

PRE-QUALIFICATION/REGISTRATION OF VENDORS/CONTRACTORS

**ACTION FOR COMMUNITY HEALTH (ACH)– PROVISION OF GOODS, SERVICES AND
WORKS YEAR, 2025- 2027**

EXPECTED START DATE JULY 22ND-2025



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CATEGORY A: PROVISION OF SERVICES AND WORKS

| CATEGORY NO. | ITEM DESCRIPTION |
|------------------------|--|
| ACHSS-P-SW01-2025-2027 | Supply, repair and maintenance of Office furniture, fixtures and fittings |
| ACHSS-P-SW02-2025-2027 | Fumigation and Pest control services |
| ACHSS-P-SW03-2025-2027 | Supply, Repairs and Maintenance of Motor vehicles/ Motorcycles/ Bicycles and Supply of Motor vehicle spare parts |
| ACHSS-P-SW04-2025-2027 | Supply of Promotional materials e.g. T-shirts, Banners, Caps, bags, balls, calendars, diaries, brochures etc. |
| ACHSS-P-SW05-2025-2027 | Supply of Agricultural tools and seeds e.g. Hoes, Pangas, axe, Wheelbarrow, Watering can etc. |

| | |
|------------------------|---|
| ACHSS-P-SW06-2025-2027 | Supply, Repair and maintenance of Computer equipment e.g. Servers, routers, printers and scanners |
| ACHSS-P-SW07-2025-2027 | Car/ truck/Taxi hire services |
| ACHSS-P-SW08-2025-2027 | Provision of promotional materials e.g. Printing of books, manuals, |
| ACHSS-P-SW09-2025-2027 | Provision of Hotel Services (Accommodation, Conference, workshops and outside catering services) |
| ACHSS-P-SW09-2025-2027 | Provision of Outside catering |

CATEGORY B: ICT EQUIPMENT AND SERVICES

| CATEGORY NO. | ITEM DESCRIPTION |
|-------------------------|--|
| ACHSS-ICT-E01-2025-2027 | Supply of ICT Equipment E.g. Computers, Tablets, Photocopiers, Scanners, Printers, Thuraya, Telephone heads etc. |
| ACHSS-ICT-E02-2025-2027 | Repair and maintenance of ICT Equipment e.g. Computers, Photocopiers, Servers, routers, printers and scanners |
| ACHSS-ICT-E03-2025-2027 | Provision of Voice, Data Communication Services and Computer Networks |
| ACHSS-ICT-E04-2025-2027 | Provision of Software Solutions and Licensing |
| ACHSS-ICT-E05-2025-2027 | Provision of Internet Services and equipment |

CATEGORY C: CONSULTANCIES & PROFESSIONAL SERVICES

| CATEGORY NO. | ITEM DESCRIPTION |
|------------------------|---|
| ACHSS-C-PS01-2023-2025 | Provision of Legal and arbitration services |
| ACHSS-C-PS02-2023-2025 | Provision of training Consultancy services |

NOTE: DEALERS AND DISTRIBUTORS ARE ENCOURAGED TO APPLY

Completed pre-qualification documents in plain sealed envelopes indicating the title of the tender, tender number & category shall be placed in separate envelopes & clearly marked on the envelope as below (*please note, each category will be submitted in a separate envelope*)

PRE-QUALIFICATION OF SUPPLIERS 2025-2027: TENDER NO..... CATEGORY NO.....
Should be delivered/deposited in the Tender Box at ACH Head Office, located at
Nyokuron West, Custom-Jebel Road opposite TIBA petrol station juba- South Sudan
OR call **0985113766** for direction during working hours only.

Deadline 15, JULY, 2025 AT 5:00 PM CAT

1.1 Introduction

Action for Community South Sudan referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Action for Community South Sudan to perform the contract of supply and delivery or provision of goods and services to the Company.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Action for Community Health South Sudan as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of South Sudan in respective merchandise or services are invited to submit their Pre-Qualification documents to Procurement Officer –Action for Community Health South Sudan so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

1.7 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

THE CHAIR TENDER COMMITTEE

ACTION FOR COMMUNITY HEALTH
JUBA

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee on the following address:

TENDER COMMITTEE
ACTION FOR COMMUNITY HEALTH
Email: ach.procurement2024@gmail.com;

1.9 Additional Information

Action for community Health South Sudan reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to those bidders whose qualifications are accepted by ACH South Sudan at the disclosure of the tender committee after the completion of the pre – qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

ACH South Sudan is not exempted from any tax this only applies on particular funded projects.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials where applicable

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the organization. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 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 and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by ACH South Sudan in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of ACH South Sudan they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then ACH South Sudan reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 Information on suppliers

The firm must have a Business Premise and must be registered in South Sudan, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

3.6.2 The firm must declare any conflict of interest in relation to any member of staff. ACH South Sudan will not procure goods or services from suppliers where the employees have not declared conflict of interest

3.6.3 ACH South Sudan may carry out a source audit exercise for the shortlisted prequalified suppliers

3.6.4 Any effort by the tenderer to influence ACH South Sudan in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

3.7 Prequalification Criteria

| Required Information | Form Type | Points Score |
|-------------------------------|-----------|--------------|
| 1. Registration Documentation | PQ-1 | 30 |
| 2. Pre-qualification Data | PQ-2 | 5 |
| 3. Supervisory Personnel | PQ-3 | 10 |
| 4 Financial Position | PQ-4 | 20 |
| 5. Confidential Report | PQ-5 | 15 |
| 6. Past Experience | PQ-6 | 10 |
| 7. Litigation History | PQ-7 | 10 |
| TOTAL | | 100 |

3.8 The qualification is 70 points and above

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide: -

Mandatory requirements:

1. Copy of Certificate of Registration of Business Name.
2. Copy of Tax Compliance Certificate from South Sudan Revenue Authority
3. Copy of PIN Certificate of firm/company/individual.
4. Copy of current Trade License/ Current business licenses from relevant authorities e.g. City council
5. Copy of Letter of recommendation from 3 previous organizations served with similar works
6. Copy of Memorandum of Understanding or Articles of Association
7. Transport Hire firms must attach evidence of having taken all the Insurance covers.
8. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,



(30 points)

3 marks each for every requirement

FORM PQ-2- PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We..... hereby apply for registration as supplier(s)
(Name of Company/Firm)

of.....
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building where applicable

Room /Office No. where applicable.....

Telephone Nos.

Email address (MUST).....

1. Full Name of applicant
2. Other branches location
3. Organization & Business Information
4. Management Personnel
5. Chief Executive
6. Secretary
7. General Manager
8. Treasurer
9. Other.....

Partnership (if applicable)

1. Names of Partners
2. Business founded or incorporated
3. Under present management since
4. Net worth equivalent USD \$.....
5. Bank reference and address
6. Enclose copy of organization chart of the firm indicating the main fields of activities
7. State any technological innovations or specific attributes which distinguish you from your competitors



(7 Points)

PQ-3 SUPERVISORY PERSONNEL

1. Name
2. Age
3. Academic Qualification
4. Under graduate.....
5. Post graduate.....
6. Diploma.....
7. High School.....
8. Professional Qualification
..... (Attach Certificates if any)
9. Length of service with Contractor or Supplier position held
.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts- 7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks.
- (3) State Credit period (minimum proposed is 30 days) – 6marks



(15 Points)

PQ-5 REPUBLIC OF SOUTH SUDAN CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

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

*if South Sudan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Part I- General:

Business Name Location

of business premises..... Plot No.

..... Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No.....Expiring date.....

Maximum value of business which you can handle at any one time: USD \$..... Name
of your bankers Branch

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....



| | |
|--|--|
| | <p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <p>Name Nationality Citizenship Details Shares</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| | <p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal USD \$.....</p> <p>Issued USD \$.....</p> <p>Given details of all directors as follows: -</p> <p>Name Nationality Citizenship Details</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p style="text-align: right;">Shares</p> |
| | <p>Date</p> <p style="text-align: right;">Signature of Candidate.....</p> |



(15 Points)

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others



(10 Points)

3 marks each and an additional point for one other

FORM PQ-7 - LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

| YEAR | AWARD FOR OR AGAINST | NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE | DISPUTED AMOUNT (CURRENT VALUE, USD \$ EQUIVALENT |
|------|----------------------------|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

(10 Points)

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- We enclose all the required documents and information required for the pre-qualification evaluation.

Date

Applicant's Name

Represented by.....

Signature

(Full name and designation of the person signing and stamp or seal)

NOTE; Interested vendors are required to come to ACH Head office located in Nyokuron west, custom - Jebel road opposite TIBA petrol station to register and pick the application form during working hours from ACH or contact Tel No 0985113766