



PRE-QUALIFICATION FOR SUPPLIERS AND SERVICES PROVIDERS 2024-2025

A. Introduction

ARDF is a non-profit, non-governmental Organization, Registered in South Sudan by *Relief and Rehabilitation Commission (NGO Reg.No.834)*. ARDF is working in four states of South Sudan (Central Equatoria, Northern Bahr-el-g hazal, Upper Nile and Jonglei States) to save lives, improve health, alleviate poverty and suffering.

ARDF is inviting applications for pre-qualification from competent and qualified suppliers of goods and services of various categories for the year 2024-2025. The pre-qualification will be followed by Requests for Quotations (RFQ), Invitations to Bid (ITB) and/or Request for Proposals (RFP) which may result in Long Term Agreements with the successful bidders.

Companies that wish to participate in the process are required to complete the application forms indicating the categories for which the applications are being submitted. In addition to requirements in the pre-qualification application form, the interested applicants must provide the following documents/information:

B. Mandatory document to required:

- 1) Certificate of registration of business (Within South Sudan)
- 2) Revenue Authority Tax Registration Certificate (Indicating TIN)
- 3) Tax Clearance Certificate (Must be Valid for the period ending 31st December 2024)
- 4) Certificate of registration with South Sudan Chamber of Commerce
- 5) Valid Operation and/or Trading License (whichever is applicable)
- 6) Articles and Memorandum of Association (*it is mandatory that you submit the entire document*)
- 7) Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of two principal partners will suffice)
- 8) Business Profile
- 9) Ten Months **Certified Bank Statement** for the period 1st Jan 2023 to 20th December 2023.
- 10) Reference and recommendations from at least 3 present and 3 past clients with whom your firm has done business for the category being bid for.
- 11) Proof of substantial contracts/orders completed in the last **12 months** for the specific category you are bidding for.
- 12) Fully and satisfactorily completed Prequalification Form specifying the category your firm is bidding for.

Note: Any submission made through any other address or means respectively, shall not be honored and ARDF shall not accept any responsibility whatsoever.

C. Labeling and marking of submissions:



Submissions **MUST** be enclosed in a Single Large Envelope clearly labeled “Application for pre-qualification as a Supplier/Service provider (whichever is applicable)” and **MUST indicate the category for which you are applying.**

You are legible to apply for only two categories with properly distinctive labeling codes on the envelopes.

D. Categories of goods and services

Labeling Code	Category
ARDF-JUBA-FI-2024-PO001	FOOD ITEMS/ BEVERAGES
ARDF-JUBA-NFI-2024-PO002	NON-FOOD ITEM
ARDF-JUBA-PS-2024-PO003	PRINTING SERVICES
ARDF-JUBA-V-2024-PO004	VISIBILITY (T-shirts, Banners, Raincoats, Half Jackets, etc)
ARDF-JUBA-CS-2024-PO005	ENGINEERING/CONSTRUCTION WORKS/BUILDING MATERIALS/SOLAR/ELECTRICAL/AIR CONDITIONING SERVICES
ARDF-JUBA-FI-2024-PO006	TRANSPORTATION SERVICES (Vehicles hire, Boats hire, Trucks hire)
ARDF-JUBA-IS-2024-PO007	INTERNET SERVICES
ARDF-JUBA-SS-2024-PO008	STATIONERY SUPPLIERS
ARDF-JUBA-E-2024-PO009	ELECTRONICS/EQUIPMENTS/ACESSORIES
ARDF-JUBA-FS-2024-PO0010	FURNITURE SUPPLIERS
ARDF-JUBA-TP-2024-PO0011	TENTS PROVIDER
ARDF-JUBA-VD-2024-PO0012	VEHICLE DEALERS/MOTORCYCLES/QUADBIKES/ MOTORBOATS/GENERATORS DEALERS
ARDF-JUBA-LS-2024-PO0013	LEGAL SERVICE PROVIDER
ARDF-JUBA-IT-2024-PO0014	IT PROFESSIONAL SERVICE
ARDF-JUBA-HA-2024-PO0015	HOSPITALITY, ACCOMODATION AND CATERING SERVICES
ARDF-JUBA-GAS-2024-PO0016	FUEL SUPPLY SERVICE
ARDF-JUBA-LFS-2024-PO0017	LOCAL FLIGHT SERVICE
ARDF-JUBA-IS-2024-PO0018	ASSETS AND MEDICAL INSURANCE
ARDF-JUBA-AI-2024-PO0019	AGRICULTURAL INPUTS AND TOOLS
ARDF-JUBA-AM-2024-PO0020	VEHICLES, MOTORCYCLE, QUAD BIKES, MOTORBOAT, GENERATORS MAINTENANCE AND SPARE PARTS
ARDF-JUBA-PS-2024-PO0021	PHARMACHEUTICALS
ARDF-JUBA-MS-2024-PO0022	MEDIA SERVICES
ARDF-JUBA-AS-2024-PO0023	AUDITING SERVICES



E. Deadline for request for clarification and submission of Bids:

Any requests for clarifications should be made in writing and addressed to the Procurement Committee at the following address: ardfsouthsudan@gmail.com and Cc: prf.ardfsouthsudan@gmail.com or you can reach us here in, Hai-Mauna Residential Area

Block No.1, Plot No. 214, 450 Meters Southwest from Mauna Medical Complex, Juba South Sudan.

Submission of bids starts on **Thursday 21st December 2023, 9:00am.**

The closing date for submitting bids is **Wednesday 10th January 2024 4:00pm, South Sudan Time.**

The submission should be hand delivered to our office in a sealed envelope, stamped on both sides by your legal stamp. To locate our office, call the operation team on **0929563721 or 0916084026 or 0927046444**

F. Mandatory ARDF Policies

- a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and team work. In accordance to these values, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- a) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

G. Selection criteria:

The companies that fully and satisfactorily meet the requirements listed in section **B** above with the (*Mandatory information and documentation*), the Vendor Prequalification Form and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding processes.

Specifically, bids will be evaluated and scored on the following criteria (to be determined from requirements listed in Section **B** above):

Satisfactory proof of legality of company existence	25Marks
Satisfactory proof of tax compliance	25marks
Satisfactory proof of adequate financial capacity	40Marks
Satisfactory proof of bidder's business worthiness (technical competence, experience)	10 Marks

NB: Only bidders whose submissions score a minimum of 75% marks from the evaluation will be pre-qualified.



H. Feedback to successful

The successful bidders will be informed by the Procurement committee via their email addresses by focal point of ARDF within (2) weeks from date of closure of receipt of applications. In case you apply for pre-qualification but don't hear from us 3 weeks after the closing date, please consider your bid application unsuccessful.

Disclaimer:

- (a) This is only an invitation for prequalification and ARDF South Sudan may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and ARDF South Sudan.
- (b) ARDF South Sudan is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final.





PRE-QUALIFICATION FORM

Company Name:

Contact Person:

Address:

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Registration No# _____

Email Address: _____

Web Site: _____

Type of supplies, services and works qualified to supply & perform: (Supplier, Service Provider, Construction, etc.)

1. _____

2. _____

3. _____

4. _____

5. _____

If the list is longer, please submit it in a separate sheet.

1) Specific Geographical Area You Work In: (Example: CES-Juba SSD)

2) Year Business Started: _____ Number of Employees: _____

3) Has your Company or any of its Owners Declared Bankruptcy in last 2 years?
[] Yes [] No

4) Is Company Bondable? [] YES [] NO – Single Project Limit \$ _____
Total \$ _____

5) Have you ever failed to complete a project: [] YES (explain details below) [] NO
Details:

6) Have you ever failed to complete a project on time? [] YES (explain detail below) [] NO

Details:

7) Have you had a contract terminated due to performance? [] YES (explain detail below) [] NO

Details:



8) What is your current Worker's Compensation Experience Modification Rating (EMR)

Jobs Run @ Time: _____ Annual Volume \$ _____

Largest Job \$ _____ Average Job \$ _____ Smallest Job \$ _____

Current Contract Backlog:

9) Do you have a Service supplier/construction etc Department? YES NO

10) Do you have full time coverage? YES NO

SUBCONTRACTOR PRE-QUALIFICATION WORKSHEET
 Contractor's License (s) States and Numbers



State: _____ No: _____

State: _____ No: _____

State: _____ No: _____

State: _____ No: _____

Estimating Contact:

Union / Signatory: Yes No Subcontractor: Vendor/Supplier:

Business Type: Corporation Partnership Limited Liability Company
 Sole Proprietor Other (specify)

Name & Title	Years with Company

Is your company owned or controlled by a parent or any other organization? YES NO *If yes, please describe on a separate sheet.*

Is your company a certified: [Local] [National] [Regional] [International] [Native South Sudanese] N/A

Office Personnel Field Supervisors Avg. Field Labor Avg. Shop Labor

I. Legal Information

Are there any judgments, claims, arbitration proceedings, or suits pending/outstanding against your firm or its officer or principals? YES NO

If yes, please provide a complete explanation on a separate sheet.

Has your company filed any lawsuits or requested arbitration or mediation with regard to supplier service, delivery and construction? Contracts within the last two (2) years? YES NO

If yes, please provide a complete explanation on a separate sheet.

II. References

Banking (if more please feel free to add)

Name & Branch _____

Since? _____

City, State, Zip _____

Contact Person _____

Name & Branch _____





iii. Bonding

Bonding Company _____ Since? _____

Surety Broker/Agent _____ Since? _____

Contact Person _____ Telephone _____

Bonding Capacity – Per Project \$ _____ Aggregate \$ _____

Last Bond Issued – Date _____ Amount \$ _____ Rate % _____

Please attach a formal letter from your bonding company.

iv. Insurance

General Liability Carrier _____ Since? _____

Insurance Broker/Agent _____ Since? _____

Contact Person _____ Telephone _____

What is your limit to Liability insurance? _____
Supplier _____

Supplier Name & Location _____

Contact Person _____ Telephone _____

Supplier Name & Location _____

Contact Person _____

Supplier Name & Location _____

Contact Person _____

v. References (NGO's, Suppliers/Services, and at least 2 General Contracts for Services work within the last 2 years):

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract \$ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract \$ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract \$ _____

Project: _____ Company: _____ Address: _____

Telephone: _____ Fax: _____ Your Contract \$ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract \$ _____

VI. Financial Information

Financial Reference:

Please attach a copy of the following: Financial statement may be requested at ARDF requests.

Has your company or any other organization with which your officers were involved during the past two (2) years, ever been in bankruptcy or a voluntary reorganization? [] YES [] NO *If yes, please provide a complete explanation on a separate sheet.*



VII. Revenue

Annual Volume: What was the annual volume of work completed in the last two years as well as next year's forecast (Forecast Volume?)

\$ _____ \$ _____ \$ _____ \$ _____

(Forecast Volume)

V. Experience

Has your company had experience with supplier/service for projects [] YES [] NO



VIII. Safety

Does your firm have a written safety plan? [] YES [] NO

Has your firm had any Occupational Safety & Health Administration (OSHA) citations, fines, or jobsite fatalities within the most recent two (2) years?

[] YES [] NO

If yes, please describe in detail on an attached sheet what occurred and what steps were taken by the company to prevent from happening in the future.

OSHA Incident Rate: Please list your firms OSHA incident rate for the most recent three (2) years

YR. / Rate _____ YR. / Rate _____ YR. / Rate _____

IX. Additional Information

Please list any additional information you feel will help us determine your company's qualifications and expertise _____

I hereby certify that the above information is accurate, correct and true.

Completed By: _____
(Name)

(Title)

(Signature)

(Date)