

**SUPPLIER PRE-QUALIFICATION NOTICE**

**COMMUNITY INITIATIVE FOR DEVELOPMENT ORGANIZATION SOUTH SUDAN PROGRAM**

Table of Contents

I. GENERAL INSTRUCTIONS.....	1
Important Notes for Applicants .....	2
II GENERAL BUSSINESS QUESTIONNAIRE.....	3
A. GENERAL BUSSINESS INFORMATION.....	3
B. COMPANY PROFILE .....	4
C. DECLARATION .....	4
III. 2022 to 2023 CIDO PROCUREMENT CATEGORIES.....	5
IV. PREQUALIFICATION EVALUATION CRITERIA .....	<b>Error! Bookmark not defined.</b>
VI. SUBMISSION.....	7

**1. GENERAL INSTRUCTIONS FOR THE COMPLETION OF THE PREQUALIFICATION FORM**

The form should be completed in uppercase (either hand written or typed) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to items numbers on the registration form.

1. Full name of company.
2. Profile of your company and the specialization (major trade for which company was formed).
3. Full legal address
4. Telephone number, including correct country and area code.
5. Fax number, including country and area codes, if any.
6. E-mail address
7. Websites, if any.



8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Full legal name of the parent company, if any
10. Provide names and addresses of all subsidiaries, associates and over sea representatives, if any (on a separate sheet if necessary).
11. (a) Nature of Business (b) Type of Business; Tick one box only. If "Other" is ticked, please specify.
12. Indicate the year in which the company was established under the name shown in Item 1.
13. Indicate the total number of full time personnel in the company.
14. Provide license number under which company is registered and validity period of the license
15. Provide VAT number and validity period, if any.
16. Provide TIN number
17. Tax Clearance Certificate Number (Must have been issued within the last six month or less).
18. Provide total annual volume of works in US Dollars(mil), of the company, for the last three financial years.
19. Provide full name and address of the Bank(s) used by the company.
20. Provide company's bank account number and name of account (Must be Company Account)
21. Provide copy of the Company's most recent Annual Report or audited financial report. If available,
22. List all countries where the company has local offices or representation.
23. This form should be signed by the person completing it, and their name and title should be typed along with the date.
24. Tick the supplier category applicable to your company attached in the annex

### Important Notes for Applicants

- A. The sole purpose of this document is to assist CIDO 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 2022– 2023.
- 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 of its premises.
- H. The information provided herein is strictly confidential.
- I. Successful applicants will be included in the **CIDO Suppliers Catalogue for 2022 – 2023**.



**II GENERAL BUSSINESS QUESTIONNAIRE**

**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):		
Email address:		
Website address:		
Contact Person within the organization to whom enquiries about this bid should be directed:	NAME:	DRAIREA IRENE
	TITLE:	Procurement/ Operations
	TEL:	0921765744
	FAX:	N/A
	EMAIL:	iyaa@cidosouthsudan.org



### 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. Valid 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 Three Latest Trade References/Recommendations from your Main Clients – (Must be within the last Two Years)

*Note: You are at liberty 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.

#### FORM COMPLETED, CERTIFIED AND STAMPED BY:

Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Email:	
Signature:	
Stamp/Seal:	



C (ii) NATURE OF THE BUSINESS (tick one box only)

Trade  Authorized Agents  Company:

C (iv) Type of the business:

Corporate/Limited  Partnership NGO  Sole Partnership

Other specify \_\_\_\_\_

### III. 2022 to 2023 CIDO PROCUREMENT CATEGORIES

NO.	SUPPLIERS CATEGORIES	Reference Number
1	SUPPLY AND SERVICING AIR CONDITIONING EQUIPMENT	CIDO/PQ/1/1/2022
2	SUPPLY OF MOTOR VEHICLE SPARE PARTS AND SERVICES LIKE VEHICLE BODY REPAIR WORKS (PANEL BEATING, SPRAYING E.TC)	CIDO/PQ/1/2/2022
3	SUPPLY OF MOTOR CYCLE SPARES PARTS AND SERVICES	CIDO/PQ/1/3/2022
4	PROVISION OF CARPENTRY AND WOOD WORKS	CIDO/PQ/1/4/2022
5	PROVISION OF ELECTRONICS WORKS/SERVICES	CIDO/PQ/1/6/2022
6	PROVISION OF FUMUGATION SERVICES	CIDO/PQ/1/7/2022
7	SUPPLY OF OFFICE STATIONARY AND CONSUMABLES (GENERAL)	CIDO/PQ/1/8/2022
8	SUPPLY OF CUSTOM-DESIGNED AND PRINTED STATIONARY	CIDO/PQ/1/9/2022
9	SUPPLY OF COMPUTER AND PRINTER HARDWARE, SOFTWARE ACCESSORIES AND PERIPHERALS	CIDO/PQ/1/10/2022
10	SUPPLY OF ELECTRICAL HARDWARE AND ACCESSORIES	CIDO/PQ/1/11/2022
11	SUPPLY OF ASSORTED CONSTRUCTION MATERIALS AND HARDWARE	CIDO/PQ/1/13/2022



12	PROVISION OF GRAPHIC AND DESIGNING SERVICES	CIDO/PQ/1/14/2022
13	PROVISION OF STAFF TRANSPORT SERVICES – CAR HIRE SERVICES	CIDO/PQ/1/15/2022
14	PROVISION OF ROAD TRANSPORT SERVICES THAT IS TRANSPORTATION OF BULKY GOODS TO FIELD LOCATIONS	CIDO/PQ/1/16/2022
15	SUPPLY OF OFFICE AND HOUSEHOLD FURNITURE	CIDO/PQ/1/17/2022
16	SUPPLY OF BRANDED PROMOTIONAL ITEMS	CIDO/PQ/1/18/2022
17	PROVISION OF ICT SERVICES ;NETWORKING ICT EQUIPMENT MENTAINANCE AND REPAIR	CIDO/PQ/1/19/2022
18	SUPPLY OF GENERATORS,GENERATOR SPARE AND SERVICE PARTS	CIDO/PQ/1/20/2022
19	SUPPLY AND INSTALLATION OF SOLAR POWER SYSTEMS	CIDO/PQ/1/21/2022
20	SUPPLY OF MOTOR BOAT ENGINES,SPARE AND SERVICE PARTS	CIDO/PQ/1/22/2022
21	PROVISION OF HOTEL SERVICES	CIDO/PQ/1/24/2022
22	PROVISION OF AIR TICKETING SERVICES	CIDO/PQ/1/25/2022
23	PROVISION OF AIR TRANSPORT SERVICES (CARGO)	CIDO/PQ/1/26/2022
24	SUPPLY OF GENERAL PROTECTIVE AND SAFETY GEAR	CIDO/PQ/1/28/2022
25	PROVISION OF SECURITY AND GUARDING SERVICES	CIDO/PQ/1/29/2022
26	PROVISION OF FIRE SUPRESSION EQUIPMENT AND SERVICES	CIDO/PQ/1/30/2022
27	PROVISION OF INSURANCE SERVICES BOTH PROPERTIES AND STAFF	CIDO/PQ/1/31/2022
28	SUPPLY OF AGRICULTURAL INPUTS(SEEDS,PESTICIDES,FERTILIZERS AND LIVESTOCK)	CIDO/PQ/1/32/2022
29	SUPPLY OF AGRICULTURAL IMPLEMENTS(TOOLS,EQUIPMENT AND MACHINES)	CIDO/PQ/1/33/2022

30	SUPPLY OF AGRICULTURAL PRE -PRINTED LITERATURE (BOOKS) AGRICULTURAL MANUALS ETC	CIDO/PQ/1/34/2022
31	SUPPLY OF HUMAN PHARMACEAUTICALS	CIDO/PQ/1/35/2022
32	SUPPLY OF MEDICAL TOOLS AND EQUIPMENT	CIDO/PQ/1/36/2022
33	SUPPLY OF MEDICAL AND HEALTH PRE-PRINTED LITERATURE	CIDO/PQ/1/37/2022
34	SUPPLY OF WORKSHOP TOOLS AND EQUIPMENT	CIDO/PQ/1/38/2022
35	SUPPLY OF PETROLEUM PRODUCTS (PETROL,DIESEL,ENGINE OIL,GEAR BOX OIL AND BRAKE FLUID)	CIDO/PQ/1/39/2022
36	SUPPLY AND SERVICING OF CCTV	CIDO/PQ/1/40/2022
37	GENERAL SUPPLY	CIDO/PQ/1/41/2022
38	SUPPLY OF VHF RADIO AND PHONE SUPPLIES	CIDO/PQ/1/42/2022
39	PROVISION OF INTERNET SERVICES	CIDO/PQ/1/43/2022

### VI. SUBMISSION

Prequalification documents must be submitted in plain sealed envelope (s) clearly marked “Prequalification of suppliers for 2022 – 2023” to

#### THE PROCUREMENT TEAM

**TENDER COMMITTEE PO BOX PRIVATE BAG BLOCK IV  
PLOT NO. 284, HAI JUBA NABARI, JUBA, SOUTH SUDAN  
COMMUNITY INITIATIVE FOR DEVELOPMENT ORGANIZATION**

Office Tel: +211 (0) 921765744

E-Mail: [tenders@cidosouthsudan.org](mailto:tenders@cidosouthsudan.org)

Expression of interest documents should be deposited in the tender box at CIDO office during working hours not later than **9<sup>th</sup> APRIL 2022** at **4.00 pm**.

CIDO reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof. Any canvassing or late submission will lead to automatic disqualification.

