

VSF SUISSE SOUTH SUDAN PROGRAM



VÉTÉRINAIRES
SANS FRONTIÈRES
SUISSE
member of VSF International

2021 – 2023

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1. GENERAL INSTRUCTIONS

Non-Governmental Organizations are obliged to account for donor money in a transparent and auditable manner. It is this reason that we have chosen an open Pre-qualification procedure to find reliable and predictable suppliers to achieve our procurement goal. Those interested are requested to provide basic company information guided by the questions listed below;

- 1) Provide all the information as per the pre-qualification document.
- 2) Clearly indicate the procurement category being applied for.
- 3) VSF-Suisse will examine the document for completeness and responsiveness to the Prequalification Questionnaire (PQQ) Requirements. Incorrect information will render the document ineligible.
- 4) The Prequalification package should be submitted bound with all pages numbered, countersigned and stamped.
- 5) The Prequalification committee shall not be responsible for loss of documents through loose binding.

Important Notes for Applicants

- A.** The sole purpose of this document is to assist VSF-Switzerland (VSF-Suisse) in identification and evaluation of potential suppliers who may subsequently be invited to tender or provide quotes for supply of goods and/or services within the respective procurement categories for the year 2021–2023.
- B.** A separate Questionnaire shall be filled out for **EACH PROCUREMENT CATEGORY** applied for.
- C.** The Questionnaires shall be filled in English and shall be prepared in indelible ink.
- D.** Any Corrections must be initialed by the person or persons who sign(s) the document: Otherwise the application will be voided.
- E.** Answer all questions and where the question is not applicable, indicate an **N/A**. Where necessary, answers shall be provided on separate sheets.
- F.** The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided.

- G.** As part of this review process, the prequalification committee may request the applicant for a site visit of its premises.
- H.** The information provided herein is strictly confidential.
- I.** Successful applicants will be included in the **VSF-Suisse Suppliers Catalogue for 2021 – 2023**.
- J.** Potential applicants will be required to register upon bids submission a non-refundable fee of fifty United States Dollars (**USD 50**), irrespective of the number of categories submitted.

II GENERAL BUSSINESS QUESTIONNAIRE

A. GENERAL BUSSINESS INFORMATION

CATEGORY APPLIED FOR.....

PARTICULARS	RESPONSE
Full Registered Name of Organization:	
Form of Company i.e. Ltd, Sole proprietorship	
Company Owners.	
Name of Directors:	
Is the Business an Agent, Broker, Retailer, Manufacturer, Principle service Provider?	
Full Physical and Registered address of principal place of Business:	
Full Postal address of the principle Place of Business	
Telephone Numbers (S):	
Fax Number:	
Email address:	

Website address:		
Contact Person within the organization to whom enquiries about this bid should be directed:	NAME:	Office Juba Procurement
	TITLE:	Procurement/ Operations
	TEL:	0924 333 535
	FAX:	N/A
	EMAIL:	office.juba@vsf-suisse.org

B. COMPANY PROFILE

Please provide a detailed and comprehensive company profile, which shall include among others the following mandatory information:

- i. Company Background, Core business focus area, products, services, Technical activities, years of business operation.
- ii. Valid copies of the following certificates:
 - Ø Certificates of Incorporation/Registration
 - Ø VAT Registration
 - Ø Tax Clearance Certificates
 - Ø Tax Identification Certificate
 - Ø Valid Business License.
- iii. Letter of Certification from Banker/s
- iv. At Least FOUR Latest Trade References/Recommendations from your Main Clients – (Must be within the last Two Years)

Note: *You are at liberty to include any other information that may be relevant to the application.*

C. DECLARATION

I/WE the Undersigned declare that to the best of my/Our knowledge the answers submitted (and any supporting documentation together with the details of the attached Company profiles) are correct.

FORM COMPLETED, CERTIFIED AND STAMPED BY:

Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Email:	
Signature:	
Stamp/Seal:	

III. 2021 to 2023 VSF-SUISSE PROCUREMENT CATEGORIES

#	Category	Reference Number #	Category Description
1	Admin/Office Supplies	VSF-CH/01/21/22	Supply of General Office Supplies
		VSF-CH/02/21/22	Printing and Supply of Visibility and Promotional Materials
		VSF-CH/03/21/22	Supply of Office Equipment, furniture and Fittings

2	Information Technology	VSF-CH/04/21/22	Supply of Computers, Printers, Networking & Other computer/Server parts/Software & Service and Repairs - Computer equipment
		VSF-CH/05/21/22	Supply of Communication Equipment and parts (HF/VHF Radio, Thuraya, V-Sat) service and Repairs - Communication equipment
		VSF-CH/06/21/22	Software/Web Development/IT Support services
3	Motor Vehicle/ Mechanical/ Fuel/ Spares	VSF-CH/07/21/22	Supply of Automobile Tyres, Batteries and Other Accessories
		VSF-CH/08/21/22	Supply of Motor Fuel and Lubricants
4	Motor Bikes	VSF-CH/09/21/22	Supply of Motor Bikes, Accessories and Repair parts
5	Veterinary Drugs & Equipment's & Livestock Value Chain Products/ Supplies	VSF-CH/10/21/22	Supply of Veterinary Drugs, Equipment's, Vaccines & CAHWs Kits, Livestock Value Chain Products/ Supplies
		VSF-CH/11/21/22	Supply of Cold Chain equipment's – Fridges, Freezer, Cold Boxes, Vaccine Carriers
		VSF-CH/12/21/22	Supply of Dairy equipment's/Supplies
6	Agricultural Equipment's & Seeds	VSF-CH/13/21/22	Agricultural Tools and Equipment's
		VSF-CH/14/21/22	Seeds and Seedlings
7	Poultry, Poultry feeds and incubating Machines	VSF-CH/15/21/22	Chicks and Incubating eggs
		VSF-CH/16/21/22	Incubating Machines/ Incubators, Poultry feeds and Feeding/ Watering/ Management Equipment's
8	Solar Equipment's	VSF-CH/17/21/22	Supply of Solar System and equipment's
9	Generators	VSF-CH/18/21/22	Supply of Generators and Parts
		VSF-CH/19/21/22	Repair of Generators and Parts
10	Transport/Logistics	VSF-CH/20/21/22	Air Travel Agency services
		VSF-CH/21/21/22	Taxi Services
		VSF-CH/22/21/22	Clearing & Forwarding Agents
		VSF-CH/23/21/22	Road, River/ Transport Haulage & Car Hire

11	Construction Hardware/Building Materials	Vsf-CH/24/21/22	Supply of General construction/Building Materials i.e. Cement, Nails, Glassware, Plumbing Materials, electrical materials, wood works, and Metal Works.
12	IT Support Services	Vsf-CH/25/21/22	Fiber Optic Internet Connectivity, Satellite Internet Connectivity, C-Band VSAT connectivity, KU- Band VSAT Connectivity, KA- Band VSAT Connectivity, VPN & Data Connectivity, MPLSL2/L3 Connectivity Dish kits, Decoder, DSTV Subscriptions
13	Air Travel Services	Vsf-CH/26/21/22	Air Charter, Cargo & Passenger Transport, Medical Evacuation, Cargo, Consolidations, Aerial Survey
14	Clearing & Forwarding	Vsf-CH/27/21/22	Full-service Logistics provider, International Freight Forwarder and Licensed Customs Broker which provides International Shipping and Freight services
15	Financial Services Providers/ Banking/ (Audit, Cash transfers & Insurance)	Vsf-CH/28/21/22	Banking Services/ Cash Delivery Field Locations, Cash Drops Airport, Cash Delivery, Cash Payment on Behalf of Clients, Beneficiary Payments
16	Security Services (CCTV/ Fire equipment's)	Vsf-CH/28/21/22	Security Services/ Guards/ Fire Extinguishers, Refilling & Servicing of Fire Extinguishers, CCTV Cameras, Metal Detectors, Safety equipment's and General Printing Services
17	Conference/Accommodation Facility	Vsf-CH/29/21/22	Hotel for Accommodating field staffs, Apartments, Conference Rooms, Hall for meetings
19	Legal services	Vsf-CH/30/21/22	Public Defenders, Legal Aid Clinics, Personal Injury Attorneys on Contingency, Social Justice
20	Insurance	Vsf-CH/31/21/22	Medical Insurance, Motor Insurance. Motor insurance, Goods in Transit Insurance, Travel insurance

IV. PREQUALIFICATION EVALUATION CRITERIA

This stage concerns the criteria and scoring used to assess the legal, technical/professional, economic and financial capacity of the applicant to satisfactorily perform the intended work in the bid.

INFORMATION POINTS SCORE

	INFORMATION	SCORES		AWARDED	
		Points	Total	Points	Total
	Description				
	Organization details				
1	Legal Establishment/Compliance	16			
	Certificate of Incorporation - Legal registration document	6			
	Physical location	3			
	Business/Professional Permit, license	2			
	TIN registration	3			
	Any other license/certificate	2			
2	Company profile details	24			
	Relevance of Core business to Category applied	10			
	relevant Business activities & adequate resources level	8			
	Concern on relevance of Business activities/resources to the category	3			
	irrelevant Business activities to the category/No response provided	0			
	Registration with a relevant profession / Trade body	3			
3	Technical & Professional Capacity	14			
	Man power and managerial capabilities	4			
	Organ-gram with Clear specialization of functions	3			
	CV of at least 2 key management personnel	4			
	List of Key permanent staff to support procurement category applied for	1			
	List of key relevant Assets at disposal	2			

4	Financial & Economic Capacity	21			
	Audited Financial statements/Bank Reference	6			
	Financial statements provided for the past 2 years	6			
	Financial statements provided for the past 1 of the year	3			
	Financial statement not provided	0			
	Recommendation letter from the Bank/Bank Grantee	3			
	Availed Bank statement for the last 12 months	3			
5	Past Experience/2 Trade references/ Recommendations (in similar supplies)	16			
	Latest & relevant Trade references/ Recommendations	10			
	Relevant but insufficient references/ Recommendations	2			
	Relevant but old references	4			
	Irrelevant or No references	0			
6	Declaration Statement " in the POQ is signed and stamped"	1			
	Total	78			

V. PRE-QUALIFICATION SCHEDULE/TIMELINE

No.	PREQUALIFICATION PROCEDURES	DATES	
		From	To
1	Advertisement	21 st June 2021	9 th July 2021
2	Prequalification Document Submission	22 nd June 2021	9 th July 2021: 4.00pm
3	Opening of Documents	13 th July 2021, 10:00 am	13 th July 2021, 10:00 am
4	Pre – Analysis Process	13 th July 2021	13 th July 2021
5	Site Visits by different teams	13 th July 2021	16 th July 2021
6	Validation of Prequalification Documents	16 th July 2021	16 th July 2021
7	Final Evaluation / Selection	19 th July 2021	19 th July 2021
8	Results Notification to Approved Applicants (Only successful companies/ institutions will be notified)	20 th July 2021	20 th July 2021

VI. SUBMISSION

Prequalification documents must be submitted in plain sealed envelope (s) clearly marked "Prequalification of suppliers for 2021 – 2023" with category reference number addressed to:

THE CHAIRPERSON**TENDER COMMITTEE****VÉTÉRINAIRES SANS FRONTIÈRES SUISSE**

Hai Malakal, Plot no. 135 Block AX111,

Off Stadium road, Opposite the Old Cemetery, Juba, South Sudan

Office Tel: +211 (0) 924333535

E-Mail: Office.Juba@vsf-suisse.org

Expression of interest documents should be deposited in the tender box at VSF Suisse office during working hours not later than **Friday, 9th July 2021 at 4.00 pm** in addition to a **registration deposit of USD 50 non-refundable** fee paid at VSF Suisse office. The prequalification documents will be opened at VSF Suisse offices/ or any other designated venue on **12th July 2021 at 10.00am** and can be witnessed by the applicants or their representatives.

Vsf Suisse reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof. Any canvassing or late submission will lead to automatic disqualification.