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## VENDOR PRE-QUALIFICATION FOR GOODS/SERVICES/WORKS

### Background:

Organic farming Advisory Organization (OFAO) South Sudan is nonprofit Making and National organization (NNGO) With Vast Expertise in promoting Organic And sustainable Agriculture in south Sudan. OFAO –south Sudan is registered with south Sudan Relief and Rehabilitation Commission (SSRRC) With been in existence since 2015 Up date in south Sudan.

OFAO- South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building up on its extensive experience and expertise in especially, FSL (Food security and liveli hoods), Nutrition and Environmental Conservation, Economics Empowerment, And Research.

Currently OFAO in partnership with Caritas Switzerland, is implementing resilience project in Yei, and Lainya Counties of Central Equatoria State. The main office of the organization is in Yei with a coordination office in Juba.

### Invitation to pre-qualification of venders

As part of its operations, OFAO South Sudan hereby invites interested, eligible, and reputable suppliers, service providers, and contractors to apply for pre-qualification process. The purpose of the Vendor Pre-qualification process is to identify experienced & trustworthy companies in supporting our organizational objectives through entering into Framework Agreements within the following vendor category;

Reference Number	Category A: General Suppliers
	<ul style="list-style-type: none"><li>• Office stationery and supplies</li><li>• Computers, printers, and IT equipment (projectors, Flat screens ,cameras, Computers, Printers, ID cards, Hard Drives ETC )</li><li>• Furniture and fittings (Office chairs. Office Tables, Lockable cabin)</li><li>• Food and beverages</li><li>• Cleaning materials and detergent</li><li>• Electrical appliances and supplies</li><li>• Generators and solar equipment</li></ul>





	<ul style="list-style-type: none"> <li>• Motor vehicle spare parts and accessories</li> <li>• Fuel supply for vehicle and Motorcycles.</li> </ul>
Reference Number	<b>Category B: Provision of Services:</b>
	<ul style="list-style-type: none"> <li>• General maintenance and repair services</li> <li>• ICT services (Networking, Anti-Virus installation &amp; windows, Computers repairs .software development, and support)</li> <li>• Printing, branding, and promotional materials</li> <li>• Transport and logistics services</li> <li>• Catering services</li> <li>• Accommodation</li> <li>• Travel agency and ticketing services</li> <li>• Consultancy services (Financial, Legal, Human Resources, etc.)</li> <li>• Training and capacity building service</li> </ul>
Reference Number	<b>Category C: Agricultural inputs and</b>
	<ul style="list-style-type: none"> <li>• Tools like, Hoes, wheel borrows, pagans, waters cane, Jerri cans, Ox plough.</li> <li>• Seeds both crop and vegetable seeds including seeds for specified tree species</li> </ul>
Reference Number	<b>Category D: Works</b>
	<ul style="list-style-type: none"> <li>• Building and Construction Contractors including Repairs and Maintenance of civil works</li> <li>• Repair and Maintenance of Electrical Works (Solar &amp; Alternating Current)</li> <li>• Renovation of infrastructures like buildings, roads, etc.</li> <li>• Painting, Interior Décor, and Landscaping/Paving</li> <li>• Plumbing works</li> </ul>

### PRE-QUALIFICATION INSTRUCTIONS TO VENDORS

1. OFAO- South Sudan herein referred to as the organization, requests Companies who meet the criteria set out by the organization to apply for registration of Pre-qualification.
2. The Pre-qualification objective is to support OFAO-south Sudan through the provision of activity categories above under the relevant tenders/quotations to OFAO-south Sudan on and as when required during the stated

period.

3. Duly registered Vendors of goods, services and works under the Laws of South Sudan are invited to submit their Pre-qualification documents to OFAO-south Sudan, the prospective suppliers are required to provide mandatory information for Pre-qualification.
4. Prospective suppliers, Service providers, and contractors must have carried out successful supply and delivery of similar items/services/works to NGOs, Embassies, Institution, and Government of similar size. Potential suppliers/service providers/contractors must demonstrate the willingness and commitment to meet the Pre-qualification criteria.
5. This invitation of proposal for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to provide the listed category of supplies/services/works.
6. This document includes vendor Registration form, Supplier Code of Conduct, and documents required of prospective suppliers.
7. The successful applicants will be registered on OFAO-south Sudan supplier Database for the period 2024 – 2025 and the organization will only deal with the Companies that are registered.
8. A Framework Agreement shall be entered into with successful vendors under a definite period.
9. Applicants must submit a dully completed and signed Supplier registration form provided herein as
10. OFAO- South Sudan reserves the right to request the submission of additional information from applicants or from any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
11. OFAO-south Sudan will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of OFAO-south Sudan.
12. The pre-qualified vendors are required to immediately advise the OFAO-south Sudan of any significant change in its financial, technical capacity, ownership or holdings it may have undergone.
13. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.
14. All vendors shall be subjected to a mandatory Vetting through an OFAO –south Sudan Member Check Appagaints EU, UN, OFAC, & South Sudan list of Sanctions for Terrorism and Money Laundering.
15. OFAO –south Sudan has a Zero tolerance to Sexual Exploitation, Abuse and Harassment (PSEAH). Any Vendor or its staff known to have committed such crime before, during, and/or in the future while doing business with OFAO –south Sudan shall lead to automatic disqualification and thus blacklisting of the vendor.

## **ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

To be eligible, applicants must meet the following criteria:

### **Legal Compliance:**

- Company Profile.





- Valid business registration-certificates
- Valid Tax compliance certificates
- Relevant licenses or permits for the category of services or goods being supplied
- Financial Capacity:
- Certified financial statements for the last two years

**Experience:**

- A minimum of 2 years of experience in the relevant field
- Proof of similar previous engagements with references ( letter of recommendation)
- Technical Capability:
- Demonstration of technical know-how, qualified personnel, and adequate equipment where applicable
- A proven track record of reliability, integrity, and customer satisfaction

**MANDATORY REQUIREMENTS OR DOCUMENTS FOR THE APPLICATION PROCESS**

Interested suppliers and service providers are required to submit the following documents:

No	Requirement	Score
1.	Company profile including organizational structure, physical location, and contact details	Mandatory
2.	Certified copy of certificate of Registration/Incorporation	
3.	Valid Tax Compliance Certificate	Mandatory
4.	Evidence Of physical Registered office— Please attach utility bill e.g., Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
5.	Current bank statements or audited financial report for the last 2 years	Mandatory
6.	A minimum of three reference letters from clients i.e. For the period 2023 – 2024.	Mandatory
7.	Valid-First page of memorandum and articles of association and the page with shares allocation/board of directors	

**TECHNICAL EVALUATION**

S/No.	Requirement (Submit Evidence)	% Score
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1.	Registration documentation e.g. Certificate of Incorporation, Valid trading license, Chamber of Commerce, Valid Tax Compliance Certificate and TIN	35
2.	Evidence Of physical Registered office– Attach utility bill e.g Electricity /Water bill etc. or tenancy agreements with the name of the firm.	10
3.	Manpower/Staffing	10
4.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	30
5.	Financial capability-Bank statement for the last 6 months	15
	TOTAL	100

### Submission Criteria

The Vendor Pre-qualification documents can be sent by email via [ofao-procurement@ofao.org.ss](mailto:ofao-procurement@ofao.org.ss) or enclosed in sealed envelope(s) marked "Vendor Pre-qualification 2025", clearly indicating the appropriate number (s) and category name (s) being applied for, and placed in the tender boxes by Tuesday, 25<sup>th</sup> March 2025 at 7.30 am-4.30pm till Friday 25<sup>th</sup>-April-2025 7.30 am-4.30pm South Sudan local time at the following OFAO- South Sudan Offices.

Country Office – Yei at Hai Gabat Residential Area.

Tel: +211 921807502 for delivery direction only.

Juba Office:

Hai Tarawa Block 4, House 279, After Nana

Corner Bridge Juba South Sudan.

Bids containing any other external markings that cannot identify the vendor or that are addressed to individuals will be disqualified. For any inquiries / clarifications, please email us [ofao-Procurement@ofao.org.ss](mailto:ofao-Procurement@ofao.org.ss). Any need of clarification.

OFAO- South Sudan reserves the right to accept or reject any proposal either in whole or in part and is bound to give reasons for its decision.

Every applicant shall be informed of the status of their application when this process is completed.

SWORN STATEMENT.



Having studied the Pre-qualification information for the above project we/I hereby state:

The information furnished in our application is accurate to the best of our knowledge.

That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

When the call for tenders or quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes, we shall inform you and acknowledge your right to review the Pre-qualification made.

We enclose all the required documents and information required for the Pre-qualification evaluation.

Date

**Applicant's Name**

Represented by

**Signature**

(Full name and designation of the person signing and stamp or seal) If a vendor prefers creating a separate profile document other than these forms use this Pre-qualification document as a systematic guide without altering the content.

**For Official use only:**

Applicant's Total score

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Pre-qualified: Yes No

	Name of Evaluator	Signature	Date
1.			
2.			
3.			



4.			
5.			

