**Invitation for Express of Interest (EOI Ref: No.: 06-001-JUB-2023)**

**For the Prequalification of Suppliers/Service Providers**

International Medical Corps, an international non-profit relief and development organization working in South Sudan for the last 25 years, working on Nutrition, Primary Health care (PHC), Reproductive Health (RH) Mental Health and Psychosocial services (MHPS) Gender Based Violence (GBV) and Livelihoods and Disaster Risk Reduction. Currently IMC has 16 running projects working in 11 different sites around the country.

For the implementation of the activities and projects in South Sudan, International Medical Corps is inviting competent, professional, and established suppliers to express their interest to participate in the prequalification process for the supply of **goods, services and works** to International Medical Corps South Sudan.

## Submission deadline & Methodology

Interested companies must submit all the required documents

Before **JULY 15th, 2023,** at 11: 59 pm Juba time (GMT+2)

Via email to the email address: [**jubaprocurement@internationalmedicalcorps.org**](mailto:jubaprocurement@internationalmedicalcorps.org)

Subject of the email containing your Express of Interest must contain **EOI 06-001-JUB-2023**

## Documents to be Submitted

Below is the list of the documents to submit for this first step of the prequalification process.

* Valid Certificate of Incorporation-Share a copy *(if expired submit also proof of application for renewal)*
* Valid Tax Clearance Certificate – share a copy. *(if expired submit also proof of application for renewal)*
* Valid Operational Licenses – Share a copy. *(if expired submit also proof of application for renewal)*
* Valid Owner and Managing Director Identification (Passport or Nationality ID)
* Memorandum and Articles of Association (attached the copies)
* The bank Account details (Account title, Account No, Bank name…)
* References letter or Copies of Contract/Purchase orders from at least 3 different organizations.
* Company profile including the list of office/sub-office locations and the price list of goods/services.

## Additional Information

As part of the process, please use the attached Vendor Registration Form, and confirm adherence to International Medical Corps standard Master Terms and Conditions and Vendor Code of Conduct by returning those documents filled and signed. (This document can be found in our web site: <https://internationalmedicalcorps.org/who-we-are/accountability-financials/open-tenders/> under the section "Resources and Documents")

Vendor Premises Physical visit will follow the review of the submitted document.

The prequalified vendors from this prequalification process will be registered into the International Medical Corps vendor catalogue and will be considered for future Request for quotation.

Kind Regards

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Procurement Unit