



SECTION 1: INTRODUCTION

Help a Child is a Christian international development organization, founded in 1968 in the Netherlands. Help a Child provides future for the children in need, their family and their entire family. By empowering vulnerable communities, we help them change their own living conditions and opportunities in a sustainable way. Help a Child works across India, Kenya, Malawi, Burundi, Rwanda, DRC and Uganda and in South Sudan

SECTION 2: Supply of Dignity Kit Items for, Northern Bahr el Ghazal State (Aweil), South Sudan. The categories of the SUPPLIES to tender for is as indicated above:

SECTION 3: TENDER INSTRUCTIONS:

3.0 INTRODUCTION.

HELP a CHILD SOUTH SUDAN hereinafter referred to as “**Procuring entity**” intends to look for a firm for supplies. The tender is open to eligible firms as indicated in the instructions.

3.1 TENDER OBJECTIVES.

The main objective of this part is to qualify a firm to perform the relevant tenders/quotations and proposals as and when required during the period ending Monday 27th April 2026.

3.2 LANGUAGE.

All the information requested for the bidding process shall be provided in English language.

3.3 INVITATION FOR QUOTATION.

Firms registered with the registrar of companies under the laws of South Sudan with respect to merchandise or services are invited to submit their tender documents to the Procurement/Tender Committee, **Help a Child South Sudan** in Juba. Any eligible and interested firm must provide all mandatory information.

3.4 EXPERIENCE.

Prospective firms must have carried out successful provision of similar supplies to institutions of similar size and complexity. Potential firms must demonstrate the willingness and commitment to meet the tender criteria. Attached recommendations letters to proof evidence of work done from other agencies.

3.5 TERMS AND CONDITION - APPENDIX 2.

Eligible and interested firms shall be required to read and be willing to abide by the **Help a Child Policy**

3.6 ANTI-TERRORISM CERTIFICATION.

Eligible and interested firms should certify that they:

- have not provided support of any kind in violation of applicable law to a person or entity that the firm knows or has reason to know advocates terrorism or engages in terrorist activity.
- will undertake to inform **Help a Child South Sudan** of any individual or organization engaging in such activities, when it receives new information.



3.7 TENDER DOCUMENTS.

A complete set of tender documents may be accessed by any interested firms or individuals from **Help a Child Aweil / Juba** office as indicated above and will send to the selective bidders. The document includes questionnaire forms 1 to 8 to fill by the prospective vendors/suppliers. All eligible and interested vendors must provide required information in the attached questionnaire forms 1-8.

3.8 SUBMISSION AND DEADLINE FOR TENDER DOCUMENTS.

One hard copy of tender document containing all the requirements and filled forms 1 - 8 shall be submitted in plain sealed envelope clearly marked '**Supply of Dignity Kit Items For, Northern Bahr el Ghazal State (Aweil), South**

Help a Child South Sudan, SCANDIC PREMISES PLOT NO.21 (A), BLOCK (BXVI); HAI MATAR NEXT TO CROWN HOTEL, AIRPORT ROAD JUBA COUNTY.

The duly filled and stamped tender document should be dropped at the office not later than **27th April 2026** before 5.00 pm.

All eligible and interested firms will be required to bind a **COMPREHENSIVE** tender document with company profile detailing **ALL** the requested information.

3.9 TENDER CONDITIONS

1. **Help a Child South Sudan** reserves the right to accept or reject any **TENDER** and is not bound to give reasons thereof.
2. Those who do not attach a copy of duly stamped and signed tender documents will be disqualified.

3.10 ADDITIONAL INFORMATION.

Help a Child reserves the right to request the submission of additional information from prospective firms.

3.11 INVITATION TO TENDER/QUOTATION.

Bidding documents is made available only to those bidders who receives invitation to tender for the said project and must be accepted by **Help a Child South Sudan** after the completion of the selection of the firms as required.

3.12 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS.

Both successful and unsuccessful firms will be notified in writing/call one week after the selection is complete.



SECTION 4: TENDER GUIDELINES/REGULATIONS AND CRITERIA:

4.1 INCOMPLETE TENDER DOCUMENT.

The tender forms, which are not filled and duly stamped and submitted in the prescribed manner, will not be considered.

4.2 THE TENDER DATA.

It is understood and agreed that the tender data of the prospective firms is to be used by **Help a Child South Sudan** in determining, according to its sole judgment and discretion the qualifications of prospective firm to perform in respect to category (ies) as described by the client.

4.3 QUALIFICATION REQUIREMENTS.

Prospective firms will not be considered qualified unless in the judgment of **Help a Child South Sudan**, they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for the services.

4.4 ESSENTIAL CRITERIA FOR SELECTION.

4.4.0 EXPERIENCE.

(a) The prospective bidder shall have at least three years' experience in the similar field or its equivalent, services and allied items. Potential firm should show competence, willingness, capability and capacity to service the contract.

(b) Prospective firm should have special experience and capability to organize, supply and deliver items or services at short notice.

4.4.1 FINANCIAL CONDITION.

The firm's financial condition will be determined by latest updated bank statement for three months submitted with the tender documents. Potential firms will be qualified on the satisfactory information given.

4.4.2 PAST PERFORMANCE.

Past performance will be given due consideration during the selection evaluation. Letters of reference from past customers should be included in form 5 where applicable.

4.3 WITHDRAWAL OF PRE-QUALIFICATION.

Help a child South Sudan reserve the right to reject the tender from a qualified firm even though the firm was initially qualified, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the **Help a Child South Sudan** could substantially change the performance and qualification of the bidder or his/her ability to perform such as but not limited to bankruptcy, change in ownership or change of company names, location without prior notice.



4.4 QUALIFICATION CRITERIA.

S/No.	Information Required	Form Type	Points to Score
1	General Information	FORM 1	10
2	Specific Requirements (Legal certificate)	FORM 2	15
3	Financial position (Bank Statement)	FORM 3	15
4	Past experience (Certificate of Completion)	FORM 4	20
5	Lawsuit History	FORM 5	10
6	Bank Details	FORM 6	20
7	Declaration statement	Appendix 7	10
Total Points to be Scored			100

FORM1: GENERAL INFORMATION

Category Applied for (1) _____

Business Name of the firm: _____

Legal name of firm if different from business name: _____

Place of incorporation/ Year of incorporation/Registration: _____

Post office Address: _____

Street/Road: _____

City/Town: _____

Country: _____

Telephones: a) Office _____ b) Mobile _____

Contact person: _____

Title: _____



FORM 2: SPECIFIC REQUIREMENTS.

Please Tick the appropriate box and attach the copies:

(a) Copies of Certificate of Incorporation or Registration.

No Yes

(b) Copy of V.A.T Registration Certificate if any.

No Yes

(c) Copy of Pin/Tin Number Certificates of firm/Company/Individual and Valid Tax clearance certificate.

No Yes

(d) List of at least 3 ongoing Contracts/Projects (goods, services if any).

No Yes

(e) Membership to professional body for professional services if any.

No Yes not applicable

(f) Indicate willingness to provide services on 30 days' credit terms

No Yes

Signed and stamped by: _____

FORM 4: FINANCIAL POSITION.

A. Please attach copies of the company's bank statement for the last three months i.e. January to March 2026

No Yes



FORM 5: PAST EXPERIENCE.

Provide a list of 4 clients/customers that you have done business with and values of the contract (NGOs if any) for the past three years.

Particulars	Client 1	Client 2	Client 3	Client 4
Name of Client (organization)				
Address of Client (organization)				
Name of Contact person at the client office (Organization)				
Telephone/Email address of the client				
Value of contract signed				
Duration & time of the contract				

Note:

Please attach copies of documents in support of work done

FORM 6: CONFIDENTIAL BUSINESS QUESTIONNAIRE.

You must provide details requested in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.
Please note that providing false information shall lead to disqualification to give false information on this form.



PART 1: GENERAL

Business name:

Physical Location of Business Premises:

Plot No

Street/Road.....

Postal Address if any.....

Tel:.....

Email address

Contact personnel.....

Nature of business

Current Trading License No. Expiring date.....

Number of years the firm has been in business



A) FOR USD ACCOUNTS:

BANK NAME

BRANCH NAME.....

BANK ADDRESS.....

SWIFTCODE.....

ACCOUNT NAME

ACCOUNT NUMBER

APPENDIX 1: DECLARATION STATEMENT.

Having read the tender information for the above supplies we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) Have read and understood the terms and condition for **Help a Child** including the credit period of 30 days.
- c) That in case of being qualified we acknowledge that this grants me/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.
- d) If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e) We enclose all the required documents and information required for the prequalification evaluation.

Date

Applicant's Name

Represented by

Signature

Designation

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



APPENDIX 2: TERMS AND CONDITIONS

PRICE. The prices stated in this B.O.Q are complete and supplier shall add no additional charges of any kind. supplier / Service Provider warrants that the prices to be charged for the supplies / Service Provider is competitive with prevailing market rates and do not exceed prices charged to other customers for similar supplies and quality. In connection with any cash discount specified in this Order, time will be computed from the date of the complete and final signing of the Contract, or from the date deliveries are received in the **Help a Child's** office, if later. Supplier shall specify all applicable costs, including taxes, duty, export and transportation fees and other charges on Vendor's invoice as separate items, and shall bear all such costs as part of the total Price charged.

QUALITY. Supplier / Service Provider warrants the items offered are: -

(a) free of all deficiencies and defects in materials, design for the period of one (1) month from the date of delivery,

(b) does not infringe the rights of any third parties, and (c) are free of any lien or encumbrance. Supplier warrants it shall vest all title and rights to the items in. If no quality is specified in this document delivered must be of the best quality as recognized by the market and conforming to or exceeding all specifications provided by client.

DELIVERY. Time is of the essence and delivery of items shall be strictly in accordance with this Contract. Delays or otherwise shall be reported immediately to **Help a Child**, and the Order payment shall be subject to a late arrival penalty if specified on the Contract. Partial deliveries may not be accepted; contact **Help a Child** in advance if a partial delivery is requested.

INSPECTION AND ACCEPTANCE. All items shall be subject to inspection and test at any time and place, including at place of manufacture if required. **Help a Child** may reject and hold at Supplier's expense. subject to Supplier's disposal, all items not conforming to this Contract or other applicable specifications, B.O.Q, samples, or descriptions.

PAYMENT TERMS. Invoices in original are required. **Help a Child** will pay supplier as specified in this Contract, including pursuant to any discount terms; if no time of payment is indicated, payment shall be made within Fourteen (14) days after **Help a Child** accepts the items supplied. Any adjustments in supplier's invoices due to shortages, late deliveries, rejection or other failure to comply with the requirements of this Contract may, at **Help a Child's** option, be made by **Help a Child** before payment, but failure to do so shall not deprive **Help a Child** of the right to do so later. **Help a Child** may withhold ten percent (10%) from payment of the final invoice to ensure that all items conform to this Contract and all necessary documentation has been properly received.

