

A CALL FOR PRE-QUALIFICATION OF PROVIDERS/SUPPLIERS FOR WORKS, SERVICES OR SUPPLIES FOR THE FINANCIAL YEAR 2022

Background

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba and mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters. CINA has been working in Jonglei, Central equatoria, Eastern equatoria and Lakes States since 2011 to date. CINA is currently implementing an Integrated Child Protection Programme, including provision of Family Tracing and Reunification, Psychosocial Support, Case Management and Mine Risk Education Services and general child protection in emergencies intervention for children, adolescents and families affected by conflict.

Objective

Community in Need Aid (CINA) invites sealed Applications from reputable providers/suppliers for the provision of various works, services or supplies for Financial Year 2022. The list of items required during the above mentioned financial year is given in *Appendix B*.

The prequalification document is divided into:

- Part I: General Part
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications

Appendices:

- A: Application Submission Sheet
- B: Statement of Requirements
- C: Evaluation Criteria

PART I: GENERAL PART

1.1 Corrupt Practices

1.1.1 CINA, as well as Applicants, should observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity, and includes collusive practices among Providers prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring and Disposing Entity of the benefits of free and open competition;
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and



- (c) will suspend a Provider from engaging in any procurement proceeding for a stated period not less than 1 year; if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

1.1.2 In pursuit of the policy, CINA requires all Providers to adhere to the relevant codes of ethical conduct. The Providers are required to indicate their acceptance of this code through the declarations in the **Application Submission Sheet (Appendix B)**

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

CINA will evaluate and short list all eligible companies for the provision of various works, services or supplies for the Financial Year 2022. Once a firm has been short listed, it will be invited, several times during the financial year, to submit a proposal for the provision of some or all of the works, services or supplies. The procurement department reserves the right to add similar types of works, services or supplies to the list in *Appendix B*.

2.2 Eligible Applicants

2.2.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- (a) The applicant has the legal capacity to enter into a contract;
- (b) The applicant is not: (i) Insolvent (ii) In receivership (iii) Bankrupt (iv) Being wound up.
- (c) The applicant's business activities have not been suspended.
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b).
- (e) The applicant has fulfilled his or her obligations to pay taxes.

2.2.2 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:

- (a) Have controlling shareholders in common; or
- (b) Receive or have received any direct or indirect subsidy from any of them; or
- (c) Have the same legal representative for purposes of this application; or
- (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of CINA regarding this short listing process; or
- (e) Participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.

2.2.3 A firm shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of Subcontractor in any bid, may participate in more than one bid, but only in that capacity. A Bidder who submits, or participates in, more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.



- 2.2.4 A firm that is under a declaration of suspension at the date of submission of the application or thereafter, shall be disqualified.

2.3 Clarification of Shortlisting Documents

A prospective Applicant requiring any clarification of the short listing documents may notify CINA in writing or by cable (hereinafter, the term cable is deemed to include telephone, e-mail and facsimile) at the client's address indicated below. The procurement department will respond in writing to any request for clarification on the short listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of the procurement department's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short listing documents.

For clarification purposes only, CINA's address is:

Street Address: **Atlabara 21st street, 24th Avenue off Juba University.**

Town/City: **Juba**

Country: **South Sudan**

Telephone: **0921696489 / 0924837145 / 0928960762**

Electronic mail address: **procurement.cina@gmail.com**

2.4 Amendment of Short listing Document

- 2.4.1 At any time prior to the deadline for submission of applications, the Procurement department may amend the Short listing Document by issuing addenda.
- 2.4.2 Any addendum issued shall be part of the Short listing Document and shall be communicated in writing to all who have obtained the short listing document from CINA.
- 2.4.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, CINA may, at its discretion, extend the deadline for the submission of applications.

PART III: PREPARATION OF APPLICATIONS

3.1 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the **Application Submission Sheet**. Failure to provide the required information shall result in disqualification.

3.2 Format and Signing of Applications

- 3.2.1 The Applicant is requested to submit its prequalification Documents in one envelope marked: **"Prequalification Documents for the provision of works, services or supplies for the Financial Year 2022"**
- 3.2.2 The documents of the Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short listing documents. All pages of the Application, except for printed literature that is not amended, shall be initialed by the person or persons signing the Application and each page numbered.



- 3.2.3 All Pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications

- 4.1.1 The Short listing Application shall be composed of one envelope marked **“Prequalification Document for the provision of works, services or supplies”**.

- 4.1.2 For application submission purposes only, Community In Need Aid’s address is:

Street Address: **Atlabara 21st street, 24th Avenue off Juba University.**

Town/City: **Juba**

The deadline for application submission is: **14th/01/2022**

Time (CAT): **4:00 PM**

- 4.1.3 The envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.

- 4.1.4 If the envelope is not sealed and marked as required by Clause 4.1, **CINA** will assume no responsibility for the Applications misplacement or premature opening.

4.2 Late Applications

Any Application received after the deadline for submission of Applications prescribed by **CINA** will be rejected and returned unopened to the Applicant.

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by CINA

- 5.1.1 The procurement department will read out Applicants’ particulars in the presence of Applicants’ representatives who choose to attend, on the **21st/01/2022**. The Applicants’ representatives who are present shall sign a register as evidence for their attendance.

- 5.1.2 No Application shall be rejected at Application opening, except for late Applications, which shall be returned unopened to the Applicants.

- 5.1.3 The procurement department of CINA will prepare minutes for the Application opening.

5.2 Evaluation of Applications:

- (a) **CINA** will carry out the evaluation of proposals on the basis of their responsiveness to:

- Legal Status
- Tax Payment
- Financial Position – Presentation of copies of Audited reports for the last two years.
- Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The procurement department shall notify the Applicant of the rejection of their application as specified in (Evaluation criteria)

Appendix C.



5.3 Clarification of Applications

- 5.3.1 During evaluation of the Applications, *CINA* may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the head of the procurement & operations - CINA.
- 5.3.3 The head of procurement & operations shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- 5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

5.4 Contacting Community in need aid (CINA)

- 5.4.1 No Applicant shall contact CINA on any matter relating to its Application from the time of Application opening to short listing of Applicants.
- 5.4.2 Any effort by the Applicant to influence Community in need aid in its decisions on the Application evaluation may result in the rejection of the Application.

5.5 Confidentiality

- 5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the CINA procurement department on any matter related to the short listing process, may do so but only in writing.

PART VI: SHORT LISTING

6.1 Notification to the Short listed Applicants

CINA will notify all Applicants in writing by registered letter or by cable, that they have been short listed to provide works, services or supplies for the Financial Year 2022

6.2 Inspection

CINA reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. CINA reserves the right to verify all information submitted.

6.3 Changes in Qualifications of Applicants

- 6.3.1 Applicants and those subsequently short listed or conditionally short listed, shall inform CINA of any material change in information that might affect their qualification status. Providers shall be required to update key short listing information at the time of bidding.
- 6.3.2 Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.



Appendix: B APPLICATION SUBMISSION SHEET

1. Corporation Information

Company Name	
Address	
P.O. Box No.	
Street	
City	
Country	
Telephone Numbers	
Email	
Contact Person	
Title	

1. Legal

limited liability company	<input type="checkbox"/>	Individual Owned	<input type="checkbox"/>	partnership	<input type="checkbox"/>	Joint venture	<input type="checkbox"/>
Country of Establishment	Of	South Sudan	<input type="checkbox"/>	Sudan	<input type="checkbox"/>	Others (specify)	<input type="checkbox"/>

2. Experience Records

(a) Have you had any contract terminated for poor performance in the last five years?

Yes NO

(b) How many years has your business been in the current Business?

1 years 1 – 2 years 3 - 4 years > 5 year

(c) Three Major Contracts Executed during the Last 3 Years.

Completion Year	Nature of the Contract	Client	Country	Value in USD

(d) Please provide 3 references for your business experience.

Organization	Contact Person	Designation	Phone Number	Email

3. Bank Account Details (preferably ECO Bank)

Account Name	
Account Number	
Bank Branch	
Swift Code	

Declaration

<p>We hereby declare that the above particulars are true and correct and accept that CINA has a right to verify them as when required.</p>	<p>Name:</p> <p>Signature:</p> <p>Title:</p> <p>Date:</p> <p>Stamp:</p>
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If the space provided in the document is insufficient for your response, provide each detailed response in separate paper, clearly identified numbered attachments.

The registered suppliers are required to immediately advise CINA of any significant changes of the following.



- Financial Capability or technical Capability.
- Ownership or holding
- Any court convictions or prohibition orders from the Governmental agencies.
- Changes in address, phone, email, contact person or other communications
- CINA may make revisions to the registration scheme, or seek new applications at any time. Whenever a full revision of the system is carried out, additional information or new applications from currently pre-qualified suppliers will be sought.
- Provide brief description that describes the nature of your business and the services/products that you are able to supply CINA.

For CINA use only	Name:
	Signature:
	Date:

APPENDIX B: STATEMENT OF REQUIREMENTS (PLEASE TICK A CATEGORY)

	Fuel and Lubricants e.g Fuel Transmission, Engine oil, ATF oils and others
	Printing and Stationeries e.g Cartridges, ream papers, Pen, and Others
	Insurance Services
	Supply of communication services e.g Thuraya Satellite phones, Airtime and Internet services
	Repair and Maintenance of Automobiles and Generators e.g engine oil, oil filter, Air cleaner, spare parts and others
	Transportation service (Truck, Light Vehicle, Boat and aeroplane)
	Visibility Materials (T-shirts, Jackets, Caps, Banners, stickers, leaflets and flags)
	Constructions (building, renovations and construction materials)
	Supply of Printers and Computers
	Consultancy services or Technical Proposal design.
	Government registrations and others (certification, Networks, partnership with government agencies)
	Office rental and hotels
	Banking and money transfer services
	Catering services



ANNEX C: EVALUATION CRITERIA

Experience

- a. Prospective Bidders shall have at least two (2) years' experience in the supply of good and services.
- b. Prospective suppliers or providers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. CINA reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

Financial Capability

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractors credit position.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

Personnel

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.

Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

Premise

The Firm must have a **registered** and **fixed** business premise in South Sudan, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the South Sudan authorities.

PRE-QUALIFICATION EVALUATION CRITERIA

1 MANDATORY REQUIREMENTS

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
4.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers.	Mandatory
5.	Outside Catering services – Bidders to avail a certificate of health for handling from respective authorities	Mandatory
6.	Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
7.	Financial statement for the last three years in the name of the firm	Mandatory
8.	A minimum of three reference letters from recent clients may be obtained if necessary.	Mandatory



2 TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT)	25
2.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	10
3.	Other certification	5
4.	Man Power/Staffing	20
6.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
7.	Financial capability	10
8.	Litigation history	5
	TOTAL	100
	PASS MARK	60

