



PREQUALIFICATION AND REGISTRATION OF VENDORS FOR GOODS & SERVICES.

CATEGORY OF PREQUALIFICATION (*GENERAL SUPPLIES/SERVICES*)

TENDER REF:	WUSC/PREQ/SSD/FEB/202 6-2029/001
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PREQ release date: 4th/3/2026

PREQ submission date: 4th/03/2026 to 7th/04/2026 at *(Time) 8am-5pm*
CAT

For further information, please contact: procurement.southsudan@wusc.ca



REQUEST FOR PROPOSALS FOR THE SUPPLY AND DELIVERY OF ASSORTED SUPPLIES & SERVICES

World University Service of Canada (WUSC) is a leading Canadian international development organization whose mission is to foster human development and global understanding through education and training. WUSC has its headquarters in Ottawa, Canada and with a global presence in 13 country offices internationally

This document is a formal Prequalification of Vendors' request from prospective suppliers, Service providers for the provision and delivery of below items and services to WUSC South Sudan Offices.

S/N	CODES	ITEM CATEGORY	QTY
1	PREQ/SSD/001	Office consumables (Tea spices)-Juba/Yei/Kajokeji/Magwi	1
2	PREQ/SSD/002	Stationaries & electronics-Juba/Yei/Kajokeji/Magwi	1
3	PREQ/SSD/003	Printing & Graphic Design-Juba/Yei/Kajokeji/Magwi	1
4	PREQ/SSD/004	Fuel - Diesel & Petrol (Fuel Stations) - Juba/Yei/Kajokeji/Magwi	1
5	PREQ/SSD/005	Spare parts, Service & Repair of Vehicles & Motorcycles - Juba/Yei/Kajokeji/Magwi	1
6	PREQ/SSD/006	Vehicle hire/Taxi Service-Juba/Yei/Kajokeji/Magwi	1
7	PREQ/SSD/007	Hotel & Accommodation & Conference Service - Juba/Yei/Kajokeji/Magwi	1
8	PREQ/SSD/008	Outside Catering-Juba/Yei/Kajokeji/Magwi	1
9	PREQ/SSD/009	Flight Services both Domestic & International - Juba	1
10	PREQ/SSD/010	ICT/Electronics & maintenance - Juba/Yei/Kajokeji/Magwi	1

The information you disclose will be handled in the strictest confidence by *WUSC*. The Supplier/Service provider will also be held responsible for disclosing incorrect or misleading information.



The bidders must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted in a sealed envelope well labelled (not disclosing the source), which should be dropped and registered at the *WUSC* Tender Box, addressed as follows:

Operations, Logistics & Security Officer.

Tender Ref: WUSC/PREQ/SSD/FEB/2026-2029/001

DEADLINE FOR SUBMISSION: Tue 7th/April/2026 All submissions must be received not later than 4:30 pm CAT to be deemed "received in time".

GENERAL INFORMATION AND NOTICE

- All the information contained in this prequalification document and in the Supplier's and Service Providers response will be handled with confidentiality by both the Supplier, Service Provider and *WUSC*.
- There is no obligation on *WUSC* to select and procure all or some of the goods offered.
- Any information given by the Supplier will form the basis of any contract that may be entered into between *WUSC* and the Supplier/Service Provider.
- *WUSC* shall not be liable for or required to pay any costs, expenses or losses that may be incurred by the Supplier in the preparation of their Proposal.
- All required information will be submitted on the documents specified in this prequalification document.
- *WUSC* does not bind itself to accept the lowest bid of any Proposal and reserves the right to accept a portion of any Proposal.
- The Supplier/Service Provider is to submit a fully qualifying bid.
- *WUSC* reserves the right to conduct unannounced site visits to the Supplier premises.
- *WUSC* may contact or arrange site visits to the referees stated in this proposal.
- *WUSC* reserves the right to accept or reject any proposal without assigning any reasons thereof.
- Only successful bidders shall be contacted.

The prequalification document is made up of three sections:

1. Section 1 – Prequalification Instructions
2. Section 2 – Expectations and Declaration
3. Section 3 – Evaluation criteria

All above sections will form part of the evaluation criteria.

SECTION 1: PREQUALIFICATION INSTRUCTIONS

To be eligible and be considered for pre-qualification prospective suppliers must prove that they qualify to participate and submit all the information in the format requested herein as part of mandatory documents:

1.1 Mandatory requirements

The proposal must be submitted in one copy, bound, typed and completely printed in one sealed envelope. The proposal **MUST** be submitted in the format below.



	Documents required	Attach Copy
1.	Covering letter on firms headed paper giving complete details including email addresses, telephone contacts, office location	
2.	Copy of valid Certificate of incorporation/registration	
3.	Copy of valid Chamber of Commerce Certificate	
4.	Copy of Valid Operations Licenses	
	Copy of CID letter of No Objection	
5.	Copy of Memorandum of Association (containing Directors identity)	
6.	Copy of Valid Tax compliance certificate	
7.	Copies of relevant experience in the selected category (Purchase/Service orders or contracts at least 3 copies of your highest value)	
8.	Copy of Manufacturer(s) Authorization/Dealership (where applicable)	
9.	Copy of Current Trade License	
10.	Copy of regulatory body certificate (where applicable)	
11.	Comprehensive Company Profile (including organization chart)	

1.2 Client/Business References

List 3 major clients whom you have provided similar goods to in the last three financial years that you would recommend for Reference - *must be relevant to the items you have expressed interest to supply.* Please break them down into the following categories:

a) **Non-Profit/Donor Funded Organizations and commercial clients:**

Name of Firm	Location/Physical Address	Contact Person	Business (USD)

1.3 Business Principles:

a) **Conflict of Interest**

1.9.1 *WUSC* insists on honesty, integrity and fairness in all aspects of the business relationship with your company. Direct or indirect offer, payment, soliciting and acceptance of bribes in any form are unacceptable practices. Please confirm your agreement to the above.
Y / N

1.9.2 To avoid conflict of interest between their private financial activities and their part in the conduct of company business, *WUSC* employees or members of their immediate family or relatives should not acquire financial interest in any company or organization with which *WUSC* has commercial relationship.

1.9.3 Is a member of your immediate family or relative an *WUSC* employee?



Y /N. If yes, please provide details.

SECTION 2: EXPECTATIONS AND DECLARATION

2.1 Continuous improvement and Performance Measurements

The supplier/Service Provider will be required to participate positively in the client’s performance measurement systems, which will include the following:

- a) Ensure the most efficient and high quality service delivery.
- b) Ensure high quality standard materials are used and may be subject to random checks
- c) Ensure good communication and be ready to offer any information to the client in regard to the contract/project.
- d) Be ready to address and rectify any queries that may arise during the contract/project period.
- e) Quotation validity **MUST** be minimum 1 year and maximum 3 years from the date of submission.

2.2 Credit Facilities

Upon delivery of invoice, what would be the expected maximum credit period offered by your firm? Note that WUSC recommended credit period is 30 days upon invoice receipt.

- a) Indicate terms and conditions of delivery and installation.
- b) Indicate the extended warranty period for items where applicable.

2.5 WUSC observes green procurement regulations therefore suppliers/Service Providers and manufacturers should ensure that goods and services are compliant with emerging Environmental Management Standards.



2.6 Supplier/Service Provider Declaration:

I declare that to the best of my knowledge that the answers submitted in this prequalification proposal (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization/company ineligible to participate in any future business activities with WUSC.	
FORMS COMPLETED BY	
Name:	
Position (Job Title):	
Date:	
Telephone Number(s):	
Email address:	
Signature:	
Stamp/Seal:	
FORMS WITNESSED BY	
Name:	
Position (Job Title):	
Date:	
Email address:	
Signature:	
Stamp/Seal:	

SECTION 3: EVALUATION CRITERIA

1. Detailed company profile and detailed organization chart (25 marks).
2. Audited accounts for the last three years (10 marks).
3. Copies of three (3) Purchase orders for similar goods (of your highest value) for the last three years (10).
4. Written reference from three (3) relevant and reputable clients (25 marks).
5. Document presentation/clarity (10 marks).
6. Due diligence (20 marks).

The minimum pass mark is 80/100.