

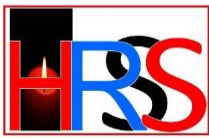


CALL FOR PREQUALIFICATION

Background. Hope Restoration South Sudan is a National NGO implementing humanitarian and development programmes: (Gender based violence, General Protection, WASH/ NFIs, Women Empowerment, Food security and Livelihoods, CCCM) Etc. HRSS operates in Unity State, Central Equatoria, Jonglei and Upper Nile states in South Sudan. Our humanitarian response supports vulnerable people in hard to reach areas, targeting women & Girls, Vulnerable persons, persons with specific needs, and persons with living with disabilities, Refugees IDPs and working with beneficiaries to provide lifesaving interventions to communities.

Hope Restoration invites reputable vendors to apply for Prequalification, Interested and eligible firms are invited to submit their expression of interest to be included in HRSS supplier catalogue for **January 2022 – December 2024**. Information on the categories is listed below:

No.	Reference Number #	Category Description
1	HRSS 0001	General Office Supplies
2	HRSS 0002	Printing and Supply of Visibility and Promotional ICE Materials
3	HRSS 0003	Supply of Computers, Printers, Networking Items
4	HRSS 0004	Supply of Motor spare parts, Fuel and Gas
5	HRSS 0005	Transport services (Flight & Cargo services & Car Hire Services)
6	HRSS 0006	Supply of Furniture Items
7	HRSS 0007	Money transfer services
8	HRSS 0008	Internet Services
9	HRSS 0009	Electrical Services & Electronics
10	HRSS 0010	Hotel (Hall Hire & Accommodations)
11	HRSS 0011	Supply of construction Materials
12	HRSS 0012	Insurance services
13	HRSS 0013	Provision of Outside Catering (Mineral Water, Food & House Holds Supplies)
14	HRSS 0014	Provision of Professional Services (Consultancy, Proposal Writing & Project Survey)



Requirements/ Essential Documents:

- 1) Memorandum and Article of Association- renewal (including the director's Names
- 2) Detailed Organization/ company profile
- 3) Valid Certified copy of Certificate of Registration/ incorporation
- 4) Valid Operation license
- 5) Valid Tax clearance Certificate/ income tax clearance certificate
- 6) Valid chamber of Commerce Certificate
- 7) Last 3 months to current bank statements
- 8) Audit report of last three years
- 9) A minimum of three reference letters from current clients

Expression of interest should be deposited in the tender box at HRSS office during working hours (Monday to Friday) from 28th October 2021 to 19th November 2021 not later than Monday, 22 November 2021 at 4.00pm.

Pre-qualification documents must be submitted in plain sealed envelopes clearly marked "Prequalification of suppliers for 2022 – 2024" with category reference number addressed to:

**THE CHAIRPERSON
TENDER COMMITTEE
HOPE RESTORATION SOUTH SUDAN
OFF Gudele Road, Plot no. 349 Block C.V,
Office Tel: +211 (0)916695797 /+211920 346 972
logistics@hoperestorationsouthsudan.org**

NB: The Pre-qualification of supplier submission form is available from Hope Restoration South Sudan from now.

HRSS shall not be held responsible for any expenses or cost incurred by the company in the preparation and submission of the bid documents.

HRSS procurement adheres to strict donor and agency procurement guidelines to ensure transparency and accountability.

