

SUPPLIER PRE-QUALIFICATIONS DOCUMENT YEAR 2023-2025

INTRODUCTION

Catholic Medical Mission Board (CMMB) is an international nongovernmental organization that believes in a world in which every human life is valued, health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities.

The Catholic Medical Mission Board (CMMB) South Sudan Country Office, Yambio Programme Office and field locations invites applications from competent firms for prequalification for the supply of goods and services listed below for the years 2023-2025.





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Reference	Category Description
CMMB/2023/25/1	Building materials, Hardware, tools, paints and fittings, timber, Gum poles etc.
CMMB/2023/25/2	Borehole Drilling, Equipment, Pumps & Installation
CMMB/2023/25/3	Generators & Generator Spare parts
CMMB/2023/25/4	Water equipment and accessories, pipes, Plastic Jerry cans & Tanks etc.
CMMB/2023/25/5	Electrical fittings, lighting materials, solar lamps, panels & installation services
CMMB/2023/25/6	ICT Equipment, Computers, Printers, Projectors and Accessories, Computer/TV monitors
CMMB/2023/25/7	House Furniture and Equipment such Chairs, Tables Cabinets (electrical equipment like stoves, fridges, fans, air conditioners, gas stoves,)
CMMB/2023/25/8	Printing & Design Services for annual reports, manuals, booklets, calendars, diaries, T-shirts, uniforms, visibility material etc.
CMMB/2023/25/9	Relief commodities (Non-Food Items; Tents, blankets, Plastic Sheeting, Hygiene Kits etc.)
CMMB/2023/25/10	Telecommunication & Electronic equipment (HF, VHF, Cell phones, Sat phones, Cameras, GPS etc.)
CMMB/2023/25/11	Security and Safety equipment (Metal scanners, Safety Boots, Gloves, Masks, Helmets, electric Fence etc.)
CMMB/2023/25/12	Medicines, Medical and Laboratory Equipment
CMMB/2023/25/13	Construction and Repair of Elevated Steel Water Tanks.



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CMMB/2023/25/14	Transport Services,
CMMB/2023/25/15	Tailoring; Fabrics, Sewing Machines and Accessories.
CMMB/2023/25/16	Courier Services, Parcel delivery
CMMB/2023/25/17	Stationery; Photocopying papers, Notebooks, Pens, Files etc.
CMMB/2023/25/18	Catering and Hotel Services – Accommodation, Meetings and Workshop Packages (Juba, Yambio)
CMMB/2023/25/19	Vehicles and Vehicle spare parts
CMMB/2023/25/20	Fuel and Petroleum Products (including Liquid Petroleum Gas)
CMMB/2023/25/21	Supply of farm equipment and farm product
CMMB/2023/25/22	Consulting and Legal Services
CMMB/2023/25/23	Security Service provision
CMMB/2023/25/24	Office and Compound Cleaning Services

Please highlight the category you wish to participate on.

Prequalification documents may be obtained from CMMB Juba office and Yambio Office or preferably request through an email below from **10th to 31st October, 2023**, between **9.00am and 4.00pm**.

Completed prequalification documents must be submitted enclosed in plain sealed envelopes, **marked with the Prequalification name and reference number** and deposited in the tender box at CMMB Juba and Yambio Offices to be received on or before **31st October 2023 10.00 am**.

Catholic Medical Mission Board reserves the Right to Accept or reject any tender application and is not bound to give reasons for this decision thereof.

NOTE: Due to the large volume of expected respondents, those who will not have received feedback by end of Feb 2022 should consider themselves not successful.



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Enquiries can be sent to email: LJimmy@cmmb.org, ACMKabas@cmmb.org, and JEmmanuel@cmmb.org for Juba

PRE-QUALIFICATION INSTRUCTIONS

1. Point of Contact

Suppliers are asked to provide a single point of contact. This contact will be considered the sole spokesperson for the supplier during the prequalification process.

2. Evaluation of Prequalification Responses

The objective of the prequalification evaluation is to assess the responses and select potential suppliers for the next stage of the procurement process. CMMB wishes to ascertain:

(a.) **Supplier Capability** – the supplier must have appropriate expertise and guaranteed capacity to meet the CMMB specification.

(b.) **Supplier Track Record** - the supplier must be able to demonstrate a successful track record of providing services similar to those required by CMMB.

(c.) **Financial Standing** - the supplier must be considered financially sound. Required current bank statements for last six months.

The specific criteria to be considered at the selection stage include:

1. Physical location/s
2. Specialist skills and competencies.
4. Quality accreditation.
6. Contract performance record. (References)

IMPORTANT:





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- The pre-qualified application forms which are **not filled out completely and submitted in the prescribed manner will not be considered.**
- All the documents that form part of the proposal must be written in English, signed and stamped.
- Current contact details (Telephone numbers, Cell Numbers and email addresses).
- Proper directions must be clearly specified indicating physical location.
- Only one set of documents required per category. No need for copies of profiles.

REVIEW METHOD & SCORING

1. Profile review – 60% *It is important to fill out the questionnaire and provide documents requested for.
2. Vendor Visits - 40%. Proper direction and contacts are critical to locate the vendors warranting further visits after review 1.

GENERAL AND COMPANY INFORMATION

(A.) MANDATORY REQUIREMENTS

To be eligible, the interested firms must provide certified copies of the

1. Certificate of Registration / Incorporation.
2. Operation Licenses
3. Valid Tax Compliance Certificate from **South Sudan National Revenue Authority**
4. Bank statement for the last 6 months.
5. Recommendation letters previous organizations served.

(B.) COMPANY PROFILE.

1. Company Name: _____

2. Trading Name (if different from above) _____



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3. Legal status (partnership/sole proprietor/ Ltd. Company) _____

a) Company registration certificate No. _____ (attach copy)

b) Certification by regulatory bodies (e.g., Ministry of public works, Municipal council, Ministry of Health etc)
_____ (Attach copies)

5. Nature of business licensed to operate _____

6. (a) VAT No. _____ (Attach copy)

7. Contact Person: Name _____

Title _____

Tel. No _____

8. Postal Address: _____

Tel No/Fax No.: _____

Physical location: _____

E-mail address: _____

9. Website: _____

10. Names of Directors and their nationality;



Names of partners/shareholders Nationality Citizenship Percentage of shares

1 _____

2 _____

3 _____

4 _____

5 _____

11. Name of Bank _____ Branch _____

12. Name of Insurers _____

(C.) COMPLIANCE WITH SOUTH SUDAN PROCUREMENT LEGISLATION

CMMB will disqualify any supplier who:





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- (a.) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.

- (b.) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations.

- (c.) has been convicted by a judgment which has the force of **res judicata** in accordance with the legal provisions of the country of any offence concerning his professional conduct.

- (d.) has committed any act of grave professional misconduct.

- (e.) has not fulfilled obligations relating to the payment of all government statutory payments.

- (f.) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of South Sudan.

- (g.) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

- (h.) has been the subject of a conviction for participation in a criminal organization.

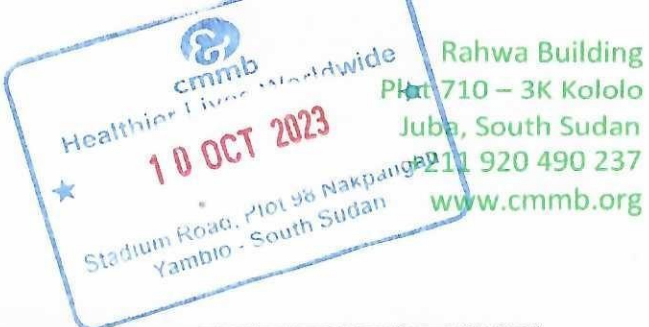
- i. has been the subject of a conviction for corruption.

- j. has been the subject of a conviction for fraud.

- k. has been the subject of a conviction for money laundering.

Please confirm whether any of the above applies to your organization or its directors or any other person who has powers of representation, decision or control of the organization.

Yes / No _____



Where the answer is affirmative, please provide details.

CMMB may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. In the event that at any time in the tender procedure CMMB receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation.

(D.) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply (Please indicate the reference number) _____?

2. Number of staff employed.

Full time employees: _____ other: _____

3. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)



4. Are you a manufacturer/wholesaler/retailer/other (please specify)

5. If a manufacturer or service organization, are your products certified by recognized accrediting body?
Yes/No.

(Attach documentary evidence of certification) _____

6. If you are not a manufacturer, are you an authorized dealer? – Yes/No: _____ (attach manufactures authorization)

7. Provide details of your key personnel and attach their CV'S IF you are applying for provision of professional services. (Use a separate sheet of paper)

8. What is the country of origin for goods or services?

9. If you intend to use sub-contractors to perform part of the obligations under your area of business, please provide details.

10. Please provide a description of the tools, plant or technical equipment which would be used to carry out the contracts. (For constructions contracts)disregard if not applicable.



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11. Who have been your major corporate clients for the past 2yrs? State Client's name, Product service provided value of goods, works or service and contact person.

Contact person	Value of business	Organization	Contact Tel No.
1			
2			
3			
4			
5			
6			

i. What is your average response time to a request for quotation/RFQ _____ ?

ii. What is your average response to delivery of goods /services after issuance of LPO?

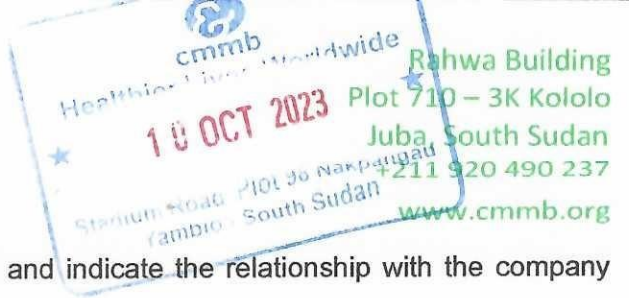
iii. What is the maximum value of business, which you can handle at any one time?

SSP/USD _____

12. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by CATHOLIC MEDICAL MISSION BOARD.

(E.) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

a) Is this firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in Catholic Medical Mission Board? (YES/NO) _____. If yes please provide the name(s) of those



firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. **(Attach details)**

b) Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to Catholic Medical Mission Board? Yes/No: _____, if yes indicate hereunder the financial year, the goods or services that you supplied and their value.

Financial year	Goods or service supplied	Total Value
1		
2		
3		
4		
5		
6		

c) Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action?

d) Has your company/firm at any one time been issued with a purchase order by CMMB and failed to deliver the goods or services without assigning and reason for your action?

e) If your company/firm is a current or previous period supplier of goods and services to CMMB, has it at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?



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(F.) PROFESSIONAL ORGANISATIONS



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1. Please indicate to which professional or trade bodies your organisation belongs:

(G.) COMMENTS

1. Please insert any general comments you wish to make. This must not be longer than 2 paragraphs.

(H.) DECLARATIONS

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any CMMB employee. Do you have a relationship with any CMMB employee that would cause any real or perceived conflict of interest?

Yes/No _____

(Please specify :)



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I declare, for and on behalf of

(Company/firm) that all the information furnished to CMMB in connection with this prequalification is true and accurate in all material respect. CMMB is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

H. AUTHORISATION

Form completed by:

Name: _____

Tel No: _____

Signature: _____

Date: _____

Position: _____

Thank you for completing this questionnaire.

The information it contains will be held in confidence by CMMB and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Services.

(Nationality)