



Expression of Interest for Vendors/Suppliers Registration into African Parks Procurement Database for Financial Year 2024 August to July 2026

1.1: Background to African Parks South Sudan

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, South Sudan Zambia and Zimbabwe. Currently African Parks is managing Badingilo and Boma National Parks in South Sudan.

1.2: Background to Pre-qualification of Vendors for 2024

African Parks Network South Sudan procures goods and services on a regular basis throughout the year, as operations demands or dictate. We are now pre-qualifying Vendors/suppliers for a range of regularly procured items, to streamline our procurement process each time we need to source the items. In most of the procurement processes African Parks Network South Sudan ensures that competitive prices and value for money is obtained by way of "Competitive Negotiated Procedure". Through our prequalification process, a minimum of ten (10) Vendors in each category will be shortlisted whom African Parks will use them for the next 24 months based on their areas of expertise and specialization and who actually have the products or service available in their stock.

By selecting vendors now, all procurement for the next 24 months will be done exclusively through these vendors provided that the vendors can meet our demands and that the terms and conditions match what is agreed as part of the pre-qualification agreement.

1.3: Pre-qualification Process

A pre-qualification advert appeared in NGO Forum date 19th August 2024, advising of the Category for which we are pre-qualifying and advising interested bidders to collect pre-qualification forms from the African Parks Office head quarter in Juba from 20th August 2024 and to submit by 10:00am – 12:00am on September 17th 2024

Any queries on the pre-qualification should be addressed to following addresses:

Puja Gabriel Ankleto

Procurement Officer

Email Address: pujag@africanparks.org;

christophera@africanparks.org



NB: The prequalification is not limited to Juba only, you can indicate your presence more specially in the following Towns and market centres and clearly indicate on your sealed Envelop

1. **Kapoeta North or South**
2. **Torit Town Eastern Equatoria**
3. **Bor Town- Jonglei**
4. **Juba South Sudan**

1.3.1 Submission of Bids

Bidders are allowed to submit bids for not more than two categories based on their specialisation; however separate pre-qualification forms should be submitted for each Category for which a supplier is bidding.

Bids must be submitted in a sealed envelope. The envelope should be addressed to and with quoted item or service category number:

The deadline for receipt of bids is 17th September 2024 by 4:00pm South Sudanese Local time

Bids should be posted to the above address, or delivered by hand, before or on 17th September 2024 by 4:00pm South Sudanese local time. Bids will be opened on 25th September 2024 and potential successful bidders will be call for site inspection and verification of the goods and services.

Portion of Bids, electronic bids, bids which are not received by 4:00am on the closing date, will be treated as late bids and will not be included in the evaluation. Proof of posting will not be accepted as proof of delivery.

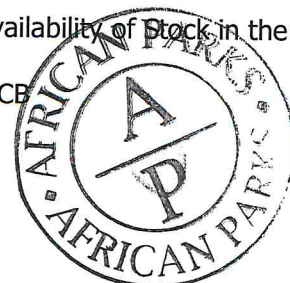
If the envelope is not sealed and marked as instructed above, African Parks South Sudan Procurement Unit will assume no responsibility for the misplacement or premature opening of the bid. A bid opened prematurely will be rejected.

1.3.2 Supporting Documentation to be submitted with each Bid

Copies of the following supporting documentation must be submitted with each Bid, failure to do so will see immediate rejection of bids:

Mandatory Requirements during submission

- Valid Certificate of incorporation
- Valid Trading licence in areas of specialisation
- Valid Operation Licence
- Valid Registration Certificate from the Ministry of Justice
- Valid and Proof of VAT registration
- Valid Memorandum & Articles of Association
- Names of Key Founders or Shareholders of the Company
- Financial statements and audited accounts for the past 1 year
- Company profile
- Certificate of completion/reference information of previous undertakings of similar contracts
- Valid TIN Certificate (Tax identification number)
- Ability to maintain adequate and quality stocks all times (Availability of Stock in the Store).
- Tax Exempt Certificate.
- Bank Account details with ECO Bank South Sudan Ltd and KCB

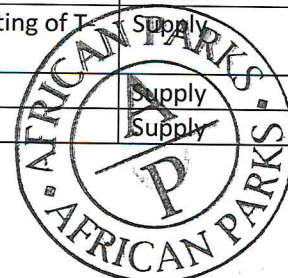


1.4.3 Evaluation of Bids

All valid bids will be evaluated by an Internal Purchase Committee of African Parks South Sudan who will assess the bids based on administrative, technical and financial evaluation, using the information provided in your submission. African Parks South Sudan reserves the right to request samples of products or past work and to visit the premises of bidders, if this is deemed necessary to complete the evaluation.

Section 1: Categories of Goods and Services

Category	Category	Type
APN/SSD/2024-2026:0001	Audit services	Service
APN/SSD/2024-2026 :0002	Hardware / building materials	Supply
APN/SSD/2024-2026-0003	Regional Travel services-Ticketing	Supply
APN/SSD/2024-2026: 0004	Charter Flights Various ones	Service
APN/SSD/2024- 2026:0005	Fuel – diesel, petrol, kerosene, empty drums	Supply
APN/SSD/2024-2026:0006	Fumigation and pest control	Service
APN/SSD/2024-2026: 0007	Insurance services	Service
APN/SSD/2024-2026:0008	Motorcycle spare parts, Protective Wear, Motprcycle helmets, fire extinguisher, first Aid Kit	Supply
APN/SSD/2024-2026:0009	Supply & printing Visibility materials (Branding materials)– SR books, log books, t-shirts, banners etc.	Supply
APN/SSD/2024- 2026: 0010	Communication Gadgets- Cell Phones	Supply
APN/SSD/2024-2025:0011	Stationery & Office Supplies	Supply
APN/SSD/2024-2026:0012	Computer-Electronics services	Supply
APN/SSD/2024- 2026:0013	Truck hire within Juba and Outside Juba	Service
APN/SSD/2024- 2026:0014	Vehicle spare parts	Supply
APN/SSD/2024- 2024:0015	Hotel, accommodation, Training Venues, and catering services	Supply
APN/SSD/2024-2026:0016	Vehicle maintenance & servicing – Garage services	Service
APN/SSD/2024-2026:0017	Office Furniture	
APN/SSD/2024- 2026:0018	Communication equipment – BGAN, HF radio, VHF handheld radio, VHF base radio, satellite telephone, mobile phone, Thuraya phones etc	Supply
APN/SSD/2024-2026:0019	Electrical items – bulbs, circuit breakers...	Supply
APN/SSD/2024- 2026:0020	Gas cylinder – supply & refill	Supply
APN/SSD/2024- 2026:0021	Household items – tableware, cooking pots..	Supply
APN/SSD/2024- 2026:0022	Packing and Carriers Services	Service
APN/SSD/2024- 2024:0023	Drinking Water and Bottling	Supply
APN/SSD/2024-2026:0024	Plumbing items (WATSAN)	Supply
APN/SSD/2024- 2026:0025	Generator & Spare Parts	Supply
APN/SSD/2024- 2026: 0026	Clearance and Forwarding services	Services
APN/SSD/2024-2026:0027	Construction materials and tools/equipment	Supply
APN/SSD/2024-2026:0028	NFIs Materials (Plastic tables, chairs, Tarpulines, Mosquito nets, Tents various capacity etc)	Supply
APN/SSD/2024-2026:0029	Supply of Large Printing Machines (Canon, Monica, KYOCERA etc three in one-Scanning, printing & photocopying either Colour & white and black)	Supply
APN/SSD/2024-2026:0030	Vehicle Tracking System	Services
APN/SSD/2024-2026:0031	Internet services	Services
APN/SSD/2024- 2026:0032	Post and prepaid communication services	Services
APN/SSD/2024-2026:0033	Printing Matetials and Branding-Visibility (Printing of T Shirts, Banners, Fliers. Caps etc)	Supply
APN/SSD/2024-2026:0034	Food Ration both Can and Fresh Foods	Supply
APN/SSD/2024-2026: 0035	Hygien and Household materials	Supply



Section 2 –Vendor Pre-qualification Form

1. Business Profile

Name of Company:	
Physical Address:	
Postal Address:	
Telephone Number:	
Fax Number, if applicable:	
Email, if applicable:	
Certificate of Registration Number/Trading Partner Identification Number(TPIN)/VAT Registration Number:	
Website address, if applicable:	
Contact Name, Telephone Number and Title:	
Type of business (limited company/partnership etc...)	
Name of Focal Business Person & Contact number:	
List three names of the key Founders of the Company with the Position and contact details (relevant in separate sheet)	
Provide information on any relationships that you have with African Parks Network South Sudan Program & operations staff? – Friends/family/	
Where do you source your supplies:	



2. Employee Information

Number of Full-time Employees:	
% of Male .v. Female Employees:	
Number of children working for you (i.e. under 18); please provide details of the work that they carry out:	
What is the average pay for your staff for one day's work:	
What is the minimum pay for your staff for one day's work:	
What is the average number of hours that your employees work per week:	
Do your staff get annual leave; if so how many days per year:	

3. Bank Details:

Bank Name:	
Bank Address:	
Bank Account Name:	
Bank Account Number:	
Currency	
Swift Code	
Bank Branch	
How long has this Account been open?	



4. Payment Terms:

Orders accepted on receipt of Purchase Order: Y/N	
Number of days credit provided, if applicable:	
Details of any discounts that apply:	
Preferred payment method: (cash/cheque/electronic payment)	

5. Reference of undertaking similar work in the past:

Please complete the table below using the format to summarise the **Major relevant supplies/services** carried out in the course of the past 3 years by your company. Please provide proof e.g. copy of Purchase Order.

Provide details of other International Aid and UN Organisations that you supply				
International NGO/UN Organisation	Contact details in NGO/Co.	Total Contract Value	Date	Description of items supplied



