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South Sudan

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GENERAL INSTRUCTIONS.

Action Aid is a Non-Governmental Organization registered with Relief and Rehabilitation Commission under NGO ACT of 2016. Action Aid is inviting application for Pre-qualification of suitable and reputable suppliers for the year 2024/2025. Those interested are requested to provide basic company information guided by the questions listed below:

- 1) Provide all the information as per the pre-qualification document.
- 2) Clearly indicate the procurement category being applied for.
- 3) Action Aid will examine the document for completeness and responsiveness to the Prequalification Questionnaire (PQQ) Requirements. Incorrect information will render the document ineligible
- 4) The Prequalification package should be submitted bound with all pages numbered, counter signed and stamped.
- 5) The Prequalification committee shall not be responsible for loss of documents through loose binding.

Important Notes for Applicants

- A.** The sole purpose of this document is to assist Action Aid in identification and evaluation of potential suppliers who may subsequently be invited to tender or provide quotes for supply of goods and/or services within the respective procurement categories for the year 2024 – 2025.
- B.** A separate Questionnaire shall be filled out for **EACH PROCUREMENT CATEGORY** applied for.
- C.** The Questionnaires shall be filled in English and shall be prepared in indelible ink.
- D.** Any Corrections must be initialed by the person or persons who sign(s) the document: Otherwise, the application will be voided.
- E.** Answer all questions and where the question is not applicable, indicate an **N/A**. Where necessary, answers shall be provided on separate sheets.
- F.** The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided.
- G.** As part of this review process, the prequalification committee may request the applicant for a site Visit its premises.
- H.** The information provided herein is strictly confidential.
- I.** Successful applicants will be included in the **Action Aid Suppliers Catalogue for 2024 – 2025**

(A)-GENERAL BUSSINESS INFORMATION.

CATEGORY APPLIED FOR:

PARTICULARS	RESPONSE	
Full Registered Name of Organization:		
Form of Company i.e. Ltd, Sole proprietorship		
Company Owners.		
Name of Directors:		
Is the Business an Agent, Broker, Retailer,? Manufacturer, Principle service Provider?		
Full Physical and Registered address of principal place of Business:		
Full Postal address of the principle Place of Business		
Telephone Numbers (S):		
Fax Number:		
Email address:		
Website address:		
Contact Person within the organization to whom enquiries about this bid should be directed:	NAME:	
	TITLE:	
	TEL:	
	FAX:	

	EMAIL:	
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(B)-COMPANY PROFILE.

Please provide a detailed and comprehensive company profile, which shall include among others the following mandatory information:

- i. Company Background, Core business focus area, products, services, technical activities, years of business operation.
- ii. Copies of the following certificates:
 - Certificates of Incorporation/Registration.
 - VAT Registration.
 - Tax Clearance Certificates.
 - Tax Identification Certificate.
 - Valid Business License.
- iii. Letter of Certification from Banker/s
- iv. At Least FOUR Latest Trade References/Recommendations from your Main Clients – (Must be within the last Two Years)

Note: *You are free to include any other information that may be relevant to the application.*

(C)-DECLARATION

I/WE the Undersigned declare that to the best of my/Our knowledge the answers submitted (and any supporting documentation together with the details of the attached Company profiles) are correct.
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FORM COMPLETED, CERTIFIED AND STAMPED BY:	
Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Email:	
Signature:	
Stamp/Seal:	

III. 2024/2025 Action Aid PROCUREMENT CATEGORIES.

#	Category	Reference Number #	Category Description
1	Admin/Office Supplies	AA-C/01/24/25	Supply of General Office consumables (Sugar, coffee, milk, tea, drinking water).
		AA-C/02/24/25	Supply of General office consumables (Office stationery).
		AA-C/03/24/25	Printing and Supply of Visibility and Promotional Materials
		AA-C/04/24/25	Supply and repair of Office Equipment, furniture and Fittings.
		AA-C/0A/24/25	Airtime supply (Monthly).
2	Information Technology	AA-C/05/24/25	Supply of Computers, Printers, Networking & Other computer/Server parts/Software & Service and Repairs - Computer equipment
		AA-C/06/24/25	Supply of Communication Equipments and parts (HF/VHF Radio, Thuraya, V-Sat) service and Repairs - Communication equipment
		AA-C/07/24/25	Software/Web Development/IT Support services
3	Motor Vehicle/ Mechanical/ Fuel/ Spares	AA-C/08/24/25	Supply of Automobile Tyres, Batteries and Other Accessories
		AA-C/09/24/25	Supply of Motor Fuel and Lubricants
4	Motor Bikes	AA-C/10/24/25	Supply of Motor Bikes, Accessories and Repair parts
5	Veterinary Drugs & Equipments	AA-C/11/24/25	Supply of Veterinary Drugs, Equipments & Vaccines
		AA-C/12/24/25	Supply of Cold Chain equipments - Fridges, Freezer, Cold Boxes, Vaccine Carriers
		AA-C/13/24/25	Supply of Dairy equipments/Supplies
6	Agricultural Equipments & Seeds	AA-C/14/24/25	Agricultural Tools and Equipments
		AA-C/15/24/25	Seeds and Seedlings
		AA-C/17/24/25	Incubating Machine, Poultry feeds and Feeding Equipments
8	Solar Equipments	AA-C/18/24/25	Supply of Solar System and equipments
9	Generators	AA-C/19/24/25	Supply of Generators and Parts
		AA-C/20/24/25	Repair of Generators and Parts

10	Transport/Logistics	AA-C/21/24/25	Air Travel Agency services
		AA-C/22/24/25	Taxi Services
		AA-C/23/24/25	Clearing & Forwarding Agents
		AA-C/24/24/25	Transport Haulage & Car Hire
11	Construction Hard ware/ Building Materials	AA-C/25/24/25	Supply of General construction/Building Materials i.e. Cement, Nails, Glassware, Plumbing Materials, electrical materials, wood works, and Metal Works.
12	Financial service Providers	AA-C/27/24/25	Cash transfer, Delivery & Distribution
			Financial audit Provision
			Insurance services – Motor, Medical & Others (good)
13	General Security Services Provider	AA-C/28/24/25	CCTV installation, supply and maintenance of firefighting equipment
15	Conference and accommodation Facility	AA-C/30/24/25	Conference and accommodation Facility

Prequalification documents must be submitted through email with marked “**Prequalification of suppliers for 2024 – 2025**” with **category reference number** addressed to: email: modi.justin@actionaid-southsudan.org Or to Our Office at Thongpiny, Mercy Corps Compound, Behind Sector 4, Juba South Sudan by January 25th, 2024 at 5:00PM (South Sudan Local Time).

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.

BIDDERS WILL BE EVALUATED AND SCORED BASED ON THE FOLLOWING CRITERIA DETERMINED FROM REQUIREMENTS LISTED IN SECTION (B) ABOVE:

S/NO.	DESCRIPTIONS	SECTIONS (2)	MARKS
1	Satisfactory proof of legality of company existence	ii	30
2	Satisfactory proof of tax compliance	i/ii	20
3	Satisfactory proof of adequate financial capacity	lii	30

4 Satisfactory proof of bidder's business
worthiness

iv

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Note: Only bidders whose submissions score a minimum of 75 marks from the evaluation will be pre-qualified.

Disclaimer:

This is an invitation to treat and Action Aid South Sudan Program may cancel the process at any time without notice. Submission of applications does not result in any contractual relationship between the bidder and Action Aid South Sudan Program.

Action Aid 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.

The bidder is fully liable for any costs incurred in the preparation and submission of their application.