



CHARITY MISSION CORPS South
PRE-QUALIFICATION OF SUPPLIERS AND SERVICE
PROVIDERS FOR VARIOUS GOODS AND SERVICES FOR CMC SOUTH SUDAN FOR
THE YEAR 2020-2021

Instructions for 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 item numbers on the registration form.

- 1 Full name of Company
- 2 Profile of your company and specialization (Major trade for which company was formed)
- 3 Full legal address
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes, if any
- 6 E-mail address
- 7 Website, if any
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
 - (a) Nature of Business
 - (b) Type of Business;
- 11 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
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide license number under which the 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 full name and address of the Bank(s) used by the Company
- 19 Provide Company's bank account number and name of account (Must be Company Account)
- 20 Provide copy of the Company's most recent Annual Report or audited financial report. If available,
- 21 List all countries where the Company has local offices or representation
- 22 This form should be signed by the person completing it, and their name and title should be typed, along with the date.





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Vendor Pre-Qualification Form

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. FULL LEGAL NAME OF COMPANY:

2. PROFILE/SPECIALIZATION/CATEGORY:

3. STREET ADDRESS:
POSTAL CODE:
CITY:
COUNTRY:

4. TEL NO:
5. FAX NO:
6. E-MAIL ADDRESS:
7. WEBSITE ADDRESS:

8. CONTACT NAME AND TITLE:

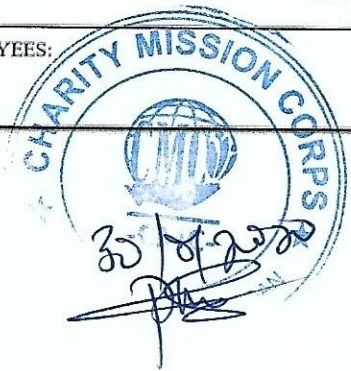
9. PARENT COMPANY (Full legal name):

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S):
(Attach list, if necessary)

11a. NATURE OF BUSINESS (Tick one box only):
Trader: [] Authorized Agent: [] Company: []
Other (specify):

11b. TYPE OF BUSINESS:
Corporate/Limited: [] Partnership: [] NGO: [] Sole Proprietorship: []
Other (specify):

12. YEAR ESTABLISHED:
13. NUMBER OF FULL-TIME EMPLOYEES:





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14. TRADING/OPERATION LICENCE No: _____ VALID TILL _____

15. VAT NUMBER : _____ VALID TILL _____

16. TAX IDENTIFICATION: _____ VALID TILL _____

17. Tax Clearance Certificate No: _____

18. ANNUAL VALUE OF TOTAL REVENUE FOR THE LAST 3 YEARS:

(1) 2013: US\$ _____ (2) 2014: US\$ _____ (3) 2015: US\$ _____

19. BANK NAME (with Branch): _____

BRANCH AND ADDRESS: _____

20. BANK ACCOUNT NUMBER: _____

ACCOUNT NAME: _____

SWIFT/BIC ADDRESS: _____

SECTION 2: FINANCIAL INFORMATION

21. PLEASE PROVIDE COPIES OF THE COMPANY'S LAST 3 YEARS ANNUAL OR AUDITED FINANCIAL REPORT, WHICHEVER IS AVAILABLE

SECTION 3: TECHNICAL CAPABILITY AND INFORMATION ON SERVICES OFFERED

22. INTERNATIONAL OFFICES/REPRESENTATION:
(Countries where the Company has local offices/representation - if applicable)

23. CERTIFICATION:

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name _____

Functional Title _____

Signature _____ Date _____





Charity Mission Corps

(CMC)

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2020/2021.

CMC is a non- Profitable, non-governmental organization registered and recognized by RRC in the Republic of South Sudan. The organization was initiated in 2017 and registered in 2018 with an aim of providing development and Humanitarian services to extreme communities affected with poverty and crises by enhancing transformation of their lives and total health and well-being. CMC is currently implementing WASH Project funded by SSHF.

CMC intends to undertake a comprehensive update of its suppliers for the various goods and services for the fiscal year 2020/2021. Interested eligible suppliers are invited to apply for the pre-qualification and indicating the category of goods and services they want to supply.

CATEGORY A PROVISION OF SERVICES AND GOODS CATEGORY NO A **ITEM DESCRIPTION**

CMC/PQ/001/2020	Repair and Maintenance of Motor Vehicle
CMC /PQ/002/2020	Hotel services e.g. Accommodation and conference services
CMC /PQ/003/2020	Repair and Maintenance of Building e.g. plumbing, painting, renovation, electrical and masonry
CMC/PQ/004/2020	Provision of Tents, chairs, tables,Gumboots,Lamps,First Aid Kits, Fire extinguishers and other non-food items
CMC/PQ/005/2020	Service and Maintenance of Medical Equipment
CMC /PQ/006/2020	Provision of Newspaper adverts, radio adverts and Campaign
CMC /PQ/007/2020	Provision of Boart transport, Booking Agent, Security services for CMC.
CMC /PQ/008/2020	Provision of Transport Road, Boat & Cargo charter,Car,Truck hires etc.
CMC /PQ/009/2020	Provision of Tax clearance services like PIT, Vehicle clearance, pharmaceutical donations and other duty- free clearance.
CMC/PQ/010/2020	Provision of Banking services and Cash Transfer.



CMC/PQ/011/2020	Provision of Monthly airtime for staffs, land line phone MTN & ZAIN And Thuraya Units
CMC/PQ/012/2020	Provision of Supply of Solar panels and after –service
CMC/PQ/013/2020	Provision of Supply of Office Drinking water 20ltrs for the water dispenser.
CMC/PQ/014/2020	Provision of courier services (Domestic)
CMC/PQ/015/2020	Provision of General Office Supplies- Stationeries, office Equipment's- Laptop, Camera, Smart-Phone, satellite –phone (Thuraya), Megaphones,Kitchen items etc.
CMC/PQ/016/2020	Provision of Cesspool (Latrine emptying) Services.
CMC/PQ/017/2020	Provision of carpentry, fittings and repairs Services.
CMC/PQ/018/2020	Provision of supply of beverage's
CMC/PQ/019/2020	Provision of Fuel & Engine Oils (Diesel & Petrol engines)-Diesel & Petrol
CMC/PQ/020/2020	Provision of Consultancy & Auditing Service's

CATEGORY B ICT EQUIPMENT AND SERVICE CATEGORY NO B

ITEM DESCRIPTION

CMC /PQ/021/2020	Repair and Maintenance of Computer equipment, printers, photocopiers, Laptops, Desktops, Cameras and Scanner.
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CATEGORY C HIGH VALUE SUPPLIES CATEGORY C

ITEM DESCRIPTION

CMC /PQ/022/2020	Supply of promotion materials e.g. T. shirt, Banners, caps, bags, Receipts books & Sign posts. Design and printing of calendar, diaries, ID cards, and Business card, Stamps etc.
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CATEGORY D HIGH WASH TOOLS/MATERIALS/ITEMS SUPPLIES CATEGORY D

ITEM DESCRIPTION

CMC/PQ/023/2020	Provision of Supply of WASH Tools/Items/Materials eg Wheel,barrows,Spades,Crest Tanks, Plastic drums, Measuring tapes,Gloves,Steel Floats, Silage Humer,Spirit level, Glow Humbers,Nails,Water taps etc.
CMC/PQ/024/2020	Provision of Construction Materials.eg Iron sheets,timbers,Bamboos,Poles,Cement,Binding Wires, Sand & Gravels etc.



CATEGORY E HIGH WASH BORE HOLE PARTS SUPPLIES CATEGORY E **ITEM DESCRIPTION**

CMC/PQ/025/2020	Provision of Supply of WASH Bore Hole Parts.eg Cylinder assembly, Riser pipes 33mm dia 3m,India Connecting rods & drilling services
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Interested and eligible candidates may obtain a complete set of prequalification documents at CMC Head Office in Suk-Melisa, Munuki Block A, opposite the main mosque, Juba & Pibor Field Offices, during normal working hours Monday to Friday except Public Holidays.

Between 8:00 am – 5:00 pm. **Deadline for receiving Tenders is on Monday 13th February, 2020 by 4.30 PM.** East Africa Standard Time.

Or via email at: recruit@cmc-ss.org

And copy: peter@cmc-ss.org

Complete prequalification documents are to be enclosed in a plain sealed envelope, clearly marked on top "Prequalification of suppliers" to be dropped in Tender box at Procurement & Logistics Office.

NOTE

1. Existing suppliers and service providers need to re-apply afresh.

Or: Address to;
The Executive Director,
Charity Mission Corps (CM), Head Office
Suk-Melisa, Munuki Block A, Opp; Main Mosque, Juba South Sudan.

