



**CARDO**  
**South Sudan**

## Call for interest

Community Aid for Relief and Development Organization (CARDO) is an independent, humanitarian, non-profit, non-governmental, giant and vibrant National organisation which provides assistance in the following key thematic areas; WASH, FSL, Education, Peace Building, protection and durable solutions to refugees and internally displaced persons in some specific selected areas in the Republic of South Sudan.

CARDO has been working in South Sudan since the year 2017 on Main Program types

Presently, CARDO is developing/renewing the list of suppliers providing the following materials/services/works as shown in the main criteria below,

The main criteria for selecting new suppliers will be;

- Competitive pricing
- Ability to meet specifications and standards
- Availability of products and ability to deliver within 14-30 days
- Product and service quality
- Product yields and durability (food)
- Reliable delivery methods
- Quality control methods and practices
- Technical abilities and leadership
- Ability to provide niche or unique products and/or design concepts
- Financial stability & credit strength
- Payment conditions/requirements
- Compatibility with existing products
- Adequate distribution/warehousing facilities and resources
- Spare parts availability
- Warranty, insurance and bonding provisions
- Proven performance and experience
- Service support (after sale service) resources available
- Previous experience and past performance with the product/service to be purchased.
- Security and flexibility

Suppliers interested in being added to our list of Pre-qualified suppliers, in participating in future restricted tenders and/or in signing framework contracts with

us should submit their request before Monday 15<sup>th</sup> May at 4:00Pm at the address below:

CARDO RFQ Box at the gate with Security guards in Hai Daraja.:

A Vendor registration form will be sent or collected by the interested suppliers and will have to be returned, once fully completed, within 14 days to the same address as above.





## SUPPLIER PRE-QUALIFICATIONS DOCUMENT FOR THE YEAR 2023 – 2024.

### INTRODUCTION

CARDO Western Bhar el Ghazal Head Office invites applications from competent firms for prequalification for supply of goods and services listed below for the year 2023-2024.

Prequalification documents may be obtained from the following offices:

. CARDO Office at Hai Daraja opposite Bright Star Petrol Station.

Category Reference	Category Description
CRD/2023/1	Building and Construction materials, hardware tools, paints and fittings
	Borehole Equipping, Pumps & Installation and Construction and Repair of Elevated Steel Water Tanks
	Borehole Drilling
	Construction and rehabilitation service
CRD/2023/2	Water equipment and accessories, pipes, pumps, tanks etc.
	Water Treatment and Testing Chemicals
CRD/2023/3	Electrical fittings, lighting materials, solar energy and installation services
CRD/2023/4	ICT equipment, computers (desktops and laptop) and accessories,
CRD/2023/5	Hotel accommodation Services
CRD/2023/6	Printing Services that include manuals, booklets, calendars, diaries, T-shirts, uniforms etc.
CRD/2023/7	Relief commodities or Core Relief Items(Non-Food Items blankets, plastic sheeting, Hygiene Kits, etc.)
CRD/2023/8	Firefighting equipment i.e. fire extinguishers
CRD/2023/9	Security equipment (Metal scanners, security cameras, security torches etc.)
CRD/2023/10	Tailoring items (Sewing machines, Sewing machine spare parts, Fabrics etc.)
	Tailoring Services
CRD/2023/11	Skills training tools and equipment- carpentry, electrical and electronics, masonry, hair and beauty, tailoring
CRD/2023/12	Generator Spare parts and consumables, engine oil, coolants and casual labour for the service.
CRD/2023/13	Transportation services, truck rental services, vehicle rental services
CRD/2023/14	Custom Clearing and forwarding services
CRD/2023/15	Liquid Waste Management Service( Sewage tank) and solid waste collection from the office.
CRD/2023/16	Travel and ticketing services
CRD/2023/17	Security services
CRD/2023/18	Banking service
CRD/2023/19	Petroleum products (fuel, oil, gas and lubricants)
CRD/2023/20	General office stationary, consumables and printing services
CRD/2023/21	Motor vehicle spare parts and accessories
CRD/2023/22	Motor vehicle and generator maintenance and repair
CRD/2023/23	Detergents, cleaning materials and toiletries
CRD/2023/24	Office Supply e.g furniture, Cartons of printing pares,
CRD/2023/25	Advertising services
	<b>Add or remove category as required</b>





Completed prequalification documents must be submitted enclosed in plain sealed envelopes, marked with the tender name and reference number and deposited in the tender box at CARDO Offices in Daraja *by 15<sup>th</sup> May, 2023 at 4:00 Pm*

CARDO reserves the Right to Accept or reject any tender application and is not bound to give reasons for this decision thereof.

Enquiries can be sent to email: Email at [info@cardo-ss.org](mailto:info@cardo-ss.org), [opiyo@cardo-ss.org](mailto:opiyo@cardo-ss.org) and [ajang@cardo-ss.org](mailto:ajang@cardo-ss.org).

## PRE-QUALIFICATION INSTRUCTIONS

### 1. Point of Contact

Suppliers are asked to provide a single point of contact. This contact will be considered the sole spokesperson for the supplier during the Prequalification process.

### 2. Evaluation of Prequalification Responses

The objective of the PQQ (Pre-qualification questionnaire) evaluation is to assess the responses and select potential suppliers for the next stage of the procurement process. CARDO wishes to ascertain:

(a.) **Supplier Capability** – the supplier must have appropriate expertise and guaranteed capacity to meet the CARDO specification.

(b.) **Supplier Track Record** - the supplier must be able to demonstrate a successful track record of providing services similar to those required by CARDO.

(c.) **Financial Standing** - the supplier must be considered financially sound.

The specific criteria to be considered at the selection stage include:

1. Physical location/s
2. Specialist skills and competencies.
4. Membership of professional bodies.
5. Quality accreditation.
6. Comparable work assignments completed with details of output and results (references).
7. Contract performance record. (References)

The pre-qualified application forms, which are not filled, out completely and submitted in the prescribed manner, will not be considered. All the documents that form part of the proposal must be written in English.

