



TOUCH AFRICA DEVELOPMENT ORGANIZATION (TADO)

PREQUALIFICATION OF SUPPLIERS FOR 2024 – 2026

Reference Number: TADO/SSD/PQ/Vendors'/2024-2026

Prequalification Document

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DESCRIPTION OF THE ORGANIZATION

TADO is a leading national non-governmental organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 50% of the former States in South Sudan - we partner with local communities to implement bold and innovative solutions in the field of Education in Emergencies, Health and Nutrition, WASH, NFI & Livelihoods — helping people triumph over adversity and build stronger communities, enhancing resilience using local resources.

Touch Africa Development organization (TADO) is a NNGO non-political, non-profitable organization which started in 1999, to respond to needs for South Sudan people in order to sustain and strengthen the humanitarian interventions. **TADO** is fully registered by Ministry of Justice and the RRC

TADO is managed by independent non-partisan professionals who have a wealth/extensive experience practically & technically on various fields of humanitarian sectors and community development projects as they have had special trainings to the sectors of humanitarian interventions, Human rights, child protection and capacity building programs.

TADO implements humanitarian assistance projects in Health, Nutrition, food security and livelihood, education WASH and GBV in various parts of the country in South Sudan.

TADO has a presence in different regions / states in South Sudan. Each such region has a dedicated support team (Field Unit) which is a component of the larger Field Program Team (FPT) and based in TADO' headquarters in Juba, South Sudan. The Field Unit is the key point of HQ contact for field management including Executive Director, Head of Programs and Head of Support Services and TADO Management team staff. The Field Unit links the Field programs at the state level to Head Quarters and other stakeholders including the beneficiary community and represents the field projects to potential and current funders and other organizations and institutions in the South Sudan. This full time Administrative Officer position is a key member of the program Field Unit team.

I. GENERAL INSTRUCTIONS

Non-Governmental organizations are obliged to account for donor money in a transparent and auditable manner. It is for this reason that we have chosen an open prequalification procedure to find reliable and predictable suppliers to achieve our goal of best value for money. Those interested are requested to avail answers to a number of questions.

1. You are requested to provide all the information as per the prequalification document.
2. Clearly indicate the procurement category being applied for.
3. TADO will examine the documents for completeness and responsiveness to the Prequalification Questionnaire (PQQ) requirements. Incorrect information will render the document ineligible.
4. The Prequalification package should be submitted bound with all pages numbered, counter-signed and stamped.
5. The Prequalification Committee shall not be responsible for loss of documents through loose binding.

Important Notes for Applicants

- a) The purpose of this document is to assist TADO in the identification and evaluation of potential suppliers who may subsequently be invited to tender or provide quotations for the supply of goods and/or services within the respective procurement categories for the years 2024-2026
- b) A separate Questionnaire shall be filled out for EACH PROCUREMENT CATEGORY applied for.
- c) The questionnaire shall be filled in English Language and shall be prepared in indelible ink.
- d) Any corrections must be initialed by the person or persons who sign(s) the Document; otherwise, the application will be voided.
- e) Answer ALL questions and where the question is not applicable, indicate an **N/A**. Where necessary, answers may be provided on separate sheets.
- f) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the

space provided.

- g) As part of this review process, the prequalification committee may request the applicant for a site visit at its premises.
- h) The information provided herein is strictly confidential.
- i) Successful applicants will be included in the TADO Approved Vendor List for the indicated period and will be notified in writing.



II. GENERAL BUSINESS QUESTIONNAIRE

A. GENERAL BUSINESS INFORMATION

CATEGORY APPLIED.....

PARTICULARS	RESPONSE	
Full Registered Name of company		
Form of Company (i.e., Ltd, Sole Proprietorship)		
Company Owners		
Names of Directors: -		
Is the Business an Agent, Broker, Retailer? Manufacturer, Principal Service Provider		
Full physical and Registered address of principal place of business: Full postal address of the principal place of business:		
Telephone number(s):		
E-mail address:		
Website address (if any):		
Contact person within the company to whom enquiries about this bid should be directed:	NAME	
	TITLE	
	TEL:	
	EMAIL:	

B. COMPANY PROFILE

Please provide a detailed and comprehensive company profile, which shall include among others the following mandatory information:

- i. Company Background, core business focus area, products, services, technical activities, years of business operation
- ii. Memorandum and articles of association
- iii. Copies of the following certificates:
 - Certificate of Incorporation/Registration
 - VAT registration certificate
 - Tax Compliance Certificate from NRA
 - PIN /TIN certificate of firm, company or individual; as the case may be
 - Valid Business trade License from relevant line ministries.
- iv. Letter of certification from banker/s
- v. At least **FOUR** latest Trade References/Recommendations from Your Main Clients - *(must be within the last 3 years).*

Vi: Declaration Statement "In the PQQ Is Signed & Stamped

Note: *You are at liberty to include any other information that may be relevant to the application*

C. DECLARATION

I/We the Undersigned declare that to the best of my/our knowledge the answers submitted (and any supporting documentation together with the details of the Company attached)

FORM COMPLETED, CERTIFIED AND STAMPED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	

III. 2024/2026 TADO SOUTH SUDAN PROCUREMENT CATEGORIES

Category	Reference Number	Category Description
		Category A: Supply of Goods.
Admin/Office Supplies	TADO/01/2024	Supply of General Assorted Office Supplies & Stationery.
	TADO/02/2024	Design, Printing, Branding and Supply of Visibility and Promotional
	TADO/03/2024	Supply of Office Equipment - Furniture, Furnishings and Fittings.
Information Technology	TADO/04/2024	Supply of Computers, Photocopiers, Toners & Accessories, Audio Visual equipment, Networking & Other Computer/Server.
Medical & Non-medical Supplies	TADO/05/2024	Examination gloves, disposable face masks, cotton wool, alcohol hand sanitizers, soap and iik.
School/Office supplies	TADO/06/2024	Notebooks and diaries, pens, punching machines, printing papers and envelopes, manila folders and file folders.
Motor Vehicle/Boat/bikes, Mechanical repairs/ Fuel/Spares	TADO/07/2024	Automobile Repair Services (garage)
	TADO/08/2024	Supply of Motor/Boat Fuel and Lubricants
	TADO/09/2024	Motor Vehicle Parts e.g. Tyers, Batteries and other Accessories.
Motor Bikes	TADO/010/202	Repair of Motorcycles.
Transport/Logistics	TADO/11/2024	Air Travel, Ticketing and Reservations Services.
	TADO/12/2024	Car Hire Services with in Uror, Ulang, Akobo, Kapoeta and Awaal
Finance Services	TADO/13/2024	External Audit Services.
	TADO/14/24	Cash transfer services
Emergency Items	TADO/15/2024	Emergency Equipment & Non-Food Items e.g. buckets, cooking pots, blankets, Hygiene kits, First Aid Medicine etc.
Hospitality Services		Category B: Supply of Services.
	TADO/16/2024	Provision of Hotel Accommodation & Conference Facilities – Juba.
	TADO/17/2024	Provision of Hotel Accommodation, & Conference Facilities – Juba, Akobo, Uror, Kapoeta East, Aweil, Kapoeta South and Nasir.
	TADO/18/2024	Provision of Team Building & Management Skills Trainings.

iv. PREQUALIFICATION EVALUATION CRITERIA

This stage concerns the criteria and scoring used to assess the legal, technical/professional, economic and financial capacity of the applicant to satisfactorily perform the intended work in the bid.

INFORMATION POINTS SCORE

	INFORMATION Description	SCORES		AWARDED	
		Points	Total	Points	Total
	Organization Details-				
1.	Company Background, core business focus area, products, services, technical activities, years of business operation	Yes/No	20		
2.	Memorandum and articles of association	Yes/No	20		
3.	Copies of the following certificates: o Certificate of Incorporation/Registration o VAT registration certificate o Tax Compliance Certificate from NRA o PIN /TIN certificate of firm, company or individual; as the case may be o Valid Business trade License from relevant line ministries.	Yes/No	20		
4.	Letter of certification from banker/s	Yes/No	15		
5.	At least FOUR latest Trade References/Recommendations from Your Main Clients - (must be within the last 2 years).	Yes/ No	20		
6.	“DECLARATION STATEMENT “IN THE PQQ IS SIGNED & STAMPED	Yes/No	5		
	TOTAL		100		

NB: For the Applicant to Qualify, they must obtain a score of at least 75 points which shall include a minimum of 10 points in the “Credit” Score

V. PRE-QUALIFICATION SCHEDULE/TIMELINE

NO	PRE-QUALIFICATION PROCEDURES	DATES	
		FROM	TO
1	Advertisement	18 th July 2024	27 th July 2024
2	Prequalification Document Submission	29 th July 2024	16 th August 2024: 4.00pm
3	Opening of Tender Documents	10 th August 2024, 10:00am	12 th August 2024, 11:00am
4	Pre – Analysis Process	22 nd August 2024- 1:00pm	27 th August 2024
6	Validation of Prequalification Documents	29 th August 2024	3 rd Sept 2024
7	Final Evaluation / Selection	6 th Sept 2024	6 th Sept 2024
8	Results Notification to Approved Applicants	12 th Sept 2024	12 th Sept 2024
9	Results Notification to Unsuccessful Applicants	12 th Sept 2024	12 th Sept 2024

VI. Request for clarification

Any request for clarification should be sent to info@tado-ss.org by July 31th 2024

Responses to the request for clarifications will be circulated before 06th August 2024.

VII. Mode of Application

Interested and qualifying vendors should send their application in sealed envelopes marked with the relevant category reference to any of the following addresses by **31th July 2024, 16.00Hrs:**

Address: (Juba)

Touch Africa Development Organization

South Sudan, Juba Office

Plot 76 Block No. 1, Hai Munuki Block (A-V), Opposite Mabili Energy Petrol Station.

Email: info@tado-ss.org

Phone: +211 (0) 927 240 087

Address 2: seda@tado-ss.org

Phone: +211 (0) 981 612 459



VENDOR CERTIFICATION & REPRESENTATIONS

A. TERRORIST FINANCING PROHIBITION/EXECUTIVE ORDER 13224

The applicant (including its employees, consultants and agents) certifies that it does not engage, support or finance individuals and/or organizations associated with terrorism. The applicant is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. A list of entities and individuals subject to restrictions, prohibitions and sanctions can be found at the web site of the Department of Treasury's Office of Foreign Assets Control (OFAC), at <http://treasury.gov/ofac>. It is the legal responsibility of the applicant to ensure compliance with the Executive Order 13224 and other U.S. laws prohibiting terrorist financing.

B. RESTRICTIONS ON CERTAIN FOREIGN PURCHASE (FAR 52.225-13)

Except as authorized by the Department of Treasury's Office of Foreign Assets Control (OFAC), the applicant shall not acquire for its use in the performance of this subcontract, any supplies or services if any proclamation, U.S. Executive Order, U.S. statute, or OFAC's implementing regulations (31 CFR Chapter V), would prohibit such a transaction by a U.S. person, as defined by law. Except as authorized by OFAC, most transactions involving Cuba, Iran, and North Korea are prohibited, including importing/exporting to/from the United States, engaging in financial transactions, or facilitating any prohibited transactions by third parties. Lists of entities and individuals

subject to economic sanctions which are updated routinely are included in OFAC's List of Specially Designated Nationals and Blocked Persons at <http://www.treas.gov/offices/enforcement/ofac/sdn>. It is the applicant's responsibility to remain informed as to sanctioned parties and to ensure compliance with all relevant U.S. sanctions and trade restrictions. More information about these restrictions, as well as updates, is available in the OFAC's regulations at 31 CFR

Chapter V and/or on OFAC's website at <http://www.treas.gov/offices/enforcement/ofac>. This is a flow down clause.

C. CONFLICT OF INTEREST

The applicant or its personnel shall not engage in any activity that may potentially result into a conflict of interest. If the applicant becomes aware of such potential conflict that may impair the applicant's objectivity, communication must be made in writing to TADO immediately.

D. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Applicant certifies, to the best of its knowledge and belief, that it and its principals:

- i. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily



excluded from performing this Agreement by any U.S. Federal department or agency;

- ii. have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against it or them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of U.S. Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- iii. are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above; and
- iv. have not within a three-year period preceding this subcontract had one or more public transactions (Federal, State, or local) terminated for cause or default.

E. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The organization has not been convicted of a narcotics offense or has not have been engaged in drug trafficking as defined in 22 CFR Part 140.

F. FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS

The firm shall comply with the provisions of FAR 52.222-50 for any individual, including a director, an officer, an employee, or an independent contractor, authorized to act on behalf of the organization.

Certified by an Authorized official _____

Date: _____

Supplier Rubber stamp