# **Dossier for Preselection**

Malteser International MI), the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid, has more than 50 years of experience in humanitarian relief and covers around 100 projects in some 20 countries in Africa, Asia and the Americas, annually. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Wau, Maridi and Rumbek. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

Suppliers and service providers registered under the Laws of South Sudan with offices in Juba in respective goods and services are invited to submit their preselection dossier to MI so that they may be preselected for submission of quotations.

Interested suppliers and service providers should submit their application by or before the **submission deadline on 5 November 2021 at or before 4:00 pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org)

Applications must contain the following documents that are mandatory:

**Dossier for preselection**

**Legal documents**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* Company’s official address, phone number and email address,

**Other required documents:**

* Standard Price List,
* Duly signed preselection questionnaire,
* Certificate of quality,
* Product catalogue,
* Previous experience with INGOs/UN agencies,
* Availability of products,
* Terms of delivery,
* Adequate storage facilities,
* Bank Statement of last three months,
* Relevant staff qualifications,

**Applications will be evaluated according to the following evaluation criteria:**

* Completeness of documents submitted,
* Previous experience with INGOs/UN agencies,
* Availability of products /terms of delivery,
* Adequate storage facilities,
* Product quality certified by independent and recognised agency
* Bank Statement of last three months,
* Standard terms of payment,
* Relevant staff qualifications,
* Standard Price List including validity period,

**Suppliers or service providers who do not fulfil the minimum requirements, completeness of required documents will be excluded from the preselection of suppliers or service providers.**

**Preselection Questionnaire**

**All requested information will be treated confidentially**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company name** |  | | | | |
| **Address** | Street + house number | | | City / District | Zip code |
| **Owner(s)** | Name | | | First Name | |
| **Tax and registration no.** | Tax number | | | registration number | |
| **Legal form of Company** | Ltd., Inc.,.. | | |  | |
| **Contact person** | Name | | | First Name | Contact information  Phone:  E-Mail: |
| **Which goods or services does the company offer?** |  | | | | |
| **Have you already worked with NGOs?** | Yes | No | If yes: Name(s) | | |
| **Annual Turnover for the last 12 months** |  | | | | |
| **Number of employees** |  | | | | |
| **Average delivery time of goods offered** |  | | | | |
| **Standard terms of payment** |  | | | | |
| **Do you offer support services for the goods provided** | Yes | No | If yes, please specify: | | |
| **Do you give a guarantee for your goods /services?** | Yes | No | If yes, how long and in which scale: | | |
| **How do you ensure the quality of the products/services offered?** | Sample inspection  Quality agreements  Product know-how  Supplier visits  Reference check  Work trials  Others: | | | | |
| **Do you offer a standard price list for your goods/services?** | Yes | No | Attached to file | | |
| **Are there ties between you and any employee of MI?** | Yes | No | If yes, whom and in which relationship: | | |

If applicable (otherwise, please leave blank):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you have a license to sell pharmaceuticals?** | | Yes | No | Not required | License issued by |
| **How do you ensure the quality of pharmaceutical products?** | | Comments: | | | |
| **Status of the medical supplier** | Certificate for Good Distribution Practices (GDP): [Certificate database](http://eudragmdp.ema.europa.eu/inspections/view/gdp/searchGDPCertificates.xhtml) Yes  No | | | | |
| Humanitarian Procurement Center (HPC) Yes  No | | | | |
| Listed in the database of “Quality Medicines for all” (QUAMED):  [QUAMED database](https://quamed.org/) Yes  No | | | | |
| **How are medical products stored? How is a cold chain ensured?** | |  |  |  | Comments: |

WE DECLARE, that

* the information given above is correct
* our products and/or services are produced without the labour of children below age 15.
* we fulfil, have fulfilled, and will fulfil our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
* we have received the document “Humanitarian Procurement Principles”, and we - and any   
  applicable subcontracted parties - will respect the principles of humanitarian aid procurement.
* there are no international sanctions against the owner/s and or company in place.
* we have received a copy of MI Whistle Blowing Guidelines.

WE FURTHER DECLARE   
our interest to be included into MI database for supplies and services.

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Date Signature