

## Call for Supplier Registration Campaign

**Tender Ref. No. T/SUPPLIER'S REGISTRATION CAMPAIGN/SSD/LOG/19/08/2025/1505**

ACTED is a non-governmental organization with headquarters in Paris and has been working in South Sudan since 2007. Acted is launching this call to update its supplier's database and invites

**Suppliers/Firms/Consultants/Service Providers** to submit registration documents:

- ACTED Supplier Questionnaire (PRO-03.2), Ethical Declaration (PRO-06.2)
- General Conditions for Purchase (PRO-09.01)
- Supplier Legal Registration documents (as per national law).
- Copy of the legal representative's ID/Passport.
- Company/Individual/firm/consultants Profiles.

**BIDDERS CHECKLIST (PRO-06.3)**

Business Category (Not limited to only this)		
General Order Supplier (GOS)	Office Supplies/Stationery	Relief Items (NFI's kits/material)
Documentary/Movie Making/Photography	Plants, Seeds and Agri/Construction Tool kits	Repair and Maintenance (material and services)
Advertising Agency/ Media House.	Solar Equipment/Service	Fuel Supply -
Automobiles/ Rent A Car	Law/Tax/Audit Firms/Consultants	Interior designers & Decorators.
Events Management, Decorators/Catering Services	Waste management & Recycling Services	Technical & Vocational Training Institutes.
Fire, Safety & Security (items/Services)	Generator (supply/service/ consumables)	Printing/Designing Services (books, banners etc.)
Furniture & Fixture	Water Purification/Ro Plants	Quality Assurance firms
Travel/Ticketing/Visa Services.	Construction Companies	Consultants/Firms (Need Assessment, Base & end line, Agriculture, Climate Change, Education, FSL, Circular Economy, Value chain, research, Liaison, safeguarding, Child Protection, Engineering Firms).
Hotel and Guesthouse Services	Money Transfer Agent	
IT Equipment, Software & Office Appliances	freight forwarding Companies	
Insurance Companies	Electrician/ Plumbing/Paint Services	
IT – Repair and Maintenance service	Fumigation / Cleaning Service	
Internet service Providers	Cargo Service (Air, River, Road)	Mobile/Setalite/Internet airtime service.

### **The Registration Documents in English may be collected by following ways:**

Collection from address: Acted office in Juba, Plot no. 137, Block No. AXII, Tecno Apartment, Hai Malakal, Juba, the Republic of South Sudan.

Or can be downloaded from the Acted email ID: [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org), by sending email mentioning in subject "**T/SUPPLIER'S REGISTRATION CAMPAIGN/SSD/LOG/19/08/2025/1505**."

Or can download documents from <https://comms.southsudanngoforum.org/c/tenders>

Registration Documents submission before **08/09/2025 at 4:00 pm** at the address Acted representative office in Juba, Plot no. 137, Block No. AXII, Tecno Apartment, Hai Malakal, Juba, the Republic of South Sudan, in a sealed envelope by hand or by courier service. Documents also accepted on email: [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org)

Supplier Registration is an expression of interest in working with Acted and does not guarantee automatic selection.

**Note:** if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).