA PLOT NO.710 - 3K SOUTH, 2ND CLASS
RESIDENTIAL AREA HAI- KOLOLO,

AND

YAMBIO- NAKPANGUA STADIUM ROAD

WESTERN EQUATORIA STATE

TEL: +211 – 915 108 677, +211 923 001975, +211 925519281

Website: www.cmmb.org

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SECTION I – INTRODUCTION

Catholic Medical Mission Board (CMMB) is an international, faith-based NGO providing long-term, co-operative, medical and development aid to communities affected by poverty and unequal access to healthcare. For over a century, CMMB has worked to strengthen and support communities through healthcare programs and initiatives, the distribution of medicines and medical supplies, and the placement of volunteers. As part of its new global strategic platform, CMMB is focusing on women's and children's health. With partners, CMMB delivers sustainable health services in targeted communities around the world. In South Sudan, CMMB has been operating since the year 2009 in former Western Equatoria State, particularly in the Counties of: Ezo, Mvolo, Nzara Yambio, Tombura respectively.

CMMB is in the process of pre-qualifying suppliers and service providers.

For this purpose, existing and new eligible suppliers and service providers are invited to apply and submit up-to-date information in accordance with these prequalification document and guidelines below.

The supplier registration process shall be completed upon receipt of all interested applicants

Interested bidders will can collect bid documents from our below mentioned offices

CMMB reserves the right to accept or reject any application either in whole or in part and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

CATHOLIC MEDICAL MISSION BOARD (CMMB)

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 CMMB herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed upon submission of all applications to the Procurement committee and
- 4 Interested bidders can access the bid documents from our Juba office at Plot No.710 - 3K South, 2nd class residential area, Kololo, Juba; in Yambio is Plot 98, Nakpangau, Stadium Road, in Nzara is Palica House
- 5 The registration process shall involve completion of a mandatory filling of questionnaire and attaching of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier's Bid document. You are advised to fill in and review these documents before submitting the completed bid document.
- 6 Bidders may request clarification in relation to the prequalification by submitting a written request using this E-Mail **Contacts:** LJimmy@cmmb.org, JSuleiman@cmmb.org or JEmmanuel@cmmb.org functionality of the supplier clarifications will be until 14th December 2020. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 7 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 8 The successful applicants will be registered in CMMB suppliers list for the period 2021 – 2023 and the organization will only deal with the firms that are registered.
- 9 CMMB reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.

- 10 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization (CMMB)
- 11 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 12 Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.
- 13 The application of this call closes on Tuesday, 15th December 2020 at 1700hours.**
- 14 Procurement committee will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete the questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

SECTION III. EVALUATION CRITERIA

- 1 Procurement committee will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
- 2 Applicants shall not contact CMMB or Procurement committee on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence CMMB or Procurement committee in the evaluation shall result in the cancellation of their application.
- 3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 4 The applicants must have registered offices and CMMB reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
- 6 CMMB reserves the right to accept or reject any or all applications without giving any explanation.
- 7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing certified copies of:

- i. Certificate of Incorporation/Business Registration Certificate
- ii. Current Tax Compliance Certificates
- iii. PIN Certificate
- iv. Chamber of Commerce Membership Certificate
- v. Current Trade License
- vi. Confidential Business Questionnaire
- vii. Duly signed declaration form
- viii. Current Membership Certificate for Chamber of Commerce

c) Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.

d) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

NO .	Pre-qualification Statutory requirements	Max Score	Score Attained
1	Certificate of Incorporation/Business Registration	0	Pass / Fail

2	Current Certificate for Chamber of Commerce	0	Pass / Fail
3	Current Tax Compliance Certificates	0	Pass / Fail
4	PIN/VAT Certificate	0	Pass / Fail
5	Current Trade License / Business Permit	0	Pass / Fail
6	Duly filled Confidential Business Questionnaire (Complete Form PQ-1)	0	Pass / Fail
7	Declaration form PQ-2	0	Pass / Fail
8	Experience of Company/major clients (5 marks each) a) Age of Company <ul style="list-style-type: none"> ▪ 0 to 1 years – zero marks ▪ 2 to 5 years – 3 marks ▪ Over 5 years – 5 marks b) Five Letters of recommendation from current clients and recommendation form – Total 15 Marks c) At least five copies of LPOs or Contracts for the last 1 year – Total 15 Marks <ul style="list-style-type: none"> ▪ 5 LPOs/Contracts of 3 marks each 	35	
9	Evidence of physical address and premises supported by (tenancy agreement, lease agreement or title deed)	15	
9	Audited financial statements for the last 2 years (Not older than year 2016) Signed Accounts – 15 Marks Profitability – 5 marks Liquidity – 5 Marks Attach letters of reference from the Bankers/financiers regarding supplier's credit position or financial support – 5marks	30	
10	Manpower and staffing <ul style="list-style-type: none"> ▪ Organogram – 5 Marks ▪ CVs of Key Management – 5CVs 1 marks each 	10	
11	Litigation History PQ-4	10	
	TOTAL	100	

Note: The cut off points shall be 65 points, only bidders who attain the cut off score will be eligible for prequalification.

SECTION IV. REGISTRATION CATEGORIES

Locations – Juba, Yambio

REFERENCE NO.	CATEGORY
CMMB/01/2020-2023	Supply of general office stationery and office supplies
CMMB/02/2020-2023	Design and printing of office printed stationery, IEC communication materials, branded and promotional merchandise
CMMB/03/2020-2023	Supply, maintenance and repair of computer hardware and software, printers, UPS's, laptops, LAN and other ICT equipment/accessories
CMMB/04/2020-2023	Supply of office furniture, furnishings and fittings
CMMB/05/2020-2023	Supply of electrical, electronic items, appliances, fittings and accessories
CMMB/06/2020-2023	Supply of pharmaceutical, non-pharmaceutical and other medical supplies and drugs
CMMB/07/2020-2023	Provision of office and compound cleaning services, including supply of detergents, disinfectants and cleaning materials
CMMB/08/2020-2023	Provision of photocopying and binding services.
CMMB/09/2020-2023	Provision of Hotel accommodation, conference and catering services
CMMB/10/2020-2023	Supply of bottled water and water dispensing materials
CMMB/11/2020-2023	Provision of air ticketing, tour and travel services
CMMB/12/2020-2023	Provision of transport, taxi hire and car hire services
CMMB/13/2020-2023	Supply and delivery of laboratory and other hospital equipment, reagents and consumables
CMMB/14/2020-2023	Supply and maintenance of audiovisual equipment, telecommunication services including PABX and telephones
CMMB/15/2020-2023	Provision of Security Services including installation and maintenance of fire alarm equipment and security systems including CCTV, door access, metal detectors and related accessories
CMMB/16/2020-2023	Provision of fumigation, pest control, garbage collection, solid waste and sanitary collection services
CMMB/17/2020-2023	Supply, installation and maintenance of air-conditioning and refrigeration services
CMMB/18/2020-2023	Repair and maintenance of office furniture
CMMB/19/2020-2023	Provision of medical and general Insurance Brokerage services
CMMB/20/2020-2023	Provision of team building and training services
CMMB/21/2020-2023	Management consultancy services in research, performance contracting, job evaluation, baseline/end line surveys and strategic planning
CMMB/22/2020-2023	Provision of photography and videography Services
CMMB/23/2020-2023	Provision, installation and maintenance of Fire alarm system, smoke detectors and fire extinguishers
CMMB/24/2020-2023	Contractors for small works (partitioning, repairs, paint, plumbing and demolition works).
CMMB/25/2020-2023	Supply and delivery of building and hardware materials
CMMB/26/2020-2023	Provision of motor vehicle/motorcycle service and repairs

	(Garages) and supply of spare parts, tyres and tubes
CMMB/27/2020-2023	Provision of courier services
CMMB/28/2020-2023	Provision of Internet services
CMMB/29/2020-2023	Provision of vehicle body fabrication and upholstery services
CMMB/30/2020-2023	Provision of Fleet Management Solution
CMMB/31/2020-2023	Supply of motor vehicle consumables, fuel, lubricants, oils, batteries, other accessories and services (wheel balancing, alignment etc.).
CMMB/32/2020-2023	Development of Biometric Application (fingerprints) services
CMMB/33/2020-2021	Provision of Clearing and Forwarding services
CMMB/34/2020-2023	Supply of dry food items
CMMB/35/2020-2023	Provision of transportation services (Trucks and trailers)
CMMB/36/2020-2023	Provision of Legal Services
CMMB/37/2020-2023	Provision of Audit Services

QUESTIONNAIRE TO ASCERTAIN CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply (Please indicate the reference number)_____?

2. Number of staff employed.

Full time employees: _____ other: _____

3. Which quality standards certification have you attained in the last two years?
(Attach copies and give details on a separate sheet of paper)

4. Are you a manufacturer/wholesaler/retailer/other (please specify)?

5. If a manufacturer or service organization, are your products certified by accrediting body? **Yes/No.** (Attach documentary evidence of certification)

6. If you are not a manufacturer, are you an authorized dealer? – Yes/No:
_____ (attach manufacturer's authorization)

7. Provide details of your key personnel and attach their CV'S **IF** you are applying for provision of professional services. (Use a separate sheet of paper)

8. What is the country of origin for goods or services?

9. If you intend to use sub-contractors to perform part of the obligations under your area of business please provide details.

10. Please provide a description of the tools, plant or technical equipment, which would be used to carry out the contracts. (For constructions contracts), disregard if not applicable.

11. Who have been your major corporate clients for the past 2 or More yrs? State Client's name,
Product service provided value of goods, works or service and contact person.

Contact person	Value of business	Organization	Contact Tel No.
1			
2			
3			
4			
5			
6			

i. What is your average response time to a request for quotation/RFP _____?

ii. What is your average response to delivery of goods /services after issuance of contract/LPO?

iii. What is the maximum value of business, which you can handle at any one time?

YEAR/USD

12. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by CATHOLIC MEDICAL MISSION BOARD.

(E.) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

a) Is the firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any other tender in Catholic Medical Mission Board? (YES/NO) _____. If yes please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

b) Has the firm/company making this application currently or in previous periods been contracted to supply goods or services to Catholic Medical Mission Board? Yes/No: _____, if yes indicate hereunder the financial year, the goods or services that you supplied and their value.

Financial year	Goods or service supplied	Total Value
1		
2		
3		
4		
5		
6		

c) Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action?

d) Has your company/firm at any one time been issued with a purchase order by CMMB and failed to deliver the goods or services without assigning and reason for your action?

e) If your company/firm is a current or previous period supplier of goods and services to CMMB, has it at any one time been issued with a letter of cancellation of contract/LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

(F.) PROFESSIONAL ORGANISATIONS

1. Please indicate to which professional or trade bodies your Organization/company belongs:

(G.) COMMENTS

1. Please insert any general comments you wish to make. This must be no longer than 2 paragraphs:_____

(H.) DECLARATIONS

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any CMMB employee. Do you have a relationship with any CMMB employee that would cause any real or perceived conflict of interest?

Yes/No_____

(Please specify :)

I.....declare, for and on behalf of.....

(Company/firm) that all the information furnished to CMMB in connection with this prequalification is true and accurate in all material respect. CMMB is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

H. AUTHORISATION

Form completed by:

Name:

Tel

No:

Signature:

Date:

Position:

Stamp:

Thank you for completing this questionnaire.

The information it contains will be held in confidence by CMMB and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Goods and Services.