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A CALL FOR PRE-QUALIFICATION OF PROVIDERS/SUPPLIERS FOR WORKS, SERVICES OR SUPPLIES FOR THE FINANCIAL YEAR 2026-2027

Background

Gender Empowerment for All South Sudan (GEFASS) is a national NGO working in South Sudan, with the head office in Juba. We are a strong and motivated women led organization that was established in 2023 by a group of young South Sudanese women from different cultural background with an aim of creating a safe environment, improve lives through providing tools to the women and girls to come up with solutions to better their lives and future. We have expertise in Protection programming (GBV, child protection, and general protection) and Housing, Land Property. We also look forward to venturing in other sectors like WASH, LIVELIHOOD, PEACE BUILDING, EDUCATION, and HEALTH. GEFASS is currently implementing a Gender Based Violence Programme, including provision of Response, Prevention, and Risk mitigation in Warrap State Twic County (Turalei Payam, Wunrok Payam, Aweng Payam and Ajak Kuac Payam)

Objective

Gender (GEFASS) invites sealed Applications from reputable providers/suppliers for the provision of various works, services or supplies for Financial Year 2026-2027. The list of items required during the above-mentioned financial year is given in **Appendix B**.

The prequalification document is divided into:

- Part I: General Part
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications

Appendices:

- A: Application Submission Sheet
- B: Statement of Requirements
- C: Evaluation Criteria



PART I: GENERAL PART

1.1 Corrupt Practices

1.1.1 GEFASS, as well as Applicants, should observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and
 - (ii) "fraudulent practice" includes a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity and includes collusive practices among Providers prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring and Disposing Entity of the benefits of free and open competition.
 - (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
 - (c) will suspend a Provider from engaging in any procurement proceeding for a stated period not less than 1 year, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.
- 1.1.2 In pursuit of the policy, GEFASS requires all Providers to adhere to the relevant codes of ethical conduct. The Providers are required to indicate their acceptance of this code through the declarations in the **Application Submission Sheet (Appendix B)**

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

GEFASS will evaluate and shortlist all eligible companies for the provision of various works, services or supplies for the Financial Year 2026. Once a firm has been short listed, it will be invited, several times during the financial year, to submit a proposal for the provision of some or all the works, services or supplies. The procurement department reserves the right to add similar types of works, services or supplies to the list in **Appendix B**.

2.2 Eligible Applicants

2.2.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- (a) The applicant must have the legal capacity to enter a contract.
- (b) The applicant should not be: (i) Insolvent (ii) In receivership (iii) Bankrupt (iv) Being wound up.
- (c) The applicant's business activities have not been suspended.
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b).
- (e) The applicant has fulfilled his or her obligations to pay taxes.

2.2.2 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short-listing process, if they:

- (a) Have controlling shareholders in common; or
 - (b) Receive or have received any direct or indirect subsidy from any of them; or
 - (c) Have the same legal representative for purposes of this application; or
 - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of GEFASS regarding this short-listing process; or
 - (e) Participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.
- 2.2.3 A firm shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of Subcontractor in any bid, may participate in more than one bid, but only in that capacity. A Bidder who submits, or participates in, more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.
- 2.2.4 A firm that is under a declaration of suspension at the date of submission of the application or thereafter, shall be disqualified.

2.3 Clarification of Shortlisting Documents

A prospective Applicant requiring any clarification of the short-listing documents may notify GEFASS in writing or by cable (hereinafter, the term cable is deemed to include telephone, e-mail and facsimile) at the client's address indicated below. The procurement department will respond in writing to any request for clarification on the short-listing documents, which it receives no later than seven (7) days before the deadline for the submission of Applications. Written copies of the procurement department's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants who have received the short-listing documents.

For clarification purposes only, GEFASS's address is:

Street Address: **First Class Residential Area, Nyakuron West, Behind Imatong Gas, Rockcity Road, Juba South Sudan.**

Town/City: **Juba**

Country: **South Sudan**

Telephone: +2119891081173/+211926651388

Electronic mail address: solomondut10.gefass@gmail.com

2.4 Amendment of Short-listing Document

- 2.4.1 At any time prior to the deadline for submission of applications, the Procurement department may amend the short-listing Document by issuing addenda.
- 2.4.2 Any addendum issued shall be part of the short-listing Document and shall be communicated in writing to all who have obtained the short-listing document from GEFASS.
- 2.4.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, GEFASS may, at its discretion, extend the deadline for the submission of applications.

PART III: PREPARATION OF APPLICATIONS

3.1 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the **Application Submission Sheet**. Failure to provide the required information shall result in disqualification.

3.2 Format and Signing of Applications

3.2.1 The Applicant is requested to submit its prequalification Documents in one envelope marked: **"Prequalification Documents for the provision of works, services or supplies for the Financial Year 2026"**

3.2.2 The documents of the Application shall be typed or written in indelible ink and shall be signed by the Applicant or a person or persons duly authorized to sign the short-listing documents. All pages of the Application, except for printed literature that is not amended, shall be initialed by the person or persons signing the Application and each page numbered.

3.2.3 All Pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications

4.1.1 The Short-listing Application shall be composed of one envelope marked **"Prequalification Document for the provision of works, services or supplies"**.

4.1.2 For application submission purposes only, Gender Empowerment for All South Sudan's address is: Street Address: **First Class Residential Area, Nyakuron West, Behind Imatongas, Rockcity Road, Juba South Sudan.**

Town/City: **Juba**

The deadline for application submission is **16th /2/2026**

Time (CAT): **4:00 PM**

4.1.3 The envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared "late".

4.1.4 If the envelope is not sealed and marked as required by Clause 4.1, **GEFASS** will assume no responsibility for the Applications misplacement or premature opening.

4.2 Late Applications

Any Application received after the deadline for submission of Applications prescribed by **GEFASS** will be rejected and returned unopened to the Applicant.

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by GEFASS

5.1.1 The procurement department will read out Applicants' particulars in the presence of the applicants' representatives who choose to attend, on the **20th/2/2026**. The Applicants' representatives who are present shall sign a register as evidence for their attendance.

- 5.1.2 No Application shall be rejected at Application opening, except for late Applications, which shall be returned unopened to the Applicants.
- 5.1.3 The procurement department of GEFASS will prepare minutes for the Application opening.

5.2 Evaluation of Applications:

- (a) GEFASS will carry out the evaluation of proposals based on their responsiveness to:
- Legal Status
 - Tax Payment
 - Financial Position – Presentation of copies of Audited reports for the last two years.
 - Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The procurement department shall notify the Applicant of the rejection of their application as specified in (Evaluation criteria) *Appendix C*.

5.3 Clarification of Applications

- 5.3.1 During evaluation of the Applications, **GEFASS** may, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the head of the procurement & operations - GEFASS.
- 5.3.3 The head of procurement & operations shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- 5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

5.4 Contacting Gender Empowerment for All South Sudan (GEFASS)

- 5.4.1 No Applicant shall contact GEFASS on any matter relating to its Application from the time of Application opening to short listing of Applicants.
- 5.4.2 Any effort by the Applicant to influence GEFASS in its decisions on the Application evaluation may result in the rejection of the Application.

5.5 Confidentiality

- 5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the GEFASS procurement department on any matter related to the short-listing process, may do so but only in writing.

PART VI: SHORT LISTING

6.1 Notification to the Short-listed Applicants

GEFASS will notify all Applicants in writing by registered letter or by cable, that they have been short listed to provide works, services or supplies for the Financial Year 2026

6.2 Inspection

GEFASS reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality

of service equipment is unsatisfactory, then the Application will be rejected. GEFASS reserves the right to verify all information submitted.

6.3 Changes in Qualifications of Applicants

- 6.3.1 Applicants and those subsequently short listed or conditionally short listed, shall inform GEFASS of any material change in information that might affect their qualification status. Providers shall be required to update key short-listing information at the time of bidding.
- 6.3.2 Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

Appendix: B APPLICATION SUBMISSION SHEET

1. Corporation Information

Company Name	
Address	
P.O. Box No.	
Street	
City	
Country	
Telephone Numbers	
Email	
Contact Person	
Title	

1. Legal

limited liability company	<input type="checkbox"/>	Individual Owned	<input type="checkbox"/>	partnership	<input type="checkbox"/>	Joint venture	<input type="checkbox"/>
Country Establishment	Of	South Sudan	<input type="checkbox"/>	Sudan	<input type="checkbox"/>	Others (specify)	<input type="checkbox"/>

2. Experience Records

- (a) Have you had any contract terminated for poor performance in the last five years?
 Yes NO
- (b) How many years has your business been in the current business?
 1 years 1 - 2 years 3 - 4 years > 5 years
- (c) Three Major Contracts Executed during the Last 3 Years.

Completion Year	Nature of the Contract	Client	Country	Value in USD

(d) Please provide 3 references for your business experience.

Organization	Contact Person	Designation	Phone Number	Email

3. Bank Account Details (preferably ECO Bank)

Account Name	
Account Number	
Bank Branch	
Swift Code	

Declaration

We hereby declare that the above particulars are true and correct and accept that GEFASS has a right to verify them as when required.

Name:

Signature:

Title:

Date:

Stamp:

If the space provided in the document is insufficient for your response, provide each detailed response in separate paper, clearly identified numbered attachments.

The registered suppliers are required to immediately advise GEFASS of any significant changes of the following.

- Financial Capability or technical Capability.
- Ownership or holding
- Any court convictions or prohibition orders from the Governmental agencies.
- Changes in address, phone, email, contact person or other communications
- GEFASS may revise the registration scheme or seek new applications at any time. Whenever a full revision of the system is carried out, additional information or new applications from currently pre-qualified suppliers will be sought.
- Provide brief description that describes the nature of your business and the services/products that you can supply GEFASS.

For GEFASS use only	Name: <u>SOLOMON DUT AJITH SORABIT</u> Signature: <u>[Signature]</u> Date: <u>16/11/2026</u>
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APPENDIX B: STATEMENT OF REQUIREMENTS (PLEASE TICK A CATEGORY)

CATEGORY A: Good Supply

CATEGORY NO	ITEM DESCRIPTION
G/001/2026/2027	Supply of General Stationery
G/002/2026-2027	Supply and delivery of office furniture and office equipment
G/003/2026-2027	Supply of electronic hardware and related (sockets fitting, fluorescent, fitting bulb etc)
G/004/2026-2027	Supply of electronic appliances (Fridges, dispensers)
G/005/2026-2027	Supply of household cleaning and sundries materials (soap, mop, tissue, detergent Etc)
G/006/2026-2027	Supply of relief non-food items [blankets, jerry cans, mosquito nets, kitchen sets, blankets, buckets and basins, tarpaulins, dignity kits Etc]
G/007/2026-2027	Supply of sugar, coffee, tea leaves, tea bags, and beverages
G/008/2026-2027	Supply, installation, servicing and maintenance of air conditioners
G/009/2026-2027	Supply, installation and maintenance of solar panels & related accessories
G/010/2026-2027	Supply of bottled drinking water

G/011/2026-2027	Supply of office water Tank
G/012/2026-2027	Maintenance & repair of electricity, Generator/equipment, and supply of spare parts

CATEGORY B: Provision of services

CATEGORY NO	ITEM DESCRIPTION
S/013/2026-2027	Provision of air ticketing services
S/014/2026-2027	Provision of comprehensive office cleaning services
S/015/2026-2027	Hire of public address systems, audio visual equipment and related and service
S/016/2026-2027	Provision of event management services such as conferences, seminars, or webinar
S/017/2026-2027	Provision of shredding books and papers
S/018/2026-2027	Provision of garbage collection
S/019/2026-2027	Supply, installation and maintenance of CCTV system and related accessories
S/020/2026-2027	Provision of transport & logistics service including clearance, freight and cargo transportation
S/021/2026-2027	Supply, Installation & maintenance of fire appliance/fire hydrant, training and safety service
S/022/2026-2027	Provision of taxi services
S/023/2026-2027	Provision of graphic design services
S/024/2026-2027	Banking and money transfer services
S/025/2026-2027	Constructions (building, renovations and construction materials)
S/026/2026-2027	Supply of communication services e.g Thuraya Satellite phones, Airtime and Internet services
S/027/2026-2027	insurance Services
S/028/2026-2027	Consultancy services or Technical Proposal design.
S/029/2026-2027	Government registrations and others (certification, Networks, partnership with government agencies)
S/030/2026-2027	Office rental and hotels
S/031/2026-2027	Office security services
S/032/2026-2027	Catering services
S/033/2026-2027	Visibility Materials (T-shirts, Jackets, Caps, Banners, stickers, leaflets and flags)

CATEGORY C: ICT and Equipment services

ICT/034/2026-2027	Supply and delivery of computer equipment (servers, routers, printer and scanners)
ICT/035/2026-2027	Provision of repairs and maintenance of computers, servers, projectors, printers and other ICT equipment
ICT/036/2026-2027	Supply, installation and maintenance of power and battery backup solution
ICT/037/2026-2027	Provision of software solution, website development, mobile app development, hosting and licensing
ICT/038/2026-2027	Supply & maintenance of cameras, filming equipment and related accessories
ICT/039/2026-2027	Supply of computer accessories (headset, mouse, laptop chargers, cables etc)
ICT/040/2026-2027	Supply repair and maintenance of mobile phone, tablet and accessories
ICT/041/2026-2027	Catering services

ANNEX C: EVALUATION CRITERIA

Experience

- a. Prospective Bidders shall have at least two (2) years' experience in the supply of goods and services.
- b. Prospective suppliers or providers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. GEFASS reserves the right to request additional qualification information as the tender/quotation stage to suit procurement.
- d. Share contracts of previous works done and/or recommendation letters.

Financial Capability

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractors' credit position.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

Personnel

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.

Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

Premise

The Firm must have a **registered** and **fixed** business premise in South Sudan, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the South Sudan authorities.

PRE-QUALIFICATION EVALUATION CRITERIA

1 MANDATORY REQUIREMENTS

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Tax identification/TIN	Mandatory
4.	Valid Operational licenses/ or trading licenses (whenever applicable)	Mandatory
5.	Certificate of registration from any government regulatory body	Mandatory
6.	South Sudan chamber of Commerce, Industry and agriculture member certificate	Mandatory
7.	Business membership registration certificate from the chamber of commerce	Mandatory
8.	Valid letter of No objection and stamp approval	Mandatory
9.	Copy of article and memorandum of association	Mandatory
10	Copy of the company most audited annual financial report at least for three years	Mandatory

11.	Managing Director name, email address and day phone contact	Mandatory
12.	Past Performance and experience, provide recommendation letters, or prove of substantial contract/local purchase order (LPO) for similar work from current or previous clients particularly INGO, LNGO, UN agencies	Mandatory
13.	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
14.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers.	Mandatory
15.	Outside Catering services – Bidders to avail a certificate of health for handling from respective authorities	Mandatory
16.	Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
17.	Financial statement /Certified bank statement for the last three years in the name of the firm	Mandatory
18.	A minimum of three reference letters from recent clients may be obtained if necessary.	Mandatory

2 TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT)	25
2.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	10
3.	Other certification	5
4.	Manpower/Staffing	20
6.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
7.	Financial capability	10
8.	Litigation history	5
	TOTAL	100
	PASS MARK	60