



## TERMS OF REFERENCE

### CALL FOR PREQUALIFICATION OF SUPPLIERS (Framework Agreement) 2023-2025

#### **Background,**

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan. UNKEA was founded in 2002 by a group of concerned men and women of Upper Nile State, to respond to the dire social, economic, livelihoods and health conditions experienced by the South Sudan citizenry. UNKEA's initial purpose was to design strategies and interventions to fight the deadly Kalazaar disease which is highly prevalent in Upper Nile. With time, UNKEA's mandate has expanded to include other interventions such as provision of basic services such as primary health care, nutrition, food security and livelihoods, water and sanitation, education; social development of youth and women; economic development, Access to Justice and peace building.

UNKEA invites qualified vendors to apply for **Framework Agreement** pre-qualification, interested vendors/suppliers can submit their expression of interest to be included in the supplier catalogue for the Period 2023 to 2025.

The supplies categories and other tender documents can be got from NGO forum.

#### **REQUIREMENTS/ESSENTIAL DOCUMENTS**

- Valid Certified Copy of Certificate of Registration
- Valid Incorporation.
- Updated Full Company profile.
- Valid Revenue Authority Tax Registration Certificate (Indicating TIN).
- Valid Tax Compliance/Clearance Certificate & Import Licenses.
- Valid Certificate of registration with South Sudan Chamber of Commerce.
- Updated Articles, and Memorandum of Association (including name of directors/shareholders).
- Valid Operation License.
- Air Travel Firms must be registered with the International Air Travel Association (IATA) and any other relevant bodies.
- Car Hire Firms, Taxis, (Evidence of having taken all the necessary insurance covers).
- Audit reports for the last three years.
- Bank Statement for the last two years
- Suppliers' declaration form and child safety code of conduct (signed copy).
- Signed code of ethics.
- Evidence Of physical Registered office—attach utility bills, tenancy agreements of the firm.
- A minimum of three reference letters from current clients.
- Financial statement for the last three months in the name of the firm





**HOW TO APPLY:**

This opportunity is open to all qualified companies. For inquiries, please contact UNKEA Committee at tender [procurements@unkea.org](mailto:procurements@unkea.org) copy [mariaka@unkea.org](mailto:mariaka@unkea.org), . Between **10 am –4pm** (South Sudan)

**DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS**

The pre-qualification documents must be enclosed in a properly sealed envelope marked "*Pre-Qualification of Suppliers 2023-2025*", clearly indicating the appropriate reference number(s) and category name (s) being applied for, and placed in the tender boxes between **Monday 15<sup>th</sup>, June to June 30<sup>th</sup>, 2023, at 5.00 pm** at offices below:

Head Office Location

KATOR STREET 17 AVENUE.

P.O BOX 504 Juba, South Sudan

Cell phone: +211921129868

[www.unkea.org](http://www.unkea.org)

*Any Envelope that does not have the details of the category and reference number shall be eliminated.*

*Incomplete documents shall not be considered.*

*Please note that the publication of this Tender Notice is not to implement or announce procurement. Late submission or any misconduct will lead to disqualification. no supplier will attend opening of the tender documents, but you will be notified by email.*

