

Call for Pre-qualification of Suppliers and Service Providers for the year 2020

Centre for Emergency and Development Support (CEDDS), a national NGO in South Sudan is calling for applications from qualified suppliers for pre-qualification to supply good and provide services for the year 2020 under the following categories and locations:

Framework reference:	CEDDS/PQ/1/2020		
Categories:	<i>Good/Service category</i>	<i>Reference number</i>	<i>Locations</i>
	Supply of utility water for Juba office	CEDDS/PQ/1/1/2020	Juba
	Supply of land cruiser spares	CEDDS/PQ/1/2/2020	Juba
	Supply of tractor spare parts (Massey Ferguson MF385)	CEDDS/PQ/1/3/2020	Juba
	Generator part and servicing	CEDDS/PQ/1/4/2020	Juba/Aweil
	Supply of office stationery	CEDDS/PQ/1/5/2020	Juba/Aweil
	Printing services	CEDDS/PQ/1/6/2020	Juba/Aweil
	Flight booking services	CEDDS/PQ/1/7/2020	Juba/Aweil
	General supplies	CEDDS/PQ/1/8/2020	Juba/Aweil
	Supply of lubricants and motor vehicle fuel	CEDDS/PQ/1/9/2020	Juba/Aweil
	Supply of motor vehicle and motor cycle tires	CEDDS/PQ/1/10/2020	Juba/Aweil
	Catering services	CEDDS/PQ/1/11/2020	Juba/Aweil
	Garbage collection services	CEDDS/PQ/1/12/2020	Aweil
	Accommodation and conferencing services	CEDDS/PQ/1/13/2020	Juba/Aweil
	Supply of protective gear	CEDDS/PQ/1/14/2020	Juba/Aweil
Launch Date:	6 th December 2019		
Closing Date:	20 th December 2019		

Suppliers who wish to participate in this pre-qualification process are advised to request for prequalification documents through email or collect the tender documents from our offices as follows:

Contact Persons:	David Deng Bul (Juba Office) John Bul (Aweil Field Office) 0914192196
Office for Submission:	Juba Office – Hai Malakal, Cemetery Road, Behind Old Eritrean Embassy, Juba Aweil Field Office – Along Aweil – Aroyo Road, Aweil Town 0925454926
Email address (for inquiries):	procurements@cedds.org





Instructions to prospective suppliers

Dear Supplier,

If you are interested in this tender please do the following:

1. Read the item specification and the evaluation criteria
2. Read the Terms and Conditions of the Contract, Ethical Code of Conduct & ECHO Principles (on tab 3)
3. Complete the Supplier Form
4. Prepare your pre-qualification documents and include all the information and documentation requested (including your company's registration documents- company ownership is a MUST). Failure to do so may result in the rejection of your bid. All prices quoted for the services should be in USD or SSP and should be exclusive of Value Added Tax (VAT) or other locally applicable taxes.
5. Put all of your pre-qualification documents information in a closed envelope and return to the above address to arrive no later than the stated date and time. Envelopes are to be clearly marked with the reference specific to the categories: i.e. "CEDDS/PQ/01/01/2020" and CEDDS will acknowledge receipt of each tender.
6. In addition to submitting a hardcopy, please also include all documents electronically on a usb or cd in the submission envelope (not by email). This should be in either Word or Excel format (not PDF). Failure to do so may result in the rejection of your bid.
7. Any queries about this pre-qualification should be addressed in writing to procurements@cedss.org and all answers will be available to all bidders as far as is possible
8. Suppliers may submit a application pre – qualification for categories according to their capacity to supply. CEDDS reserves the right to award to 1 or more suppliers in any combination. CEDDS are not bound to accept the lowest offer or any offer but committee guided by the criteria.
9. CEDDS are in no way responsible for any costs associated with preparing the tender response.

How does CEDDS decide who wins the Contract?

1. CEDDS holds an Evaluation Committee made up of at least 3 members
2. CEDDS evaluates pre-qualification responses on the evaluation criteria set out below, as per the information requested.
3. Following completion of the evaluation procedure, the successful supplier is contacted and a contract is signed
4. The unsuccessful suppliers will also be notified. CEDDS are not obliged to justify or explain selection to any respondent.

Evaluation Criteria

The following criteria will be used to judge your pre-qualification documents against the documents received from other suppliers. The below references will be used throughout the document.

- i. Satisfactory proof of legality of company existence
- ii. Satisfactory proof of tax compliance
- iii. Satisfactory proof of adequate financial capacity
- iv. Value for money
- v. Satisfactory proof of bidder's business worthiness, and ability to supply the items to the required locations

