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CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT (CAFOD)

**SUBJECT: PRE-QUALIFICATION OF SUPPLIERS/SERVICES PROVIDERS FOR
PROVISION OF GOODS AND SERVICES TO CAFOD FOR PERIOD OF TWO (2)
YEARS.**

PERIODS: 1ST MARCH 2021 – 31ST MARCH 2023

OPENING DATE: 5TH MARCH 2021

CLOSING DATE: 25TH MARCH 2021

TIME: 5:00PM

**CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT OFFICE LOCATION AT
HAI MALAKAL, PLOT 19, BLOCK XIII, P.O.BOX 7
JUBA, SOUTH SUDAN.**



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1.0 INTRODUCTION

CAFOD is the official aid agency of the Catholic Church in England and Wales. We are part of the global Caritas Internationalis family and we work in more than forty (40) Countries worldwide. In South Sudan, we are a registered international non-governmental organization. We work across South Sudan with local communities and with our partners, in areas of poverty eradication, assistance in humanitarian emergencies, awareness and promotion of social justice.

CAFOD is looking for competent and reputable suppliers/service providers to submit their application for pre-qualifications of Suppliers/Service Providers for various categories indicated below.

2.0 INSTRUCTIONS TO SUPPLIERS/SERVICE PROVIDERS

When submitting your proposal for pre-qualification of goods and services, please include a completed document: -

- a. CAFOD Supplier Questionnaires – attached in the appendix 2 of this document.
- b. CAFOD Terms and Conditions - attached in the appendix 2 section of this document.
- c. Supplier Code of Conduct - attached in the Appendix 2 section of this document.
- d. Updated company profile
- e. Valid certificate of incorporation
- f. Membership certificate (Member of South Sudan Chamber of Commerce)
- g. Tax registration certificate
- h. Valid tax clearance certificate
- i. Valid operation licence
- j. Letter of no objection and
- k. Trade references (latest) from other INGOs or UN agencies with each related category that your company is/are applying for:



3.0 CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be pre-qualified are indicated below:

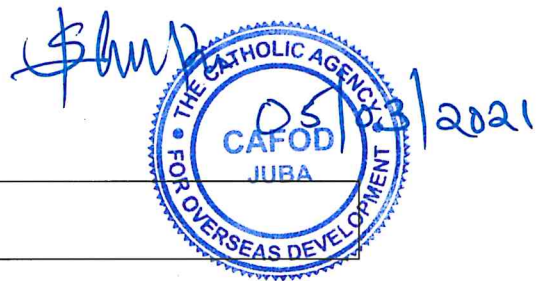
CATEGORY A: SUPPLY OF GOODS		
No	Reference Number	Descriptions of Goods
1.	CTP/PQA/G/2021/01	Supply and delivery of Food Items (Sorghum, Beans, Cooking Oil & Table Salts)
2.	CTP/PQA/G/2021/02	Supply and delivery of Agricultural Inputs (Seeds and Tools)
3.	CTP/PQA/G/2021/03	Supply and delivery of Fishing Equipment (Hooks, Fishing Nets and Fishing Twines)
4.	CTP/PQA/G/2021/04	Supply and delivery of Printing of IEC Materials e.g Posters etc
5.	CTP/PQA/G/2021/05	Supply and delivery of Motor Vehicles/Cycles with all accessory's parts.
6.	CTP/PQA/G/2021/06	Supply and delivery of WASH Items (Boreholes parts, Dignity Kits and WASH NFIs).
7.	CTP/PQA/G/2021/07	Supply and delivery of water (inclusive of drinking water)
8.	CTP/PQA/G/2021/08	Supply and delivery of Laundry detergents (Multipurpose detergents)
9.	CTP/PQA/G/2021/09	Supply and delivery of general office stationeries.
10.	CTP/PQA/G/2021/10	Supply and delivery of office IT Equipment (Printers, Photocopier Machines and Scanners, Uninterrupted Power Supply, Laptops, PC Monitors and Tablets)
11.	CTP/PQA/G/2021/11	Supply and delivery of Office Furnitures (Wooden desks and Chairs)
12.	CTP/PQA/G/2021/12	Supply and delivery of Generators, solar panels, batteries,



		and other accessories parts.
13.	CTP/PQA/G/2021/13	Supply and delivery of relief items (blankets, soap bars, aqua tab, plastic buckets, plastic sheets, sleeping mats, solar lambs, kitchen sets and jerrycans solid).
14.	CTP/PQA/G/2021/14	Supply and delivery of fuel, oils, lubricants, and LPG.
15.	CTP/PQA/G/2021/15	Supply and delivery of construction materials (timbers, Iron sheets, cements, nails etc)
16.	CTP/PQA/G/2021/16	Supply and delivery of COVID-19 equipment (Sanitizers and temperature thermometers).

CATEGORY B: PROVISION OF WORKS AND SERVICES

1.	CTP/PQA/S/2021/01	Provision for Insurance Services for Motor vehicles, Building Contents and Cash Insurance.
2.	CTP/PQA/S/2021/02	Provision of Internet Services and Hardware Equipment
3.	CTP/PQA/S/2021/03	Provision of electrical works, plumbing, AC Maintenance, generators repair and general building maintenance (Fumigation and pest control).
4.	CTP/PQA/S/2021/04	Provision of motor vehicles repair and maintenance services.
5.	CTP/PQA/S/2021/05	Provision of staff medical Insurance Services
6.	CTP/PQA/S/2021/06	Provision of hotel accommodation and conference facilities.
7.	CTP/PQA/S/2021/07	Provision of taxi Services and car hires
8.	CTP/PQA/S/2021/08	Provision of garbage collection services
9.	CTP/PQA/S/2021/13	Provision of repair and maintenance of IT Equipment (printers, photocopies, scanners, and laptop computers).
10.	CTP/PQA/S/2021/14	Provision of Air transport (both passengers and cargo



	shipment (Road and Air).
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The downloaded pre-qualification document should be duly completed as per the instructions and submitted to the CAFOD through the address provided and all potential Suppliers/Service Providers will submit their response in hard copies;

To be received on or before **25th March 2021 at 5.00 PM**

4.0 PREQUALIFICATION INSTRUCTIONS

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to pre-qualify Suppliers/Service Providers for the supply and delivery of goods and services based on the categories provided in Part **A** and **B**.

Prequalification is open to eligible Suppliers/ Service Providers as indicated in the instructions.

5.0 PRE-QUALIFICATION OBJECTIVE

The main objectives of this part are to qualify potential Suppliers/Service Providers to supply goods and services under the relevant tenders/quotations and proposals as and when required during the period ending **31st March 2023**.

5.1.0 LANGUAGE

All the information requested for pre- qualification shall be provided in the English language.

5.1.1 EXPERIENCE

Prospective Suppliers/Service Providers must have carried out successful supply and delivery of similar goods/services to institutions of similar size and complexity.

5.1.2 TERMS AND CONDITION - APPENDIX 2.

Eligible and interested Suppliers/Service Providers shall be required to read and be willing to abide to the CAFOD purchase order terms and conditions, CAFOD Supplier Code of Conduct and CAFOD Supplier Questionnaires indicated in appendix 2.

5.1.3 ELIGIBLE SUPPLIERS/SERVICE PROVIDERS

The procuring entity’s employees and their relative (spouse and children) are not eligible to participate in the pre-qualification process.



5.1.4 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS

A copy of application for prequalification containing all the requirements shall be submitted to address provided above clearly marked with the category reference.

5.1.5 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS

Questions and clarification that may arise from the pre-qualification documents should be sent to the email address below on or before **12th March 2021**. Responses to the questions and clarifications shall be uploaded in the **NGO FORUM website** on www.southsudannngoforums.org on **17th March 2021**.

Email: CTPSupply@cafod.org.uk

5.1.6 ADDITIONAL INFORMATION

CAFOD reserves the right to request the submission of additional information from prospective Suppliers/Service Providers.

5.1.7 INVITATION TO TENDER/QUOTATION

Bidding documents (Tender/Quotation) will be made available only to those bidders whose pre-qualification documents are accepted by the CAFOD after the completion of the pre-qualification process **ONLY** when that particular need arrive or available to be procured.

5.1.8 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL SUPPLIERS OR SERVICE PROVIDERS

CAFOD will only notified the successful bidders/Suppliers/Service Providers for pre-qualification outcome in writing, and this will be done after due diligence process completed for successful bidders.

6.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA

6.1.0 INCOMPLETE APPLICATION

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.

6.1.1 THE PRE-QUALIFICATION DATA

It is understood and agreed that the pre-qualification data of the prospective Suppliers/Service Providers is to be used by CAFOD in selection of prospective firm to perform in respect categories as described by the client.



6.1.2 QUALIFICATION REQUIREMENTS

Prospective Suppliers/Service Providers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods/services.

7.0 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

7.1.0 EXPERIENCE

The prospective bidder shall have at least three (3) years' experience in the supply of goods, services, and allied items. Past performance will be shown by way of attaching relevant local purchase orders (LPOs)/contract agreement, Completion certificates and letters of recommendations. Suppliers/Service Providers should further specify the area of specializations.

Prospective suppliers should have special experience and capability to organize, supply and deliver items or services at short notice.

7.1.1 FINANCIAL CONDITION

The supplier's financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents as well as bank statement for the last six (6) months. Reference letters from the bank should also be provided as a proven of financial viability. Potential Suppliers/Service Providers will be pre-qualified on the satisfactory information given.

7.1.2 DECLARATION – APPENDIX 1

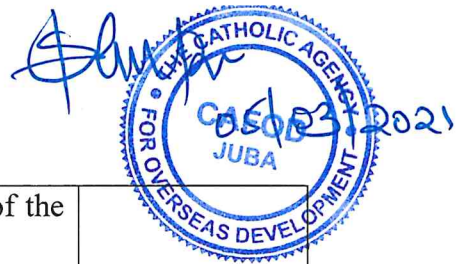
Application MUST include a declaration Appendix 1 certifying the accuracy for the information given.

7.1.3 WITHDRAWAL OF PRE-QUALIFICATION

CAFOD has the right to reject the tender from a pre-qualified firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

8.1.0 Mandatory Requirements Documents

No	Mandatory Requirement Documents	Document Submitted (Yes/No)
1.	Company profile (Updated)	
2.	Copy of Valid Certificate of incorporation/registration	
3.	Tax registration certificate	
3.	Copy of valid tax clearance certificate	
4.	Membership certificate (Member of South Sudan Chamber of Commerce)	
5.	Copy of valid Operation Licence (Trade Licence)	
6.	Transport hire Suppliers/Service Providers, Taxis, etc...must attach evidence of having taken all the necessary insurance covers	
7.	Letter of no objection	
8.	Air Cargo/Passengers Suppliers/Service Providers must be registered with a Country Civil Aviation Authority and any other relevant bodies- Service Providers applied for these categories Must attached air registration certificates	
9.	Single Business Permit from County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	
10.	Evidence Of physical Registered office– Please attach tenancy agreements with the name of the firm.	



11.	Financial statement for the last six (6) months in the name of the firm i.e. (July 2020-December 2020)	
12.	A minimum of three reference letters from current clients i.e. For the period 2018 – 2020.	
13.	Declaration / Sworn Statement - duly filled, signed & stamped - Appendix 1 -	

8.1.1 Due Diligence

The potential Suppliers/Service Providers which met all mandatory requirements will be subjected for the supplier visits and background checks.

8.1.2 PAST EXPERIENCE

a) Provide a list of three (3) current clients/customers that you have transacted business with and value (for the past 5 years).

	Client 1	Client 2	Client 3
Name of client (Organization)			
Address of client (Organization)			
Name of contact person at the client (Organization)			
Telephone number/email address of the client			
Value of contract			
Duration & time of the contract			

9.0 LITIGATION HISTORY

Does the company have any litigation (Tick appropriate box)?

- Yes (give details below) No



Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five (5) years. A separate sheet should be used for each partner of a joint venture.

Year	Award for or against applicant	Name of client, cause of litigation, and matter dispute	Disputed amount

10.0 APPENDIX 1 - DECLARATION

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above pre-qualification we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.



- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the prequalification evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other Tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date

Applicant's Name

Represented by

Signature

Designation

(Full name and designation of the person signing and stamp or seal.).

11.0 APPENDIX 2. CAFOD POLICIES

- a. CAFOD Terms and Conditions - A
- b. CAFOD Supplier Questionnaires - B
- c. CAFOD Supplier Code of Conduct - C