



War Child Holland South Sudan



Notice:

Invitation for Supplier Pre-Qualification

War Child Holland (WCH) is an independent, impartial international non-governmental organization working towards a peaceful future for children and young people affected by armed conflict. WCH works to empower children, young people, and adults to bring about positive and lasting changes in their lives.

Our programmes seek to enhance the protection, education, and psychosocial well-being of children, their caregivers, and the wider community. As an organization, we are committed to promoting, strengthening, and supporting the meaningful participation of children and young people while working closely with community leaders, government ministries, local partners, and international actors.

In South Sudan, WCH is registered with the Relief and Rehabilitation Commission (RRC) under Registration No. 309, issued on 8 July 2026, and has been operating in the country for over 20 years.

Our country locations of operation include Juba, Bor, Malakal and Renk.

As part of our procurement process, WCH is inviting qualified suppliers and service providers to apply for pre-qualification for the 2027–2028 period. The objective is to establish and update our database of vendors who share our commitment to quality, integrity, transparency, and timely service delivery.

1. Categories for pre-qualification

Interested companies, firms, and service providers may apply for one or more of the following categories.

S/No:	Category Ref:	Description of Goods and Services
01.	WCH SSD-01-2026	Supply of general office stationery and equipment (items include cartridges, toners, printing paper, pens, and other office supplies) – Juba
02.	WCH SSD-02-2026	Supply of office consumables (tea, coffee, sugar, drinking water, milk, and other refreshments) – Juba
03.	WCH SSD-03-2026	Printing and graphic design services (ID cards, branded notebooks, banners, promotional materials, etc.)
04.	WCH SSD-04-2026	Fuel supply (diesel and petrol) – Juba, Malakal, Bor, and Renk.
05.	WCH SSD-05-2026	Vehicle repairs, maintenance, and supply of spare parts, Malakal, Bor, Renk, and Juba.

Achen Zaidin
14/12/2025



06.	WCH SSD-06-2026	Vehicle hire and taxi services, including airport transfers and transportation within Juba and other operational locations, taking Goshen as the base
07.	WCH SSD-07-2026	Hotel accommodation, conference facilities, and catering services (in-house and outside catering) – Juba, Malakal, Bor, and Renk
08.	WCH-SSD-08-2026	Air ticketing and domestic/international flight booking services
09.	WCH SSD-09-2026	Cargo transportation both within and outside the country
10.	WCH SSD-10-2026	ICT equipment, maintenance services, and supply of spare parts and accessories (printers, laptops, cables, storage devices, earphones, etc.)
11.	WCH SSD-11-2026	Customs clearance and freight forwarding services
12.	WCH SSD-12-2026	Financial service providers (cash transfer services) – Juba, Malakal, Renk, Melut, Bor, and Baliet.
13.	WCH SSD-13-2026	Internet service provision – Juba, Malakal, Renk, Bor, Melut, and Baliet.
14.	WCH SSD-14-2026	Office repairs, maintenance, carpentry, and general woodworking services
15.	WCH SSD-15-2026	Supply of office furniture

2. Mandatory Requirements

To be considered for pre-qualification, applicants must submit copies of the following documents:

- Certificate of Incorporation/Registration.
- Valid Tax Compliance Certificate.
- Valid Trade Licence or Operating Permit issued by the relevant authority.
- Company profile indicating physical address, organizational structure, and core business activities.
- Audited financial statements for the last two financial years.
- Reference letters from at least three (3) most recent clients served.
- Bank statements for the last three (3) months.

3. Indicative Price List

Applicants are requested to provide an indicative price list as part of their pre-qualification submission. The purpose of this information is to demonstrate the applicant's competitiveness, commercial understanding, and alignment with the project's anticipated budget.

The submitted prices shall not constitute a formal financial offer, contract, or binding tender. Prices may be revised during subsequent Requests for Quotations (RFQs) or Requests for Proposals (RFPs) based on finalised technical specifications, scope of work, and prevailing market conditions.

4. Evaluation Criteria

Applications will be evaluated based on the following criteria.

Achmed Sanjaya

14/7/20



- i. Technical capability and demonstrated experience in the category applied for.
- ii. Financial stability and capacity to undertake assignments of similar scope.
- iii. Compliance with statutory and regulatory requirements.
- iv. Commitment to environmental sustainability and responsible business practices, including submission of relevant safeguarding and integrity policy documentation where applicable.
- v. Demonstrated adherence to safeguarding and integrity standards.

5. How to Apply

Interested and eligible suppliers and service providers are invited to submit their applications by email to: Procurementsouthsudan@warchild.net

Alternatively, hard-copy applications may be delivered to:

War Child Holland Country Office

Goshen Building, Kololo Road

Opposite the Ministries

1st Floor, Gate 2

Juba, South Sudan

Please indicate the following in the subject line of your email:

Expression of Interest – WCH Supplier Pre-Qualification/Registration for 2027–2028

Submission Deadline

Applications must be received no later than **31 July 2026**.

6. Important Notes

- i. Current suppliers are required to reapply to be considered for the 2027–2028 pre-qualification period.
- ii. You can submit bids for one or more locations
- iii. Make sure you indicate the location you are applying for.
- iv. Late submissions will not be considered.
- v. Pre-qualification does not guarantee the award of a contract. It only qualifies successful applicants to be included in War Child Holland's database of pre-qualified suppliers eligible to participate in future procurement opportunities.

Athen Goshen
14/7/2026

