



INVITATION TO VENDORS' PRE-QUALIFICATION

- **Application start Date: 24th January 2024**
- **Application deadline: 7th February 2024**

Community Support Initiative (CSI) is an indigenous South Sudanese humanitarian aid, relief, and development nongovernmental organization working to assist and empower people affected by poverty and disasters to live a life in dignity. It was founded in 2012 as a national Non-Governmental Organization to provide emergency aid and long-term assistance to refugees, Host communities and those displaced by war, persecution, or natural disasters within South Sudan.

CSI is currently working in 6 states within South Sudan where it resettles refugees, Internally Displaced persons (IDP) among the host Communities, and helps them become self-sufficient and resilience through copying mechanism. CSI focuses mainly at community based levels on Education, Food security and livelihoods (FSL), Health, Shelter & NFIs, Human Rights, Access to Justice & rule of law, Women & Youth Empowerment, WASH, Nutrition, GBV, Protection inclusive of (Child Protection, GBV, Mental Health and Psychosocial Support (MHPSS)) and Peace Building.

For its program in South Sudan, CSI is inviting vendors for prequalification. The purpose of the Vendor Prequalification procedures is:

1. To give equal opportunities for existing and potential vendors to compete fairly.
2. To Identify Quality Company supporting our Organizational objectives, within the following broad areas:
 - Vehicle maintenance and provision of vehicle spare parts
 - Office Stationery (Scholastics material, printing, etc)
 - Provision of printing services (IDs, T-shirts, Business cards, Receipt books, payment vouchers, GRNs, Mileage log books etc.)
 - Construction materials and Service providers (masons, carpenters, plumbers, contractors and construction Engineers and consultants)
 - Supply of Bee harvest equipment
 - Supply of IGAs materials
 - Supply of shelter materials
 - Cash Service Provider
 - Consultancy
 - Internet services
 - Erect protective fences around targeted schools
 - Supply of office electronic equipment (printers, scanners, Digital Cameras, Computers, etc.)



- Supply of Agricultural items (seeds and Tool
- Supply of fuel and Lubricants
- Rehabilitate existing or install new water points (boreholes)
- Local contractors (electricians, plumbers, Mason and carpenters)
- General Supply

SELECTION CRITERIA

Community Support Initiative (CSI) will study Suppliers with regard to the following main selection criteria:

- Recent, relevant and representative references to performance of similar work
- Human resources, Competence and Organization
- Verified total and available capacity for delivery of the relevant supply category.
- Legal aspects of the company/individual to operate in the Republic of South Sudan
- Financial capacity

INSTRUCTIONS FOR YOUR PREQUALIFICATION APPLICATION:

The information that is requested for your prequalification application is listed in the Questionnaire attached to this letter. Please note that you can register in a many categories as you deem fit, however registration for each category shall be supported by three (3) valid references.

TRANSMISSION OF PREQUALIFICATION APPLICATION:

Prequalification application form shall be returned in a sealed envelope **before or by 7th February , 2024** to CSI through hand delivery or email at the address below:

Hai Malakal, Opposite Equity Bank.

Tel: +211928458801, +211 987949477

E-mail: info@kurdeng8801@gmail.com copy leekatenykuollual@gmail.com

Queries or clarifications as part of the prequalification process should be addressed to the email address: kurdeng8801@gmail.com

Attachments:

- Prequalification Questionnaire
- Submission Checklist





PREQUALIFICATION QUESTIONNAIRE

SECTION I

Part I – Company Information

1.1. Full name of company

Please provide copy of the certificate of registration(Incorporation), TIN, Chamber of Commerce Membership and operational license.

1.2. Company registration number

Please insert company registration and tax identification number(TIN).

1.3. Full postal address of your company.

Physical Address:

Tel:

Email:

Website:

Responsible Person	Name	Email	Phone Number
Managing Director:			
Key Contact Person:			

1.4. Your company structure/organization, divisions and locations.

Please provide on a separate sheet your company organization chart in support of your Response to this prequalification.

1.5. Bank Information

CSI payment method is by Bank Transfer, give details of your Bank Account

Bank Account Number:
Bank Account name:
Bank Name:
Swift code:

1.6. Financial report

Provide most recent financial report of your company.

	Financial Year	USD	Result
1			
2			
3			

1.7. Main products and services of your company

Please tick off your main business products and services. Please also include your Company profile/ brochures.

S/N	Description of the goods/Services required by CSI	Tick
1	Vehicle maintenance and provision of vehicle spare parts	
2	Office Stationery(Scholastics material, printing, etc.)	
3	Provision of printing services (IDs, T-shirts, Business cards, Receipt books, payment vouchers, GRNs, Mileage log books etc.)	
4	Construction materials and Service providers (masons, carpenters, plumbers, contractors and construction Engineers and consultants	
5	Supply of Bee harvest equipment	

06	Supply of IGAs materials	
07	Supply of shelter materials	
08	Cash Service Provider	
09	Internet services	
10	Taxi Service	
11	First Aid Kits(Equipment)	
12	Provision of Emergency air evacuation services	
13	Provision of legal services/Support	
14	Provision of audit services	
15	Provision of general insurance services.	
16	Travel agencies(flight booking for both local and international, visa processing)	
17	Supply of motor bikes and spare parts	
18	Provision of printing services (IDs, T-shirts, Business cards, Receipt books, payment vouchers, GRNs, Mileage log books etc.)	
19	Supply of fuel and Lubricants	
20	Firefighting Equipment/Extinguishers	
21	Transport Services	
22	Office Furniture and fittings	
23	Local contractors (Electricians, Plumbers, Masons, Welders and Carpenters)	
24	Supply of fuel and Lubricants	
25	Supply of seeds and agriculture implements	
26	Supply of relief items	
27	Provision of storage facilities.	
28	General Consultancy	
29	Internet services	
30	General WASH supplies	
31	Sewage collection/removal	
32	Supply of IT/electronic devices(printers, scanners, Cameras, Computers, Internet cables, RJ45 connectors, etc)	

Section 2 – References from major orders / contracts

Reference Return Form:

Based on the above description of your company's goods and services, you are invited to select a list of three references to your previous engagements to be presented in the "Three Selected References Return Form". Please make sure that your selected references are recent, representative and relevant:

Reference Number:	
1	Name of Project/Delivery:
2	Name of Client:
3	Contract/delivery started – completed (year/month, from – to):
4	Contract/delivery value (state currency):
5	Name of Contractor (company within company group or third party) or sub-contractor responsible for contract/delivery:
6	Scope of Work (brief description of trades involved, volume and/or man-hours. Also Specify standards used and classification Society)
7	Contact person in Client's organization including contact details:
8	Other relevant information:

SECTION 3 Checklist

Verify by ticking if following information is enclosed:

- Certificate of registration, tax Identification number and tax clearance
- Company profile/brochures
- Organization chart
- Financial reports for last three years
- Up to date bank statement (Last 12 months)
- Total Manpower
- List of equipment/assets
- References

DECLARATION

I, the undersigned, hereby certify that to the best of my knowledge, the details provided in this submission are true and correct. I authorize Community Support Initiative (CSI) to make direct enquiries and references to any person or public official or organization named in this form to verify information submitted herein or regarding the competence and general reputation of the Company.

Name of the Company:

Tel:

E-mail:

Name of the person in charge:

Title:

Signature & Stamp:

Date