

The Organization for Children's Harmony (TOCH, South Sudan)

PRE-QUALIFICATION OF SUPPLIERS REGISTRATION

TENDERING OPENING FROM 19th DECEMBER 2025 TO 15th JANUARY 2026

4. PRE-QUALIFICATION EVALUATION CRITERIA.

No.	Requirement	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Air Travel Firms or agents must be registered with the International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
4.	Physical location	Mandatory
5.	Registration certificate with state ministries eg. Chamber of commerce etc	Mandatory
6.	Company Profile.	Mandatory
7.	Letters of reference/recommendation from past customers should be attached, or list names of the organization they have worked with in their company profile.	Requirement

5. SUPPLIER REGISTRATION QUESTIONNAIRE

Name of the Company or Supplier:

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Indicate the area your company is applying for, i.e., if it's Rumbek, indicate Rumbek, Lakes State and the local government registration certificate. If you're applying to all the states, your company has to provide all the local government registration certificates.

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Category applied for:

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Item Description:

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If you're applying for all categories, just indicate all or if it is one category, just write the category name.

If you're applying for specific items under the categories, kindly indicate.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Experience:

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

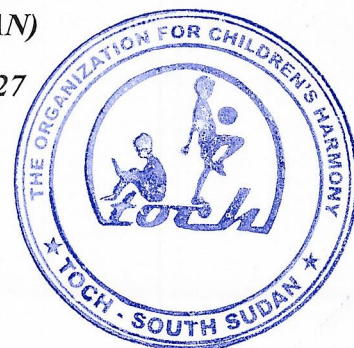
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Have you previously dealt with TOCH before? If yes, state the nature of the business.

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State whether you have, at any one time, been blacklisted by the TOCH or any other Humanitarian agency.
If yes, give reasons: -

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Delivery & Logistics

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

Building.....

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Street/Road.....

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City/Town.....

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

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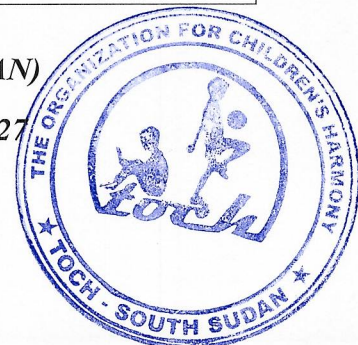
ADDITIONAL INFORMATION

Bank details:

Bank Name	Account Number	Bank Address

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6. PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the goods/services you are bidding for, performed over the last three years. The referees can fill in these details below.

i) Client name (Organization):

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Address:

Tel No:

Contact person:

Position in the organization:

Value of Contract

Duration of Contract (date).....

ii) Client name (Organization):

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Address:

Tel No:

Contact person:

Position in the organization:

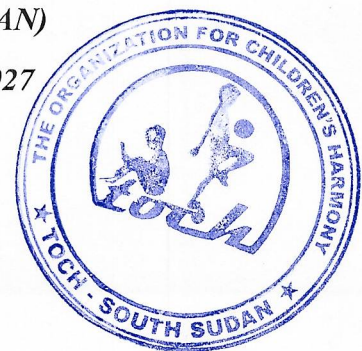
Value of Contract

Duration of Contract (date).....

iii) Client name (Organization):

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Address:
Tel No:
Contact person:
Position in the organization:
Value of Contract
Duration of Contract (date).....

7. DISQUALIFICATION

TOCH, South Sudan will disqualify any supplier who:

- 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 a 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 the Country.
- 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/terrorist organization.
- i) Has been the subject of a conviction for corruption and/ or fraud;
- j) Has been the subject of a conviction for child labor abuse and breach of the TOCH, South Sudan ethical principle;
- k) Has been the subject of a conviction for money laundering.

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

Yes / No

Where the answer is affirmative, please provide details.

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TOCH, South Sudan 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, TOCH, South Sudan 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.



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ANNEXS "A" PERSONAL BUSINESS QUESTIONNAIRE.

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

Part 1 General

Business Name or Company Name:

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Location of business premises; Country/Town:

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Telephone number(s): Email:

Nature of Business:

Current registration certificate No..... Expiring date.....

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

USD.....

ANNEXS "B" DECLARATION FORM.

I/We.....hereby declares:

That the data given above is true, and further state that I/We also understand that filling in this form does not assurance registration.

That I/We are not insolvent/in failure, bankrupt or being wound up, business activities not suspended/not subject to lawful proceedings.

That I/We have the legal capacity to enter into an agreement.

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 data submitted here for the purpose of seeking qualification be materially inaccurate or materially incomplete.

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That I/We give TOCH, South Sudan, 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 the submission of a tender or quotation when called upon to do so.

Name.....

Designation..... Signature.....

Date..... Official rubber stamp.....

ANNEXS “C” CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM.

TOCH South Sudan procurement guidelines stipulate that TOCH, 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 the code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as kindness or gifts worth less than \$20 equivalent, employees of TOCH, South Sudan, 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 includes the following:

Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favours, entertainment or any promise of future employment to employees of TOCH, South Sudan, who may be in a position to influence the procurement decision.

Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.

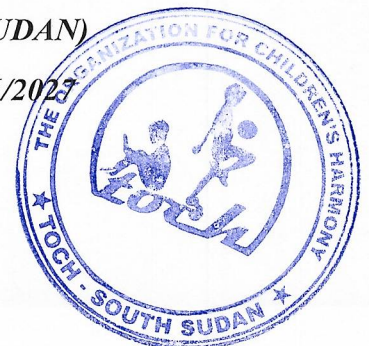
During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.

Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest.

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

Has any employee of TOCH, South Sudan, been your employee in the past one year?

If yes, please give details

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Do you have any family ties with any TOCH, South Sudan employee(s) through spouse or immediate family?

If so, please explain:

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Have you had past business dealings with any employee of TOCH, South Sudan?

If yes, please give details:

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

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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 the disqualification of my application.

Name.....

Designation.....

Signature..... Official rubber stamp.....

Date.....

AUTHORISATION

Form completed by:

Name:

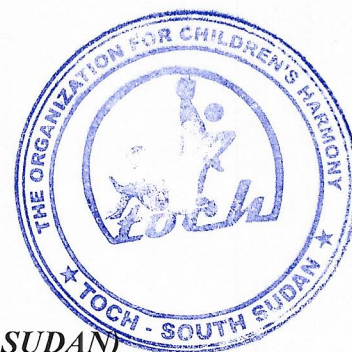
Position..... Telephone Number:

Signature..... Official rubber stamp:

Date:

Thank you for completing this questionnaire

The information it contains will be held in confidence by TOCH, South Sudan and used for the purpose of determining your suitability for meeting our general requirements for the supply of goods and provision of the Services for two years from 1st January 2026 to 31st December 2027.



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