



Science Teachers Initiative

Vendor Pre-Qualification Exercise for the period of August 1, 2023, to July 30, 2025.

STI South Sudan is soliciting for the services of competent, reliable, efficient, and legally registered companies in South Sudan for the provision of goods and services required for its daily operation. We, therefore, take this opportunity to invite interested companies that are duly licensed to submit their application letter clearly expressing their interest, the services, and goods they offer as per the Categories below.

INSTRUCTIONS: Interested vendors /traders should carefully follow the instructions below to avoid rejection of their submission.

1. All bids should be submitted in sealed envelopes clearly indicating the category number you would want to be registered for. Those who would wish to apply for more than one category, should submit separate envelopes.
2. The envelopes should be dropped in the tender box at STI South Sudan Juba Office during working hours from 8:00am to 5:00 pm.
3. The deadline for the submission of bids or proposals is August 19th, 2023, at 5:00pm. All submission after the deadline shall not be considered.
4. Those who prefer to send soft copies can do so through this email address: stiprocurement2023@gmail.com.
5. Kindly ensure that the information you provide is accurate (Business name, physical address, email, phone numbers and website).
6. Specialized Categories of Interest must not be more than 5 per applicant.

All inquiries or request for clarification should be sent to email stiprocurement2023@gmail.com

7. The following documents and information should be submitted along with your application.

- Company profile with core business activities, references, and organogram
- Certificate of Incorporation
- Tax Identification number
- Tax Compliance Certificate
- Application cover letter duly signed by the Authorized person with full names, contacts, and designation.
- Banking details.
- Bank statements confirming your capacity to efficiently execute orders.

| S# | Category ref # | Category |
|----|--------------------|--|
| 1. | STI/PRECS2023/24 | Construction Services (Container Fabrication, renovations etc. |
| 2. | STI/PRESCM2023/24 | Supply of Construction materials |
| 3. | STI/PRESC2023/24 | Office Supplies, Stationery and Consumables |
| 4. | STI/PREPPW2023/24 | Printing and Publishing work |
| 5. | STI/PRESS2023/24 | Security Services |
| 6. | STI/PREIS2023/24 | Internet Services |
| 7. | STI/PREOE2023/24 | Office Equipment. E.g., Generators, AC etc. |
| 8. | STI/PREOFFE2023/24 | Office Furniture, Fixtures and Equipment |
| 9. | STI/PREGC2023/24 | Garbage Collection |

Note:

- Firms invited by STI to submit offers for the services described above are under no obligation to do so. Offer shall not be reimbursed for any costs incurred
- Only successful firms in terms of technical and financial capacity will be invited to make brief presentations to the Tender Committee prior to being shortlisted on the Vendor database.

- STI South Sudan reserves the right to accept or reject any application and is not bound to give any reason for its rejection and documents submitted to STI are not returnable.

NAME, FUNCTIONAL TITLE:

SIGNATURE AND DATE:

CONTACT ADDRESS TO SUBMIT Business Profiles for Registration: Science Teachers' Initiative, Munuki Block C, Plot 62, Mia Saba Road or through stiprocurement2023@gmail.com.

SUBMISSION DATE AND TIME: August 19th , 2023 Time 4:00pm

Note:

STI has zero tolerance for sexual exploitation and abuse including all forms of child abuses, aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. to ensure due diligence and compliance with Anti-money laundering, Sexual exploitation and Abuse including all forms of child abuses and Combating the Financing of Terrorism requirements.

This is reflected in our work with the community and the recruitment process. We affirm our commitment to eradicating them from our operations and offices. Violation of safeguarding policies can lead to disciplinary action including dismissal and termination of contract. Our priority is saving children and adult from sexual exploitation and Abuses caused by our staff, work and affiliates. We have a number of policies in place that help us deliver our commitment to safeguarding which successful applicant would be required to sign and abide by. We adhere to the UN secretary bullet in special measures for protection from sexual exploitation and abuse and the six core principle of IASC.