

## REQUEST FOR PREQUALIFICATION (RFPQ)

### Prequalification of Vendors / Suppliers for CORWADO Activities within South Sudan FY 2026–2027

**RFPQ Number:** CORWADO-RFPQ-JBA-26-002

**Issue Date:** Feb 3<sup>rd</sup>, 2026

**Submission Deadline:** Feb 20<sup>th</sup>, 2026.

**Submission Email:** [tenders@corwado.org](mailto:tenders@corwado.org)

#### Document Sections

- **Section I:** Introduction
- **Section II:** Instructions to Applicants
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#### Section I – Introduction

CORWADO is a development and humanitarian organization operating across multiple states in South Sudan. The organization delivers a wide range of programmes focused on **climate-resilient livelihoods, agribusiness development, market systems transformation, food security, WASH, protection, women and youth empowerment, and community resilience.**

The overall purpose of CORWADO's programmes is to strengthen service delivery to programme beneficiaries, expand livelihood opportunities, and safeguard communities from shocks and stresses. To achieve this, CORWADO implements initiatives in areas including:

- Sustainable Food Systems & Agriculture

- Market Systems Development (MSD) & Value Chains
- Women and Youth Economic Empowerment
- Humanitarian Assistance & Early Recovery
- Governance, Peacebuilding & Social Cohesion
- Climate Change Adaptation & Environmental Management
- Institutional Capacity Strengthening & Localization

In fulfillment of these objectives, CORWADO seeks to strengthen service delivery to programme beneficiaries, expand livelihood opportunities, and safeguard communities from shocks and stresses.

It is on this basis that CORWADO intends to prequalify competent and reputable Vendors/Suppliers to establish a database for future procurement of goods, works, and services **(refer to the detailed categories below)**.

Suppliers with a presence in Juba, and strong operational capacity in **Wau and Magwi**, are highly encouraged to submit their applications. Interested companies are invited to apply for prequalification to be included in CORWADO's vendor database for FY 2026–2027.

## **Section II- Instructions to Applicants**

### **1. Questions and Clarifications**

Questions regarding the administrative or technical requirements of this prequalification exercise may be submitted **in writing only**. All questions must be sent by email to: [tenders@corwado.org](mailto:tenders@corwado.org) Questions should be submitted **before the application submission deadline**, and no later than **18<sup>th</sup> February 2026 at 17:00 hours (South Sudan, UTC+3)**. Phone calls and verbal inquiries will **not** be accepted.

Responses to questions and requests for clarification that CORWADO considers relevant to other applicants may be shared to ensure fairness and transparency. CORWADO will make reasonable efforts to respond to clarification requests in a timely manner.

## 2. Prequalification Categories

The detailed list of prequalification categories is provided in this document. Interested Vendors/Suppliers may apply for **a maximum of four (4) categories**, depending on their technical capacity, experience, and ability to supply the required goods, works, or services. Applicants must submit **complete and relevant documentation for each category applied for**, clearly indicating the category number and description.

### A. Goods and Supplies

Category Ref #	Category Description
CORWADO-RFPQ-26-001	<b>Agricultural Equipment &amp; Machinery</b> (Grinding Mills, Threshers, Solar Shellers, Milling Machines, Small Irrigation Pumps).
CORWADO-RFPQ-26-002	<b>Agricultural Seeds</b> (Onions, Watermelon/F1 Sukari, Eggplant/Black Beauty, Local Groundnuts/Mr. Lake, Sorghum, Sesame, Cassava Cuttings, Sweet Potato Vines).
CORWADO -RFPQ-26-003	<b>Agricultural Tools</b> (Forks, Hand Hoes, Malodas, Measuring Tapes, Rakes, Nylon Ropes, Wheelbarrows, Pruning Shears, Watering Cans).
CORWADO-RFPQ-26-004	<b>Post-Harvest &amp; Storage Materials</b> (Tarpaulins, Grain Bags, Hermetic Bags, Moisture Meters, Weighing Scales, Storage Containers).
CORWADO-RFPQ-26-005	<b>Printing &amp; Branding Services</b> (Banners, T shirts, Caps, Booklets, Training Manuals, Harvest Logbooks, IEC Materials).
CORWADO-RFPQ-26-006	<b>Stationery &amp; Office Supplies</b> (Pens, Notebooks, Files, Manilla Papers, Flipcharts, Printing Paper, Toners).
CORWADO -RFPQ-26-007	<b>ICT Equipment &amp; Consumables</b> (Laptops, Printers, Cartridges, Tablets, External Hard Drives, Flash Disks, Projectors)
CORWADO -RFPQ-26-008	<b>Office Furniture &amp; Fixtures</b> (Desks, Chairs, Cabinets, Shelves, Notice Boards, Conference Tables).
CORWADO -RFPQ-26-09	<b>Visibility &amp; Field Materials</b> (Banners, Signboards, Protective Clothing, Gumboots, Overalls, Caps, Branded Materials).

## B. TRANSPORT, LOGISTICS and FLEET SERVICES.

Category Ref #	Category Description
CORWADO-RFPQ-26-010	<b>Air Transportation</b> (Cargo Charters – 1 MT, 2 MT, 5 MT, 9/10 MT; Passenger Charters).
CORWADO-RFPQ-26-011	<b>Road Transportation &amp; Haulage</b> (Trucks of Various Capacities, Cranes, Bulk Transport, Field Distribution).
CORWADO -RFPQ-26-012	<b>Vehicle Hire</b> (Toyota Land Cruiser, Regius, Pick-ups – Short-term & Long-term)
CORWADO-RFPQ-26-013	<b>Vehicle Repairs &amp; Maintenance</b> (Spare Parts, Servicing, Tyres, Batteries, and Garage Services).
CORWADO-RFPQ-26-014	<b>Fuel &amp; Lubricants</b> (Diesel, Petrol, Engine Oil, Grease).
CORWADO-RFPQ-26-015	<b>Warehouse &amp; Storage Services</b> (Short-term Storage, Handling, Inventory Management).

## C. SERVICES.

Category Ref #	Category Description
CORWADO-RFPQ-26-016	<b>Financial Services</b> (Microfinance Institutions, Cash Transfers, SACCO Services, Mobile Money).
CORWADO-RFPQ-26-017	<b>Audit &amp; Accounting Services</b> (External Audit, Internal Audit Support, Financial Reviews).

## D. INFRASTRUCTURE & WORKS.

Category Ref #	Category Description
CORWADO-RFPQ-26-018	<b>Solar &amp; Renewable Energy Systems</b> (Solar Panels, Inverters, Batteries, Installations).

**Note:** Applicants may apply for a maximum of four (4) categories. CORWADO reserves the right to prequalify vendors for one or more categories based on evaluation results.

## 3. Validity Period

The prequalification shortlisting will remain valid for 12 months (1 year) from the date of final notification. This period may be adjusted depending on CORWADO's operational needs

#### 4. Interpretation / Legal Disclaimer

- This prequalification is an invitation to qualify only.
- Submission and successful shortlisting do not create any contractual or legal obligations between CORWADO and the applicant.
- Applicants are not entitled to compensation for costs incurred in preparing or submitting applications.
- Shortlisting does not obligate CORWADO to request bids from shortlisted companies.
- CORWADO reserves the right to modify the prequalification notice or criteria, with written amendments communicated to interested applicants.

#### 5. Fraud and Ethical Conduct (Concise Version)

CORWADO expects all vendors and suppliers to conduct business with **integrity, fairness, and transparency.**

- Unethical behavior, including corruption, bribery, collusion, or conflicts of interest, is strictly prohibited.
- Vendors must report any observed or suspected wrongdoing in line with CORWADO's Whistleblower Policy. Reports can be made via: **Email:** [info@corwado.org](mailto:info@corwado.org), and Confidential reporting channels at CORWADO offices through supervisors, forwarded to [info@corwado.org](mailto:info@corwado.org) or [secretariat@corwado.org](mailto:secretariat@corwado.org)
- CORWADO prohibits retaliation against anyone reporting wrongdoing in good faith.
- Any vendor found violating ethical standards may be disqualified from this and future procurement opportunities.

#### 6. Format of Application

Applicants must comply with the following format:

- i. **Cover Letter**-Use the template in **APPENDIX D**, indicating:
  - Company details
  - Selected category(ies) (maximum of 4)

- Signed by an authorized company representative
- ii. **Language**-All applications and supporting documents must be in **English**. Documents in other languages must be accompanied by a certified English translation.
- iii. **Submission**-Applications must be sent via email to: [tenders@corwado.org](mailto:tenders@corwado.org). if your attachments **exceed 20 MB**, please **split them into multiple emails**. Clearly label each email, for example: **Email 1 of 2 Email 2 of 2**

### Section III: Eligibility

#### Eligibility and Minimum Requirements

To be eligible for prequalification, applicants must submit the following:

1. Valid Company Registration Certificate (Certificate of Incorporation)
2. Tax Identification Number (TIN) Certificate
3. Current and valid Tax Clearance Certificate
4. Valid Operational License
5. Import Permit (if applicable)
6. Membership Certificate from the Chamber of Commerce
7. Shareholder Information -Memo showing all company shareholders

#### Additional requirement:

- All applicants must complete and submit the Company Details Template provided in the RFPQ.

### Section IV-Evaluation

#### 1. Evaluation Method

CORWADO will use a Qualification-Based Selection (QBS) method to prequalify vendors/suppliers for future procurement.

- The QBS method allows CORWADO to select the most qualified vendors based on experience, technical capacity, financial stability, and compliance with requirements.

- Prequalification does not guarantee contracts, but establishes a pool of eligible suppliers for future opportunities.

## 2. Evaluation Criteria

- Vendors will be evaluated based on the following mandatory and scoring criteria:

### a). Legal and Regulatory Compliance (Mandatory Documents)

#	Requirement	Score
1	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2	Valid Tax Compliance Certificate & Import License	Mandatory
3	Transport service providers, including air transport, trucks, vehicle hire firms, taxis, etc., must attach evidence of having all the necessary and valid insurance covers. <b>(Air transport vendors only must additionally provide proof of IATA registration or compliance, as applicable, and any other relevant regulatory body) certifications.</b>	Mandatory
4	The Letter of No Objection from the Ministry of Agriculture and Food Security applies only to vendors in relevant categories, such as agriculture and food security services. <b>It does not apply to categories like ICT audits, printing, or similar services.</b>	Mandatory
5	Valid Operation License	Mandatory
6	Evidence of Physical Registered Office: Attach a recent utility bill (e.g., electricity or water), tenancy agreement, or other official document showing the company name and address. If a permanent office is not yet established, a temporary official correspondence address may be submitted. Mandatory	Mandatory
7	Copies of Contracts and Purchase Orders	Mandatory
8	Memos showing all the shareholders	Mandatory
9	A minimum of three reference letters from current clients.	Mandatory
10	Bank statement for the last six months in the name of the Firm/Company	Mandatory

## **b. Past Performance and Technical Capability**

Vendors must have at least 2-5 years of relevant experience supplying goods, services, or works in South Sudan, including remote locations.

- Applicants must complete the Past Performance Template (Appendix B), detailing:
  - ✓ Goods/services supplied
  - ✓ Duration of contracts
  - ✓ Locations served
  - ✓ Client references

## **Scored Evaluation Criteria**

### **Mandatory criteria**

Vendors/Suppliers will be eliminated if the application does not demonstrate that it meets the following minimum mandatory criteria:



## **Evaluation criteria**

*Table 1. Evaluation Criteria*

<b>Criteria</b>	<b>Requirement / Evidence</b>	<b>Scoring</b>
1. Legal Registration Status (40 points max)	Provide valid: Certificate of Incorporation, Tax Compliance Certificate, Membership Certificate (Chamber of Commerce), Import License (if applicable), Operational License.	<ul style="list-style-type: none"> <li>✓ All documents provided (30-40) points</li> <li>✓ Some documents missing (10-20) points</li> <li>✓ No documents (0) points</li> </ul>
2. Past Performance (40 points max)	Demonstrate successful delivery of goods, works, or services in South Sudan (especially remote locations). Evidence: contracts, purchase orders, completion certificates, client references.	<ul style="list-style-type: none"> <li>✓ 5 years' experience with high-quality delivery (30-40) points</li> <li>✓ 3-4 years' experience with satisfactory delivery (10-20) points</li> <li>✓ No proof (0) points</li> </ul>
3. Financial Capability (20 points max)	Demonstrate sound financial capacity through bank statements (last 6 months) or other financial documents. Evidence of ability to deliver goods/services reliably and on time.	<ul style="list-style-type: none"> <li>✓ Adequate financial resources and systems (15-20) points</li> <li>✓ Limited financial capacity (1-10) points</li> <li>✓ No evidence (0) points</li> </ul>

**To be qualified, your firm / company must obtain a minimum of 70/100 points.**

## Section V-Vendor Prequalification Forms

To enhance competition and establish a shortlist of qualified Vendors/Suppliers, CORWADO provides the templates below. Interested offerors must fill, complete, and submit all templates on the company's letterhead, signed/stamped by an authorized representative.

All submitted documents will be used to evaluate eligibility, past performance, and financial capacity as outlined in Section

## Appendix A-Vendor Details Form

### Instructions:

- Complete all fields.
- Attach relevant supporting documents (registration certificate, licenses, bank letter etc.)

### Company Information/ suppliers' details

*Table 2. Company/vendor or supplier details*



Fields	Details
Full Name of Organization	
Date of Registration	
Registration Certificate Number	
Street / Road / Building	
Town / City	
Website	

Email	
Telephone No.	
VAT/PIN/TIN Registration No.	
Type of Organization	<input type="checkbox"/> Public Limited <input type="checkbox"/> Limited Company <input type="checkbox"/> LLP <input type="checkbox"/> Other Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other (specify)

Contact Person Information	
Fields	Details
Name	
Position in Organization	
Address	
Town/City	
Phone	
Mobile	
Email	

## Appendix B – Past Performance Form

### Instructions:

Complete all fields for contracts/projects executed in the last 2–5 years.

- Attach supporting evidence such as contracts, purchase orders, completion certificates, or client references.
- Fill out one reference per table. Repeat tables for multiple references.

Table 3. Past Performance

**Reference 1**

Name of Client/Organization:	
Location of the Client/Organization:	
Period of Performance:	
Description of Goods/Services Provided:	
Value (USD):	
Reference Contact Number:	

**Reference 2**

Name of Client/Organization:	
Location of the Client/Organization:	
Period of Performance:	
Description of Goods/Services Provided:	
Value (USD):	
Reference Contact Number:	

**Reference 3**

Name of Client/Organization:	
Location of the Client/Organization:	
Period of Performance:	
Description of Goods/Services Provided:	
Value (USD):	
Reference Contact Name:	

## Appendix C – Bank Information

Bank Information	
Fields	Details
Bank Name	
Branch	
Account Name	
Account Number	
SWIFT Code	
Attach Letter from Bank	<input type="checkbox"/> Yes

## APPENDIX D: SUPPLIER'S COVER LETTER

(To be placed on company letterhead and completed/signed/stamped by an authorized representative of the offeror)

To: Consortium of Rural Women for Agribusiness Development Organization (CORWADO)

Address: Mia Saba Road opposite Leaf Energy petrol station

Juba, South Sudan

Reference: -----

To Whom It May Concern:

We, the undersigned, hereby submit our application to participate in the CORWADO Vendor Prequalification exercise for FY 2026-2027. Please find our offer attached.

We acknowledge and agree to all terms, conditions, and instructions included in the above-referenced RFPQ. We further certify that our firm, its principal officers, and all goods/services offered in response to this RFPQ are eligible to participate in this prequalification exercise under CORWADO policies.

Furthermore, we certify that, to the best of our knowledge and belief:

We have no close, familial, or financial relationships with any CORWADO staff members;

We have no close, familial, or financial relationships with any other suppliers submitting applications in response to this RFPQ;

This prequalification does not obligate CORWADO to make an award or pay for any costs incurred in preparing and submitting this application;

All documents submitted are authentic and accurate;

We understand and agree to CORWADO's Whistleblower Policy and its prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_