

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS

Cordaid South Sudan is a Non-Governmental Organization (NGO) that has been working in South Sudan for the last 20 years to support high-quality, health services.

Cordaid South Sudan seeks to invite interested and eligible Companies to submit proposals for the pre-qualification of suppliers.

DETAILS FOR SUBMISSIONS OF PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents must be enclosed in a properly sealed envelope marked "Pre-Qualification of Suppliers 2022-2024", clearly indicating the appropriate **reference number(s)** and **category name (s)** being applied for, and placed in the tender boxes by Friday, 15 July 2022 at 4.00pm South Sudan at the Cordaid South Sudan Juba office at plot at Plot 45 3rd Class, Hai Neem Area, Juba, Central Equatoria State, Republic of South Sudan: Bids containing any other external markings that can identify the vendor or that are addressed to individuals will be disqualified. For any clarifications, please email us on tendercordaidssouthsudan@Cordaid.org.

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

Reference Number	CATEGORY A: SUPPLY OF GOODS
CSS/SPLS/22-24/01	Office stationeries
CSS/SPLS/22-24/02	ICT Equipments & Accessories
CSS/SPLS/22-24/03	Cargo & Courier Services (within South Sudan)
CSS/SPLS/22-24/04	Electricals
CSS/SPLS/22-24/05	Transportation & Vehicle hire services
CSS/SPLS/22-24/06	Office drinking water & Water for Laundry Services
CSS/SPLS/22-24/07	Printing and Copying Services
CSS/SPLS/22-24/08	Fuel Supplies (Diesel and Petrol) All States
CSS/SPLS/22-24/09	Visibility and Promotional Items
CSS/SPLS/22-24/10	Wash Materials Cleaning Services
CSS/SPLS/22-24/11	Agricultural Seeds & Tools
Reference Number	CATEGORY B: SERVICES
CSS/SPLS/22-24/12	Audit Services

Cordaid South Sudan reserves the right to accept or reject any proposal either in whole or in part and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Only successful organizations will be contacted.

PRE-QUALIFICATION INSTRUCTIONS

1. Cordaid South Sudan herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to Cordaid South Sudan on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of South Sudan are invited to submit their pre-qualification documents to Cordaid South Sudan so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of proposal for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
6. This document includes questionnaire forms and documents required of prospective suppliers.
7. The successful applicants will be registered on Cordaid South Sudan suppliers list for the period **2022 – 2024** and the organization will only deal with the firms that are registered.
8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix ‘A’.
9. Cordaid South Sudan reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
10. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
11. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
12. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Experience

- a. Prospective Bidders shall have at least two (2) years’ experience in the supply of similar goods and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. Cordaid South Sudan reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

Financial Capability

- a. The supplier’s financial capability will be determined by the latest financial statement submitted with the pre-qualification documents.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

Premises

The Firm must have a **registered** and **fixed** business premise in South Sudan, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the South Sudan Revenue Authority (NRA).

MANDATORY REQUIREMENTS

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Evidence Of physical Registered office– Please attach utility bill e.g., Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
4.	Financial statement for the last six months in the name of the firm i.e. (February 2021-August 2021)	Mandatory
5.	A minimum of three reference letters from current clients i.e. For the period 2014 – 2021.	Mandatory

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Tin/Value Added Tax (VAT)	25
2.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	10
3.	Other certification	10
4.	Manpower/Staffing	20
5.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
6.	Financial capability-Bank statement for the last 6 months	15
	TOTAL	100

Provide copies of the company’s audited accounts for the last two (2) years.

PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. Client name (Organization) -----

Address-----

APPENDIX “B” DECLARATION FORM

I/We.....hereby declare:

- ✓ That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.

- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give Cordaid South Sudan, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Date.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my proposal.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....