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M.O.L  
Approved  
16<sup>th</sup>/4/2026

Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513, Block H, Juba City, South Sudan  
Email: [info@stewardwomen.org](mailto:info@stewardwomen.org) or [stewardwomen@gmail.com](mailto:stewardwomen@gmail.com)  
Webpage: [www.stewardwomen.org](http://www.stewardwomen.org), Tel: +211 [0] 920008537

## CALL FOR BIDS FOR THE SUPPLY OF CROP AND VEGETABLE SEEDS.

**BID REFERENCE NUMBER: STW/BID/001/2026**

**DATE: 16<sup>TH</sup> APRIL 2026**

### 1.0 Background.

STEWARDWOMEN is a women-led Organization founded in March 2009 and registered with the South Sudan Relief and Rehabilitation Commission as a not-for-profit non-governmental organization (Vide 037) to address the problems of sexual and gender-based violence, harmful customary practices against women and girls, conflict transformation, poor governance, and trafficking in persons. The mission of STEWARDWOMEN is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights and dignity for women and children". The vision is a "South Sudanese Society free from the violations of the human rights and dignity of women and children". We have operational presence in the states of Central Equatoria (Juba), Eastern Equatoria (Magwi and Nimule), Warrap (Kuajok and Tonj South South), Lakes (Northern Lakes), and Western Bahr el Ghazal (Raja County). Our 2024-2026 Strategic areas of intervention are: 1) Women, peace, and security, 2) Sexual and reproductive health rights, 3) food security and livelihood, 4) conflict transformation, 5) Trafficking in Persons (TIP), and 6) Emergency response.

STEWARDWOMEN is currently implementing a project titled "Enhancing the Livelihoods of Conflict-Affected Communities in Raja County, Western Bahr el Ghazal. The project is supporting returnees and host communities' farmers through crop and vegetable farming to improve household food security and nutrition, and entrepreneurship support for the economic empowerment of the returnee women in Raja County.

It's against this background that STEWARDWOMEN is calling for bids from reputable bidders for the supply of crop and vegetable seeds to be supplied to farmers in Raja County, Western Bahr el Ghazal. Details for the bids are outlined in the sections below of this call.

### 2.0 Supply Standards:

- Certified crop and vegetable seed varieties.
- A clear expiry date must be shown on the product package.
- Germination test certificate from the Ministry of Agriculture and Forestry.

### 3.0 Detailed Specification for the Seeds (Crops and Vegetable Seed Varieties).

S/N	Item Description	Unit	Quantity
01	Groundnut seeds (Variegated variety locally called Mangaya)	Kgs	4,000
02	Sorghum seeds (Yellow Variety, locally called Andawa)	Kgs	1,600
03	Okra-50g	Pkts	400
04	Sukuma-50g	Pkts	400
05	Eggplants- 50g	Pkts	400

### 4.0 Prices and currency:

The prices quoted by the supplier (bidder) shall be in United States dollars (USD). Inflation and escalation or changes whatsoever shall not be subject to claim later on. The prices should be inclusive of government taxes and other applicable charges, including transportation costs for delivery of the seeds to Raja County. The quoted prices shall be valid for 30 days from the date of closure of submission of bids.

### 5.0 Bidding Requirements

Interested bidders should attach the following documents to the bid application.

- Certificate of Incorporation
- Tax Clearance Certificate/Tax Compliance Certificate
- Operating License
- Trading License
- Tax Identification Certificate
- Memorandum & Articles of Association
- The bidder must quote for the supply, delivery, and transportation costs of the seeds to Raja County, Western Bahr el Ghazal
- Financial capacity: Bidders must provide bank statements for the last six (6) months, from 1<sup>st</sup> October 2025 to 31<sup>st</sup> March 2026.
- Company profile (Latest references for the last three years: 2023, 2024, and 2025)
- Details of key staff members
- Marine Insurance References:
- Bidders must provide a list of relevant references, preferably from INGOs or UN agencies, for similar goods supplied within the last two (2) years (From January 1, 2024, to December 31, 2025).
- Any other relevant documents

### 6.0 Submission:

Bids shall be submitted ONLY in hard copy to the following address: STEWARDWOMEN Office, Gudele, Hai Peace Residential Area, plot Nos. 512 & 513, Block III, Juba City, South Sudan, and shall be dropped into a tender box by the company representative.

### 7.0 Registration for submission:

Please make sure you register your hand-delivered bid documents with the procurement department and drop them in the Tender box yourself.

### 8.0 Request for clarifications:

All requests for clarification must be made in writing through email: [stewardwomen.jobs@gmail.com](mailto:stewardwomen.jobs@gmail.com)



and or via phone using +211920008537. These enquiries must be sent within 48 hours before the bid closing date.

**9.0 Bid Opening and Evaluation**

Bids shall be open in the presence of the bidders (representatives) after the deadline, on Thursday, 7<sup>th</sup> May 2026, at 10:00 am at the STEWARDWOMEN office in Juba. All bidders are invited to attend the bid opening in person. Bid evaluation shall be based on South Sudan legal registration documents, experience for similar products, price, delivery terms, brand, quality assurances, and any other factor that the procurement committee shall deem necessary.

**10. Notification of the results:**

Only the successful bidders will be notified, and if you do not receive an order in writing from STEWARDWOMEN within two weeks after the expiry of the deadline, please consider your bid unsuccessful.

**11. 0 Language of the bid:**


The language for the bid application shall strictly be in English.

**12. 0 Terms of payment:**

Payment shall be made within a maximum of 30 working days after the completion of delivery of the materials, subject to appropriate deduction for incomplete deliveries upon the presentation of a commercial invoice. Payment will be strictly made by Bank transfer to the supplier's Bank Account.

**13.0 Deadline Date:**

The deadline for submission of bids is Wednesday, 6<sup>th</sup> May 2026, at 4:00 PM.



Signed by: **Geoffrey Azuruku David**  
**Director:**

**Disclaimer:** This is a call for bids. Only STEWARDWOMEN may cancel the process without notice and shall accept no liability whatsoever, arising out of such action. STEWARDWOMEN is under no obligation whatsoever to award the contract to the lowest or any bidder. The decision of the procurement committee shall be final.