

INVITATION TO TENDER FOR THE YEAR 2023  
CONSTRUCTION OF OFFICE, KITCHEN, TWO TOILETS, CONFERENCE HALL, AND  
SECURITY GUARD ROOM

**1) Introduction**

Medicaire, South Sudan is a Non-Governmental Organization that was founded by South Sudanese Medical Professional. Our goal as an organization is to ensure healthy lives and well-being for all. Medicaire is officially registered by Relief and Rehabilitation Commission (RRC), under Laws of South Sudan as a Non-Governmental organization according to NGO Act 2016 with Reg. No: 588

Medicaire, South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We effectively manage programs in a range of sectors including Health, Food Security and Livelihood, Nutrition, Protection, Education and WASH. We approach every aspect of our work with the highest standard of integrity, equal opportunity, quality and honesty. We are committed to build partnerships with our Donors, creating mutually beneficial long-term relationship as we deliver the much-needed services to the affected communities.

Medicaire, South Sudan is calling for applications for prequalification from competent and qualified suppliers for the Construction of office, kitchen, two toilets, conference hall, and security guard room for the year 2022 based in Akobo county Jonglei state. The pre-qualification will be followed by a Request for Quotations (RFQ), Invitation to Bid (ITB) and/or Request for Proposal (RFP), which may result in Long Term Agreements with the successful bidders. Companies that wish to participate in the process are required to complete the application forms indicating the category for which the applications are being submitted. In addition to requirements in the pre-qualification application form, the interested applicants must provide the following documents/information:

**2) Mandatory documentation and information:**

1. Certificate of registration of business (in Country where company was registered)
2. Revenue Authority Tax Registration Certificate (Indicating TIN)
3. Tax Clearance Certificate (Must be Valid for the period ending of **30, April 2023** or later).
4. Certificate of registration with South Sudanese Chamber of Commerce (for South Sudan registered companies)
5. Valid Operation and/or Trading Licence (whichever is applicable)
6. Articles and Memorandum of Association (**it is mandatory that you submit the entire document**)
7. Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of the principles partners will suffice)
8. Official Business physical, postal, telephone and email addresses
9. Twelve Months **Certified Bank Statement** for the period ended **30, April, 2023**



10. Reference and recommendations from at least 3 present and 3 past clients with whom your firm has done business for the category being bided for
11. Proof of substantial contracts/orders completed in the last **18 months** for the specific category you are bidding for
12. Fully and satisfactorily completed Prequalification Form specifying the category your firm is bidding for

**3) Address for submission of applications:**

Logistics & Procurement officer,  
Medicaair,

Location: Eden Commercial Bank Road-Hand-side Brown Building,  
Atlabara A Juba, South Sudan.

Website: [www.medicair-ssd.org](http://www.medicair-ssd.org)

Email: [prolog@medicaair-ssd.org](mailto:prolog@medicaair-ssd.org)

Tel: +211 924 621 737

**Note:** Any submission made through any other address or means respectively, shall not be honored and Medicaair, South Sudan shall not accept any responsibility whatsoever.

**4) Labelling and marking of submissions:**

Submissions **MUST** be contained in a Single large Envelope clearly labelled "Application for prequalification as a Supplier/Service provider (whichever is applicable)" and **MUST indicate the category of work.**

- 5) Deadline for request for clarification and submission of documentation:** Any requests for clarifications should be made in writing only and addressed to the Logistics & Procurement officer at the following address: [prolog@medicaair-ssd.org](mailto:prolog@medicaair-ssd.org) and copy to Head of Operation Unit (HOU) [operations@medicaair-ssd.org](mailto:operations@medicaair-ssd.org) and **MUST** be received before or not later than **7<sup>th</sup> April 2023 16:00pm.**

The closing date for submitting a complete pre-qualification application is **15<sup>th</sup> April 2023, 1600hrs, Central Africa Time.**

**6) Accessing the prequalification forms and details:**

Detailed pre-qualification application forms are available at attached with the application

**7) Selection criteria:**

ONLY companies that fully and satisfactorily meet the requirements listed in **Section 2** above (**Mandatory information and documentation**), the Vendor Prequalification Form and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, bidder submissions will be evaluated and scored on the following criteria (to be determined from requirements listed in Section 2 above):



- |      |  |          |
|------|--|----------|
| i-   | Satisfactory proof of legality of company existence<br>( <i>Section 2.1; 2, 4; 2, 5; 2.6 and 2.8</i> ) | 30 marks |
| ii-  | Satisfactory proof of tax compliance<br>( <i>Section 2.2; and 2.3</i> )                                | 20 marks |
| iii- | Satisfactory proof of adequate financial capacity<br>( <i>Section 2.7 and 2.9</i> )                    | 30 marks |
| iv-  | Satisfactory proof of bidder's business worthiness<br>( <i>Section 2.10; 2.11 and 2.12</i> )           | 20 marks |

**Note:** Only bidders whose submissions score a minimum of 80 marks from the evaluation will be pre-qualified.

**8) Feedback to successful/unsuccessful applicants:**

A list of successful applicants will be drawn and posted on the board at Medicaire, South Sudan Offices and successful applicants will be advised by email within two (2) weeks from date of closure of receipt of applications.

In case you submit an application form for pre-qualification but don't hear from us 4 weeks after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made by Medicaire, South Sudan to the unsuccessful bidder(s).

**9) Disclaimer:**

- 9.1 This is only an invitation for prequalification and Medicaire, South Sudan may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and Medicaire, South Sudan
- 9.2 Medicaire, South Sudan is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final
- 9.3 The bidder is fully liable for any cost incurred in the preparation and submission of their application.

