



PREQUALIFICATION DOCUMENT PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS & SERVICES FOR
Year- 2026-2028

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Receipt Number:

Prequalification Ref. No.

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

About Health Link South Sudan

Health Link South Sudan is a registered national non-profit humanitarian and development organization based in Juba. The organization operates across multiple states, including Jubek, Eastern Equatoria, Jonglei, and Upper Nile.

The main office is located at Tongpiny No. 72, Block 3, K South, Opp American Residence. For inquiries, interested parties may contact the office at +211(0)922 000 991 or visit the website at www.healthlinksouthsudan.org.

Pre-Qualification Process for Suppliers: 2026–2028

Health Link South Sudan is currently updating its register of suppliers for goods and services for the 2026 to 2028 period. The organization invites interested suppliers to apply for pre-qualification. Existing suppliers seeking reconsideration must also submit their applications, ensuring all information provided is current and meets the requirements outlined in the pre-qualification documents.

Submission Details

Applicants must clearly indicate the relevant reference number(s) and category name(s) on their applications. Submissions can be made online by **5:00 PM on December 19, 2025**. Alternatively, suppliers may send a zipped soft copy (PDF format only) to prequalification@healthlinksouthsudan.org.

For any clarifications or questions, applicants are encouraged to contact Health Link South Sudan by emailing prequalification@healthlinksouthsudan.org.

DOCUMENT STRUCTURE

- Pre-Qualification of Suppliers for Goods and Services
- Details for Submission of Pre-Qualification Documents
- Categories for Supply of Goods and Services
- Pre-Qualification Instructions
- Essential Criteria for Pre-Qualification
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- Appendix "A" Confidential Business Questionnaire
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- Code of Ethics
- Supplier Code of Conduct
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- Appendix "C" Code of Ethics and Conflict of Interest Disclosure Form

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

NO.	PREQUALIFICATION	ITEM DESCRIPTION
CATEGORY A SUPPLY OF GOODS AND OFFICE EQUIPMENT		
1.	HLSS/A/001/2025	Installation and Maintenance of Telephone and Communication Equipment
2.	HLSS/A/002/2025	General Office Repairs, Renovations and Construction
3.	HLSS/A/003/2025	Supply of drinking water, Bottled water, consumption, Water, Beverages,
4.	HLSS/A/004/2025	Supply of general office stationery and pre-printing services
5.	HLSS/A/005/2025	Supply and maintenance of Office furniture, fittings and Furnishing including Office blinds
6.	HLSS/A/006/2025	Supply of promotional material and merchandise (T-shirts, brochures, banners, etc.)
7.	HLSS/A/007/2025	Supply and Maintenance of Kitchen Equipment
8.	HLSS/A/008/2025	Supply of Fuel and Lubricants/Fuel Pumps Tanks
9.	HLSS/A/001/2026	Supply of Motor vehicle/Motorcycle parts and accessories.
10.	HLSS/A/002/2026	Supply of Generator/ Service parts and accessories
11.	HLSS/A/003/2026	Supply of Agricultural Equipment & Seeds.
12.	HLSS/A/004/2026	Supply of Medical Equipment's Lab Equipment/Reagents pharmaceuticals
13.	HLSS/A/005/2026	Supply of Uniforms (Medical & Non-Medical, Staff) Textile & Clothing
14.	HLSS/A/006/2026	Supply of General Stationery & Office supplies.
15.	HLSS/A/007/2026	Supply of Electrical materials /Solar systems, and Maintenance.
CATEGORY B PROVISION OF PROFESSIONAL AND GENERAL SERVICES		
16.	HLSS/B/001/2026	Provision of Audit Services
17.	HLSS/B/002/2026	Provision of Courier Services
18.	HLSS/B/003/2026	Provision of Cash in Transit (CIT) Services
19.	HLSS/B/004/2026	Provision of security and guarding services, including guards, alarm systems, and security surveys.
20.	HLSS/B/005/2026	Provision of Property Management Services
21.	HLSS/B/006/2026	Provision of Valuation Services
22.	HLSS/B/007/2026	Provision of Fire Safety Equipment & Maintenance.
23.	HLSS/B/008/2026	Provision of Insurance Service (General, loan guard, Medical, GPA, Buildings, Generators)
24.	HLSS/B/009/2026	Provision of Cyber Security Insurance and bankers' blanket

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25.	HLSS/B/010/2026	Provision of Cleaning Services
26.	HLSS/B/011/2026	Provision of Legal Services
27.	HLSS/B/012/2026	Provision of Fumigation Services, Pest control services and Sanitary bins
28.	HLSS/B/013/2026	Provision of Electrical Services
29.	HLSS/B/014/2026	Provision of Tents, decoration, public Address, etc., for corporate events Events
30.	HLSS/B/015/2026	Provision of Vehicle hire and transportation services
31.	HLSS/B/016/2026	Provision of the Custodial services for securities and collateral.
32.	HLSS/B/017/2026	Provision of Human Resource Training and Development
33.	HLSS/B/018/2026	Provision of Management Consulting Services
34.	HLSS/B/019/2026	Provision of Recruitment and selection consultancy services
35.	HLSS/B/020/2026	Provision of Air travel, Flight charter, reservations and ticketing services.
36.	HLSS/B/021/2026	Provision of sanitary, fumigation, pest control and cleaning services.
37.	HLSS/B/022/2026	Provision of plumbing, drainage and sewerage maintenance services
38.	HLSS/B/023/2026	Provision of installation and maintenance of signage
39.	HLSS/B/024/2026	Provision of general maintenance and renovations of buildings
40.	HLSS/B/025/2026	Provision of Car tracking services and fleet management systems
41.	HLSS/B/026/2026	Provision of Borehole Drilling works, equipping and Maintenance & Plumbing Services
42.	HLSS/B/027/2026	Provision of comprehensive consultancy services in architecture, interior design, and landscape design.
43.	HLSS/B/028/2026	Provision of Tents, Camping Equipment, or Temporary Housing Solutions
44.	HLSS/B/029/2026	Provision of Garbage collection services.
45.	HLSS/B/030/2026	Provision of Exhauster services, sewer maintenance, pit cleaning, and related tasks.
46.	HLSS/B/031/2026	Provision of Visa /work Permit services
47.	HLSS/B/032/2026	Provision of Hotel Accommodation and conference facilities.
48.	HLSS/B/033/2026	Provision of Vehicle hire and Taxi services.
49.	HLSS/B/034/2026	Provision of Transportation and Logistics Services
50.	HLSS/B/035/2026	Provision of cargo services by land, air, and water.
CATEGORY C ICT EQUIPMENT AND SERVICES		
51.	HLSS/C/001/2026	Provision of Computerized Audit System
52.	HLSS/C/002/2026	Provision of ERP System & Support

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53.	HLSS/C/003/2026	Supply of Computer Software and Licenses, including Firewall and end point
54.	HLSS/C/004/2026	Provision & Maintenance of CCTV and Biometric Access control
55.	HLSS/C/005/2026	Repair and Maintenance of office equipment, computer equipment, Servers, ACs, printers, photocopiers and UPS's.
56.	HLSS/C/006/2026	Provision of Web hosting services
57.	HLSS/C/007/2026	Provision of Systems audit and penetration testing services
58.	HLSS/C/010/2026	Supply of Robotic process automation with artificial intelligence
59.	HLSS/C/011/2026	Supply and Maintenance of Network management and monitoring system
60.	HLSS/C/012/2026	Repair & Maintenance of LAN, WAN, Internet Networking setups
61.	HLSS/C/013/2026	Supply and maintenance of the electronic document management system (EDMS)
62.	HLSS/C/014/2026	Supply of KYC Data Check / Data Clean-up system
63.	HLSS/C/015/2026	Supply of Computers and Accessories
64.	HLSS/C/016/2026	Provision and maintenance of Clean Power
65.	HLSS/C/019/2026	Repair and Maintenance of Generators and Power Backups.
66.	HLSS/C/020/2026	Supply of internet services, leased lines and email services
67.	HLSS/C/021/2026	Supply, Servicing and Repair of Safes, Strong Room Doors, Cashboxes, Money Counting Machines and Counterfeit Money Detectors
68.	HLSS/C/022/2026	Provision of Web design and maintenance services
69.	HLSS/C/023/2026	Provision of Conducting Background Investigations and Reference Checks
70.	HLSS/C/024/2026	Provision of Electronic Asset Tagging & Asset Management Services
71.	HLSS/C/025/2026	Provision of videography, Photography and graphics services, audiovisual accessories.

HealthLink South Sudan may **Accept or Reject** applications without explanation.
Canvassing results in automatic disqualification.

Only selected companies will be notified.

Fill out the form below and attach the required documents.

PRE-QUALIFICATION INSTRUCTIONS

HealthLink South Sudan invites qualified suppliers to apply for pre-qualification to provide goods and services as needed during **1st January 2026 – 31st December 2028**. Registered suppliers must submit all required documents, including a signed Confidential Business Questionnaire (Appendix 'A').

Applicants should have prior experience supplying similar items or services to NGOs, corporations, institutions, or government agencies of comparable scope. Demonstrated technical, financial, and managerial capacity is essential.

Successful applicants will be added to the organization's supplier list for the stated period. HealthLink South Sudan may request further information or inspect business premises to verify details, and all information will remain confidential.

Suppliers must promptly inform the organization of any significant changes in their capacity, ownership, or holdings. Failure to meet mandatory requirements will result in disqualification.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

❖ Experience

Prospective bidders must have at least two years of experience supplying goods and services. Suppliers should be able to organize supply and delivery on short notice. HealthLink South Sudan may request additional qualifications during the tender or quotation process. Please provide contracts from previous work or recommendation letters.

❖ Financial Capability

A supplier's financial capability will be assessed using the latest financial statements and, if requested, bank references. Suppliers or contractors will be pre-qualified based on satisfactory information, with particular emphasis on their ability to fulfill orders.

❖ Personnel

Suppliers, contractors, and consultants must present relevant details showing they have skilled personnel to complete the assignment.

❖ Past Performance

Pre-qualifying bidders must submit reference letters from previous clients. Past performance will be considered.

❖ Premise

The Firm is required to maintain a **registered** and **permanent** business location in South Sudan. A valid Certificate of Registration and TIN must be provided, along with copies of these documents attached.

❖ Statutory Obligations

The firm is required to provide evidence of payment of statutory obligations as mandated by the Republic of South Sudan.

Eligibility of Candidates

This pre-qualification invitation is open to all candidates who meet the eligibility requirements and evaluation criteria.

Employees, committee members, board members of HLSS, as well as their spouses and children, are not permitted to participate in the pre-qualification process.

Any firm that demonstrates the ability to satisfactorily perform the contract according to the established pre-qualification criteria will be considered for pre-qualification.

PRE-QUALIFICATION EVALUATION CRITERIA

Submission Checklist

This order and arrangement shall constitute the Pre-Qualification Format. Candidates must check each item to confirm it has been provided.

MANDATORY REQUIREMENTS

No.	Requirement	
1.	Certificate of Registration or Incorporation Valid Certificate of Tax Clearance or Trading License	Mandatory
2.	Air Travel Firms must be registered with the local/International Air Travel Associations and any other relevant bodies.	Mandatory
3.	Transport hire companies and taxis must provide proof of all required insurance coverage.	Mandatory
4.	Evidence of physical Registered office– Please indicate clearly the location or any evidence	Mandatory
5.	A minimum of one reference letter from current clients, i.e. for the period 2024 – 2025.	Mandatory
6.	Company profile	Mandatory
7.	Company Bank details Account in transaction verified and stamped by the Bank	Mandatory

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score
1.	Registration may require a Certificate of Registration, Tax Clearance Certificate, Trading or Operating Licence, and Bank Account Details.	25%
2.	Evidence of Physical address and premises (Attach copies of utility bills	5%
3.	Any other document or item required by the Prequalification Document. (The Candidate shall specify any such other documents or items it has submitted)	10%
4.	Human Resources / Personnel documentation confirming staff professional qualifications (where applicable)	20%
5.	Previous work and references (e.g., contracts, LPOs, recommendation letters)	25%
6.	Financial capability	10%
7.	Litigation history	5%
	TOTAL	100%
	PASS MARK	75%

PART I. SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name

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.....

Tin No. Reg. No.

Trading License No.....
(Attach Copies)

2. Category applied for.....

Item Description:

Main services offered by the company

.....

.....

3. Experience:

a) State the number of years the company has been in a similar business

.....

.....

State the names of five major clients, references and contact persons
(Attach list and evidence, e.g. Purchase Orders, Contract Agreements, Invoices,
etc.)

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List ongoing contracts/projects (goods & services) and values of
contracts/orders.....

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4. Submit organizational structure and profiles of relevant management and technical staff

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5. a) Have you previously dealt with HealthLink South Sudan? If yes, state the nature of the business.

.....
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.....

b) State whether you have, at any one time, been blacklisted by the HealthLink South Sudan or any other Ngo. If yes, give reasons.....

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.....

6. Financial Strength

Provide copies of the company's audited accounts for the last three (1) year if any.

7. Delivery & Logistics

a) State the location of the registered office, warehouse and space, whether owned/rented, indicating:

- i. Building.....
- ii. Street/Road.....
- iii. City/Town.....

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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8. State whether your company is a:

a) Manufacturer.....

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b) Authorized agent (Attach principal/manufacturer's authorization letter)

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c) Stockist.....

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d) Other (Please specify).....

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9. Specify the amount of business you can handle at any one time

.....

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10. Give any other information that you feel is relevant for the purpose of Pre-qualification as a supplier.....

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11. List of all countries where Company is doing business, indicating in which countries the Company is qualified to do business.

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Business Activities

1. Business start date?
2. Past business activities (including operations and facilities relevant to the proposed agreement)? Company brochure or other publication
3. Past business references?
4. Current business activities
5. Current business references?
6. Does the entity offer goods services that it never supplied in the past?
7. Is the company a newly registered entity, with no prior commercial activities?
8. Does entity have financial statements?
9. Audits?

PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Kindly list at least three significant supplies, projects, or assignments you have completed in the past three years that are relevant to the goods or services you are bidding for. Referees may sign and stamp below as confirmation.

1. Client name(Organization) -----
Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

2. Client name (Organization) -----
Address -----
Tel. No -----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

3. Client name (Organization) -----
Address-----

Tel No-----

Contact person-----
-

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract

4. Client name (Organization) -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract

5. Client name(Organization) -----

Address-----

Tel No-----

Contact person-----

-

Position in the organisation -----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract

PART II. CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB:

Appendix "A", Declaration Form Appendix "B" and Conflict of Interest Form Appendix "C"

APPENDIX "A" CONFIDENTIAL BUSINESS QUESTIONNAIRE

Please provide the information specified in Part 1, as well as in Part 2(a), 2(b), or 2(c), according to the section relevant to your business type.

You are advised that it is a serious offence to give false information on this Form.

Part 1 General

Business Name.....

Location of business premises; Country/Town.....

.....

Plot No.....Street/Road.....

Brief description of the Location of the company, GPS PIN location (Map)

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.....

Postal Address.....

Tel No.....

Fax No.....

E-mail.....

Nature of Business.....

Current Trade License No..... Expiring date.....

The maximum value of business, which you can handle at any time:

USD.....

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietors

Your name in full.....

Part 2 (b) – Partnership

Give details of partners as follows:

Name in full, details and shares

- 1)
- 2)
- 3)
- 4)
- 5)

Part 2(c) - Registered Company

Private or Public.....

Give details of all directors as follows:

Name in full, Shares

- 1)
- 2)
- 3)
- 4)
- 5)

6) AFFILIATED/HOLDING/SUBSIDIARY COMPANIES

Name	Address	Nature of Affiliation

7) PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS

Name	Position	Telephone /address

8) Bank details verified by the Banking institution

Bank Name	Account Number	Bank Address	Currency
SWIFT Codes:			

Date.....

Signature of Applicant.....

STAMP

LITIGATION HISTORY

Contractors or suppliers are required to disclose any history of litigation or arbitration related to contracts they've carried out in the past five years or those currently in progress.

No.	Year	Award for or against	Name of client, cause of litigation, and matter in dispute	Disputed Amount (Current Value, USD. Equivalent)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

APPENDIX "B" DECLARATION FORM

I/We.....hereby declare:

- ✓ I confirm that the information provided above is accurate and acknowledge that buying this form does not ensure registration.
- ✓ I/We are not insolvent, in receivership, bankrupt, being wound up, have not suspended business, and are not facing legal proceedings.
- ✓ I/We possess the legal authority to enter into a contract.
- ✓ I/We have paid all required taxes.
- ✓ If there is any change in the firm's legal, technical, financial status, or contractual capacity, we are committed to informing you and recognising your exclusive right to review the pre-qualification granted.
- ✓ I/We acknowledge that providing materially inaccurate or incomplete information will result in disqualification from qualifications.
- ✓ I/We authorise HealthLink South Sudan to obtain references about my/our company from any relevant sources.
- ✓ If pre-qualified, I/we commit to participating in the submission of a tender or quotation upon request.

**APPENDIX “C” CODE OF ETHICS AND CONFLICT OF INTEREST
DISCLOSURE FORM**

HealthLink South Sudan's Procurement guidelines clearly state that Pathfinder must not allow any reciprocal arrangements in purchase transactions. Employees are not allowed to engage in any financial exchanges with suppliers, at any stage, even if the deal seems fair.

Given this, the following code of ethics and conflict of interest rules apply:

Code of Ethics

Employees at HealthLink South Sudan must never accept money, gifts, or benefits—whether for themselves or others—from anyone or any group doing business with the Organization. Additionally, no gifts should be accepted if they could create an expectation of special treatment from the Organization.

The standard of conduct for all potential suppliers includes the following:

Supplier Code of Conduct

- Potential suppliers must follow strict ethical standards when dealing with HealthLink South Sudan. They must not offer, directly or indirectly, any gratuity, gift, favour, entertainment, or promise of future employment to employees who can influence procurement decisions. Such actions are strictly forbidden to maintain fairness and integrity in the process.
- Additionally, suppliers and their representatives are not allowed to do business with any employee holding a financial interest in their company. This rule helps prevent conflicts of interest and promotes transparency.
- During the pre-solicitation phase, all potential suppliers should avoid seeking or requesting information about a specific acquisition before it is officially released. This ensures equal access to information for all suppliers at the proper time.
- Lastly, potential suppliers must openly declare any relationships that might be seen as conflicts of interest. Such disclosures are vital to uphold the integrity and ethical standards of HealthLink South Sudan throughout the procurement process.

Conflict of Interest

Please disclose any conflicts of interest you may have with HealthLink South Sudan employees and confirm that you have read and agree to the code of ethics.

Has any HealthLink South Sudan employee worked for you in the past year?

If yes, please provide details.

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Are you related by marriage or immediate family to any HealthLink South Sudan employee?

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If so, please explain:

.....

.....

Have you had past business dealings with any HLSS employee?

If yes, please give details:

.....

.....

Do you have other social or political relationships with an employee of HLSS in procurement, which may impede his/her independence or objectivity?

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Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

APPENDIX “C” CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

HealthLink South Sudan Procurement guidelines specify that HealthLink must not allow reciprocity in any purchase transactions. Any reciprocal financial dealings between a supplier and an employee, whether before or after pre-qualification, are forbidden. It does not matter whether the transaction is at arm’s length or not.

In light of the above, the guidelines on the code of ethics and conflict of interest are outlined below.

Code of Ethics

HealthLink South Sudan employees are permitted to accept only modest gifts valued at \$50 or less. They must not accept money, gifts, or benefits—either for themselves or for others—from anyone who has business with the Organization. Additionally, no gift may be accepted if it is given with the aim of prompting a return favor from the Organization.

The standard of conduct for all potential suppliers includes the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of HealthLink South Sudan who may be able to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as a conflict of interest.

Conflict of Interest Disclosure

In accordance with the HealthLink South Sudan Code of Ethics, it is essential to disclose any potential conflicts of interest that may exist between yourself and any employee of HealthLink South Sudan. This ensures transparency and upholds the integrity of the procurement process.

Details of Potential Conflict

Please provide specific information regarding any existing conflict of interest involving you and an employee of HealthLink South Sudan. This includes, but is not limited to, business, financial, or personal relationships that may influence procurement decisions.

Past Employment Relationships

Indicate whether any current employee of HealthLink South Sudan has been employed by you within the past year. If applicable, please provide details of their role, period of employment, and the nature of the relationship.

Code of Ethics Agreement

By completing this section, you confirm that you have read and understood the HealthLink South Sudan Code of Ethics and agree to comply with its guidelines regarding conflicts of interest.

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Do you have any family ties with any HealthLink South Sudan employee(s) through spouse or immediate family?

If so, please explain:

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.....

Have you had past business dealings with any Health Link employee?

If yes, please give details:

.....
.....

Do you have other social or political relationships with an employee of HEALTHLINK in procurement, which may impede his/her independence or objectivity?

.....
.....

Declaration and Compliance

I hereby confirm that all the information provided above is accurate and truthful to the best of my knowledge. I acknowledge my understanding that any failure to adhere to the code of ethics and conflict of interest policy will result in the disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....