



**HEALTHCARE FOUNDATION ORGANIZATION – JUBA**

**PRE-QUALIFICATION SUPPLIERS REGISTRATION  
QUESTIONNAIRE**

1<sup>ST</sup> January 2022 -31 DECEMBER 2023

Tongping Residential Area opp UNDO office  
Juba, South Sudan

**Tel: +211 916 652 381**

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## **PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES**

Healthcare Foundation Organization (HFO) is a registered non-profit, non-governmental, multi-sectoral relief and development organization dedicated to fighting poverty and injustices; and to enhance provision of holistic social services to reduce human suffering. HFO was established in 2015 to equip people with skills and to facilitate relief and development assistance to communities in need with special focus on women, children and youth initiatives

HFO seeks to invite interested and eligible Company to submit applications for the pre-qualification of suppliers.

### **DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS**

The pre-qualification documents must be enclosed in a properly sealed envelope marked "*Pre-Qualification of Suppliers 2022*", indicating clearly the appropriate **reference number(s)** and **category name (s)** being applied for, and placed in the tender boxes by **Monday, 15 November to 15 December 2021 at 5.00 pm** at the HFO offices below:

#### **Juba Office**

Tongping BK 1- Plot 157 Richard Manyok-Building (3<sup>rd</sup>), Class Residential Areas.

**Tel:** +211 916 652 381

Bids containing any other external markings that can identify the vendor or that are addressed to individuals will be **disqualified**. For any clarifications please contact us on the above respective numbers and **email us on [logp.healthcarefoundation.org@gmail.com](mailto:logp.healthcarefoundation.org@gmail.com)**.

#### CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

<b>Reference Number</b>	<b>CATEGORY A: SUPPLY OF GOODS</b>
HFO/01/2021	Supply of general stationery.
HFO/02/2021	Supply and maintenance of photocopiers, scanners, computers, printers, Uninterruptible Power Supply (UPS), laptops, software, toners and accessories.
HFO/03/2021	Supply of branded items and Visibilities materials.
HFO/05/2021	Supply, installation and maintenance of fire and security alarms equipment and security systems.
HFO/06/2021	Supply of fuel.
HFO/07/2021	Supply of motor vehicle/cycle parts and accessories.
HFO/08/2021	Supply of airtime and scratch cards.
HFO/09/2021	Supply of office furniture's and fixtures.
HFO/10/2021	Supply of medical equipment
HFO/11/2021	Supply construction material
HFO/12/2021	Supply of food item
HFO/13/2021	Supply of cleaning of material
HFO/14/2021	Supply of electrical Materials
	<b>CATEGORY B: PROVISION OF SERVICES</b>
HFO/15/2021	Provision of air travel, reservations and ticketing services.
HFO/16/2021	Provision of internet services.
HFO/16/2021	Provision of fleet management systems including tracking services.
HFO/17/2021	Repair, maintenance services of generators, power stabilizers and pumps.
HFO/18/2021	Supply and maintenance of air-conditioning installations and services.
HFO/19/2021	Provision of hotel accommodation and conference facilities.
HFO/20/2021	Provision of garbage collection services.
HFO/21/2021	Provision of general insurance services.
HFO/22/2021	Provision of motor vehicle insurance.
HFO/23/2016	Servicing, repair and maintenance of vehicles, motor cycles and a motor boat.
HFO/24/2016	Provision of car hire and taxi services.
HFO/25/2016	Provision of events equipment (tents, chairs and Public Address (PA) equipment).
HFO/26/2016	Provision of audit services.
HFO/27/2016	Provision of Security services.
HFO/28/2016	Provision of River Transportation.

HFO\30\2021	Provision of Road transportation
HFO /31/2021	Provision of Air Transportation –Cargo

HFO reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**Only successful Company will be contacted.**

**Please complete the form below and submit with the requested attachments.**

### **PRE-QUALIFICATION INSTRUCTIONS**

1. HFO herein referred to as the organization, requests applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to HFO on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of South Sudan are invited to submit their pre-qualification documents to HFO so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
6. This document includes questionnaire forms and documents required of prospective suppliers.
7. The successful applicants will be registered on HFO suppliers list for the period **1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2023** and the organization will only deal with the firms that are registered.

8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix ‘A’.
9. HFO reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
10. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
11. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
12. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

## **ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

### **Experience**

- a. Prospective Bidders shall have at least three (3) years’ experience in the supply of good and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. HFO 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.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in Part I.

**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 Revenue Authority (SSRA).

**PRE-QUALIFICATION EVALUATION CRITERIA**

**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 CCN/County/Municipal Council	Mandatory
6.	Single Business Permit From County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	Mandatory
7.	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
8.	Financial statement for the last three months in the name of the firm i.e. (October 2016-December 2016)	Mandatory
9.	A minimum of three reference letters from current clients i.e. For the period 2017 – 2021.	Mandatory

**TECHNICAL EVALUATION**

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and	25

	Pin/Value Added Tax (VAT)	
<b>2.</b>	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	5
<b>3.</b>	Other certification	10
<b>4.</b>	Man Power/Staffing	20
<b>6.</b>	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
<b>7.</b>	Financial capability	10
<b>8.</b>	Litigation history	5
	<b>TOTAL</b>	<b>100</b>
	<b>PASS MARK</b>	<b>75</b>



**PART I. SUPPLIER REGISTRATION QUESTIONNAIRE**

**1. Business Name**

.....  
.....

**REG.No.** ..... **TIN No,** ..... **VAT Reg. No.**  
.....

**(Attach Copy Registration Certificate)**

**2. Category applied for.....**

**Item Description:** .....

**3. Experience:**

a) State the number of years the company has been in similar business

.....  
.....

State names of five major clients, references and contact persons  
**(Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, etc.)**

.....  
.....

List ongoing contracts/projects (goods & services) and values of contract/orders.....

.....  
.....

**4. Submit organizational structure and CV profiles of relevant management and technical staff**

.....  
.....  
.....

**5 a) Have you previously dealt with Pathfinder International? If yes, state nature of business.**

.....  
.....  
.....

b) State whether you have, at any one time, been blacklisted by the HFO. If yes, give reasons.....

.....  
.....  
.....

**6. Financial Strength**

Provide copies of the company’s audited accounts for the last three (3) years.

**7. Delivery & Logistics**

a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....  
.....
- ii. Street/Road.....  
.....
- iii. City/Town.....  
.....

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

.....  
.....  
.....  
.....  
.....

**8. State whether your company is a:**

- a) Manufacturer.....  
.....  
.....

b) Authorized agent (Attach principal/manufacturer’s authorization letter).....  
 .....

c) Stockist.....  
 .....  
 .....  
 .....

d) Other (Please specify).....  
 .....  
 .....

11. Specify the amount of business you can handle at any one time  
 .....

12. Give any other information that you feel is relevant for purpose of  
 Pre-qualification as a supplier.....  
 .....  
 .....

**ADDITIONAL INFORMATION**

**1. Bank details:**

Bank Name	Account Number	Bank Address

**PAST EXPERIENCE/REFERENCE CLIENT DETAILS**

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. Client name(Organization) -----
2. Address-----
3. Tel No-----
4. Contact person-----
5. Position in the organization-----
6. Value of Contract .....
7. Duration of Contract (date).....
8. Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

9. Client name(Organization) -----  
-----

Address -----  
-----

Tel. No -----  
-----

Contact person-----  
-----

Position in the organization-----  
-----

Value of Contract .....

Duration of Contract (date).....

Signature and stamp of client -----  
---

**(Attach Documentary Evidence of Existence of Contract)**

10. Client name (Organization) -----  
-----

Address-----  
-----

Tel No-----  
-----

Contact person-----  
-----

Position in the organization-----  
-----

Value of Contract .....

Duration of Contract (date).....

Signature and stamp of client -----  
---

**(Attach Documentary Evidence of Existence of Contract)**

11. Client name (Organization) -----  
-----

Address-----  
-----

Tel No-----  
-----

Contact person-----  
-----

Position in the organization-----  
-----

Value of Contract .....

Duration of Contract (date).....

Signature and stamp of client -----  
---

**(Attach Documentary Evidence of Existence of Contract)**

12. Client name(Organization) -----  
-----

Address-----  
-----

Tel No-----  
-----

Contact person-----  
-----

Position in the organization-----  
-----

Value of Contract .....

Duration of Contract (date).....

Signature and stamp of client -----  
---

(Attach Documentary Evidence of Existence of Contract

**PART II. CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**NB:**

Appendix “A”, Declaration Form Appendix “B” and Conflict of Interest Form Appendix “C”

**APPENDIX “A” CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give particulars indicated in part 1 and part 2(a), 2(b) or 2(c) whichever applies to your type of business.

**You are advised that it is a serious offence to give false information on this Form.**

***Part 1 General***

Business Name.....

Location of business premises; Country/Town.....

.....

Plot No.....Street/Road.....

Postal Address.....Tel

No.....

Fax No.....

E-mail.....

Nature of Business.....

Current Trade License No.....Expiring date.....

Maximum value of business, which you can handle at any time:

Kshs...

Name of your bankers.....

Branch.....

**Part 2 (a) – Sole Proprietor**

Your name in full.....Age.....

Nationality.....Country of Origin.....

\*Citizenship details.....

**Part 2 (b) – Partnership**

Give details of partners as follows:

Name in full, Nationality, citizenship details and shares

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

**Part 2(c) - Registered Company**

Private or Public.....

State the nominal and issued capital of the company –

Nominal USD OR SSP.....

Issued USD OR SSP.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1) .....
- 2) .....
- 3) .....

- 4) .....
- 5) .....

Date.....Signature of Applicant.....

\*If south Sudanese Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**LITIGATION HISTORY**

Name of contractor/supplier Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

No.	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, SSP or USD . Equivalent)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

<b>10.</b>				

**APPENDIX “B” DECLARATION FORM**

I/We.....hereby declare:

- ✓ That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give Pathfinder International, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....



Date.....

**APPENDIX “C” CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM**

HFO Procurement guidelines stipulate that HFO should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

**Code of Ethics**

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of HFO are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of HFO who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

**Conflict of Interest**

Please give details of any conflict of interest that may exist between yourself and employee(s) of the HFO as indicated below, and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of HFO been your employee in the past one year?

If yes, please give details  
.....  
.....  
.....

Do you have any family ties with any HFO employee(s) through spouse or immediate family?

If so, please explain:  
.....  
.....  
.....

Have you had past business dealings with any employee of HFO?

If yes, please give details:  
.....  
.....  
.....

Do you have other social or political relationships with an employee of PI in procurement, which may impede his/her independence or objectivity?

.....  
.....  
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

If yes, please give details  
.....  
.....  
.....

Do you have any family ties with any HFO employee(s) through spouse or immediate family?

If so, please explain:  
.....  
.....  
.....

Have you had past business dealings with any employee of HFO?

If yes, please give details:  
.....  
.....  
.....

Do you have other social or political relationships with an employee of PI in procurement, which may impede his/her independence or objectivity?

.....  
.....  
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

