



# **CALL FOR EXPRESSION OF INTEREST: SUPPLIER/SERVICE PROVIDERS PREQUALIFICATION**

**Publication Reference: CEI-ACFSSD-002-2025**

# TABLE OF CONTENTS

A - INSTRUCTIONS TO BIDDERS .....	3
1. Preamble .....	3
2. Purpose of the Call for Interest.....	3
3. Call for Interest Schedule.....	3
4. Instructions to submit an Offer .....	3
5. Eligibility.....	4
6. Language of offers and procedure.....	4
7. Costs of preparing the Call for Interest .....	4
8. Call for Interest Process .....	4
9. Duration for Maintaining Qualified Supplies in the Database .....	4
Appendix 1: Supplier Prequalification Form.....	5
Appendix 4: Action Against Hunger's GOOD BUSINESS REGULATIONS .....	7

---

# A - INSTRUCTIONS TO BIDDERS

---

## 1. Preamble

Action Against Hunger tackles the causes and effects of hunger and diseases that threaten the lives of vulnerable children, women and men. Established in France in 1979, Action Against Hunger is a nongovernmental, non-political, non-religious, non-profit organisation.

Action Against Hunger opened a mission in South Sudan in 2007, to intervene in providing humanitarian assistance to the vulnerable population through its Nutrition, Water Sanitation and Hygiene, Food security and Livelihood programs in NBeG state, Warrap State, Jonglei state and humanitarian intervention throughout the Country.

## 2. Purpose of the Call for Interest

This Call for Interest invites eligible and competent suppliers and service providers to participate in our supplier prequalification process, which will allow Action Against Hunger South Sudan to update its supplier database across various markets.

In addition, this Call for Expression of Interest serves as the basis for Action Against Hunger to conduct restricted tenders across various markets and establish framework agreements with successful bidders. As such, Action Against Hunger will invite prequalified suppliers/service providers to participate in a restricted tender process and will sign framework agreements with the selected bidders.

## 3. Call for Interest Schedule

Descriptions	DATE	TIME*
Deadline for requesting clarifications	07 August 2025	4:30 pm
Deadline for Submission	14 August 2025	3:30 pm

\* All times are in the local time (CAT) Central African Time.

Please note that Action Against Hunger reserves the right to modify the schedules and pre-select certain applicants based on the criteria listed in this document.

## 4. Instructions to submit an Offer

### 4.1 – RESPONSE FORMAT

The bidder should pack its bid offer in a single folder, zip and submit it via the email address [tender@ssd-actionagainsthunger.org](mailto:tender@ssd-actionagainsthunger.org) by clearly indicating the dossier reference on the subject of the email as indicated below:

**Dossier Reference: CEI-ACFSSD-002-2025**

**SUBJECT: CEI-ACFSSD-002-2025: Supplier Prequalification**

It is received no later than 14 August 2025, 3:30 pm

Note that, hardcopy delivery by any means of transport is unacceptable and will not be considered for the further bid process. Only bidders who submit via the specified email: [tender@ssd-actionagainsthunger.org](mailto:tender@ssd-actionagainsthunger.org) will be considered.

#### **4.2 – CHECKLIST FOR TENDER CONTENT**

The proposal shall include, as a minimum:

- ☐ Copy of Valid **Certificate of Incorporation**
- ☐ Copy of Valid **Business Licence for nature of business**
- ☐ Copy of valid **TIN Certificate**
- ☐ Copy of **Tax Clearance Certificate**
- ☐ Appendix 1 - **Supplier Registration Form** duly completed, signed and stamped.
- ☐ Appendix 4 - **Action Against Hunger Good Business Regulations**, signed and stamped
- ☐ Proof of Past Performance – **Recommendation letters** from at least three organizations for accomplishment of similar tasks in the past two years.

**Failure to provide all of the specified documents above may result in disqualification of the Bidder's proposal.**

### **5. Eligibility**

Participation in the prequalification is open on equal terms to any natural and legal persons or company registered within South Sudan and able to provide legal documents indicated under 4.2 of this document.

### **6. Language of offers and procedure**

All correspondence and documents related to the tender exchanged by the bidder and Action Against Hunger must be written **in English**.

### **7. Costs of preparing the Call for Interest**

All costs incurred by the bidder in preparing and submitting the documents are not reimbursable. All such costs will be borne by the bidder.

### **8. Call for Interest Process**

The selection process will be carried out by the designated evaluation committee in a transparent manner. The committee will select applicants based on the criteria outlined in Article 4 of this document.

Action Against Hunger reserves the right to prioritize certain markets over others instead of processing all the advertised markets. This prioritization will be based on need and urgency.

### **9. Duration for Maintaining Qualified Supplies in the Database**

The suppliers qualified through this process will be kept in our database for a maximum of two years. After two years, a new call for expressions of interest will be initiated, and the database will be updated accordingly.

# Appendix 1: Supplier Prequalification Form

## Section A: Tick the sectors you are applying for

<input type="checkbox"/> Tents	<input type="checkbox"/> Office Furniture	<input type="checkbox"/> Vehicle maintenance and repair
<input type="checkbox"/> Non-Food Items (NFIs)	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Medical Insurance
<input type="checkbox"/> Borehole Drilling	<input type="checkbox"/> IT Equipment and services	<input type="checkbox"/> Construction Material
<input type="checkbox"/> Customs Clearing and forwarding	<input type="checkbox"/> Security Services	<input type="checkbox"/> Construction (building)
<input type="checkbox"/> Generator parts and Services	<input type="checkbox"/> Branding and Printing	<input type="checkbox"/> Electricals and Plumbing
<input type="checkbox"/> Laptops, printers and satphones	<input type="checkbox"/> Stationaries	<input type="checkbox"/> Land Transportation (Commodities)
<input type="checkbox"/> Fuel	<input type="checkbox"/> Seeds and tools	<input type="checkbox"/> Air Transportations (Passenger and Commodities)
<input type="checkbox"/> Fumigation Services	<input type="checkbox"/> Solar Equipment	<input type="checkbox"/> River Transportation (Commodities)
<input type="checkbox"/> Catering Services	<input type="checkbox"/> Vehicle Rental Service (Passengers)	<input type="checkbox"/> Other.....
<input type="checkbox"/> Hotel Accommodation and Hall hire	<input type="checkbox"/> Vehicle spare parts	<input type="checkbox"/> Other.....

**1. Name of Company:**

**2. Physical Location of the company:**

**4. Phone 1:** \_\_\_\_\_ **5. Email Address:** \_\_\_\_\_  
**6. Phone 2:** \_\_\_\_\_ **7. Website Address:** \_\_\_\_\_

**8. Contact Person**

Name: \_\_\_\_\_ Position in the Company: \_\_\_\_\_ Direct phone: \_\_\_\_\_

**9. Do you have other offices / plants in South Sudan? (List them below)**

**10. What is your core business activity?**

**11. Is your company part of an international company? Please state Parent/Sister Company's name ( If any):**

**12. Type of Business (Mark only one)**

Joint Venture:	<input type="checkbox"/>	Private Limited Company:	<input type="checkbox"/>	Individual:	<input type="checkbox"/>
Limited Partnership:	<input type="checkbox"/>	Ordinary partnership:	<input type="checkbox"/>	Not-for-profit:	<input type="checkbox"/>
Share company:	<input type="checkbox"/>	General Partnership:	<input type="checkbox"/>	Other:	<input type="checkbox"/> (Specify).....

**13. Nature of your Business:**

Manufacturer	<input type="checkbox"/>	Retailer	<input type="checkbox"/>	Service Provider	<input type="checkbox"/>	Freelancer	<input type="checkbox"/>
Wholesaler	<input type="checkbox"/>	Importer	<input type="checkbox"/>	Consultant	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/> Specify: _____

**14. Year Established:** \_\_\_\_\_

**15. Number of Employees:** \_\_\_\_\_

**Section B: Experience**
**17. References (Please provide 3 references and their contact details, preferably INGO clients). You may attach reference letters**
**Reference 1**

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Position: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Position: \_\_\_\_\_

**Reference 3**

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Position: \_\_\_\_\_

**18. Do you have previous experience with Action Against Hunger? If yes, please describe works that you completed.**

I, the undersigned, hereby confirm that the information provided in this form is correct.  
 I also understand that it is an offence to provide wrongful information.

**Name:**
**Position in the Company:**
**Signature:**
**Date:**
**Company Rubber Stamp**

---

## Appendix 2: Action Against Hunger's GOOD BUSINESS REGULATIONS

---

These Good Business Regulations are the ground for a professional working relationship between Action Against Hunger and the suppliers.

They are general regulations valid unless others particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender dossier will prevail on these Good Business Regulations.

### I. Principles of the procurement procedures

---

Action Against Hunger has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to perform the market
- Financial and economic capacities
- Technical expertise
- Professional capacities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

### II. Misbehaviour, ineligibility and exclusion

---

Action Against Hunger considers the following misbehaviour as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts:

- **Fraud** defined as any intentional act or omission relating to:
  - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of Action Against Hunger or institutional donors funds
  - Non-disclosure of information, with the same effect
  - The misapplication of such funds for purposes other than those for which they were originally granted
- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage Action Against Hunger or institutional donors financial interests
- **Collusion:** the co-ordination of firms competitive behaviour, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.

- **Coercive practice:** harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- **Bribery:** to offer Action Against Hunger employees monetary or in kind gifts in order to gain additional markets or to continue a contract
- **Involvement in a criminal organisation** or any other **illegal activity** established by a judgement, by the US Government, the European Union, the United Nations or any other donor funding Action Against Hunger.
- **Immoral Human Resources practices:** exploitation of child labour and the non-respect of basic social rights and working conditions of employees or subcontractors

**Action Against Hunger will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:**

- To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have entered into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been **convicted of an offence** concerning professional conduct by a judgement that has the force of *res judicata*
- To have been **guilty of grave professional misconduct** proven by any means that Action Against Hunger can justify
- To have not fulfilled obligations relating to the payment of **social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or with those of the country where Action Against Hunger mission is operating or those of the country where the contract is to be performed
- They have been the **subject of a judgement** that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be in **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

**Action Against Hunger will not award contracts to candidates or tenderers who, during the procurement procedure:**

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required Action Against Hunger as a condition of participation in the contract procedure or fail to supply this information

### **III. Administrative and financial sanctions**

---

In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices Action Against Hunger will impose:

- **Administrative sanctions:**

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- **Financial sanctions:**

Action Against Hunger will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by Action Against Hunger.



## IV. Information of and access for the Donors

---

Action Against Hunger will inform immediately the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the contractors agree to guarantee a right of access to their financial and accounting documents to the representatives of Action Against Hunger's institutional donors for the purposes of checks and audits.

## V. Documents to be a supplier

---

Hereafter is the minimal documentation a contractor working with Action Against Hunger will have to provide:

- Full registration documents for the company with valid certifications
- List of company owners including copies of IDs
- Mission order or power of attorney authorising the representative to contact

**Important note:** Additional documentation may be required for a particular market.

In addition the contractor must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

---

## VI. Anti-Corruption Policy

---

If you believe that the action of anyone (or a group of people) working or volunteering for Action Against Hunger programs is responsible for violating the above rules, you should file a report through the Whistle-blower Email Hotline.

In order to enable the treatment, reports should give as precise information as possible; your name and contact are optional but encouraged. All reports are treated confidentially to the extent permissible by law. Action Against Hunger will use all reasonable efforts to preserve the confidentiality of the whistle-blower and to protect whistle-blowers against any possible retaliation. Reports are to be sent as follows: [acf-usaconfidential@actionagainsthunger.org](mailto:acf-usaconfidential@actionagainsthunger.org)

### **Anti-Bribery, Corruption, Abuse of Power and PSEA Clause**

**Any Supplier, who suspects Action Against Hunger employee of dishonest conduct, should raise their concerns with the management of the country office.**

**All reports at all levels will be treated with utmost confidentiality to the extent permissible by Law. Any suspected violations can be submitted anonymously.**

**TO BE FILLED OUT BY SUPPLIERS:**

I, undersigned ..... representative of ..... certified that I have read and understood these regulations.

On behalf of the company I act for, I accept the terms of Action Against Hunger Good Business Regulations and I commit to achieve the best performances in the event ..... is awarded a market.

By signing, I certify that ..... has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or Unethical HR Practices **(in accordance with Action Against Hunger's policies available on the organisation's website)** such as the use of Child labour or overriding basic social rights and work conditions or the standards defined by the International Labour Organisation (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labour, and the respect of working and hygiene conditions; or Sexual exploitation or abuse : such as any form of sexual, psychological or verbal abuse, or physical harassment including the following practices: sexual harassment, sexual abuse, sexual relations with children, sexual assault, sexual exploitation or any other contributions to the "sex market".

Last, I hereby certify that ..... is not involved in any pending lawsuit, claim or action in the Company's name, or on behalf of any other person or entity, against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

All the supplier's responsibilities mentions in this document extend to any supplier affiliates and subsidiaries.

Name:

Date:

Position:

Stamp: