THE LUTHERAN WORLD FEDERATION
World Service
actalliance

THE LUTHERAN WORLD FEDERATION
SOUTH SUDAN

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS IN THE LWF PROCUREMENT DATABASE

1. Background

The **Lutheran World Federation (LWF)** was founded in 1947 as a global communion of Lutheran churches united by a shared commitment to faith, service, and justice. Today, LWF represents 148 member churches in the Lutheran tradition, bringing together more than 75.5 million Christians across 99 countries.

LWF's engagement in South Sudan dates back to 1973, when it first established its presence in what was then the southern region of Sudan. Following a period of direct operations, its activities were supported through partner agencies, including the Sudan Ecumenical Council (SEC) and later Church Ecumenical Action in Sudan (CEAS). In 2008, LWF was officially registered as LWF South Sudan, marking a new chapter in its longstanding commitment to serving vulnerable communities.

Currently, LWF South Sudan operates in Central Equatoria, Jonglei, Upper Nile, Ruweng Administrative Area, and Eastern Equatoria, implementing life-saving and resilience-building programmes that promote dignity, justice, and sustainable development.

2. Invitation for Supplier Pre-Qualification and Registration

In accordance with the LWF Procurement Manual, **LWF South Sudan invites interested, eligible, and qualified suppliers, contractors, consultants, and service providers to apply for pre-qualification and registration in its procurement database.**

The purpose of this exercise is to establish and maintain an updated database of qualified suppliers capable of providing goods, works, and services to LWF South Sudan in accordance with its procurement policies and procedures.

Interested applicants are required to register through the LWF e-procurement portal, create a supplier account, complete the required information, upload all supporting documentation, and select the relevant business category or categories under which they wish to be registered.

3. E-Procurement Portal

Interested suppliers should access the LWF South Sudan e-procurement portal through the following link:

Portal: https://southsudan.lwfeprocurements.org

Through the portal, suppliers will be able to:

1. Register and create a supplier account.
2. Update company information and upload supporting documents.
3. Access procurement opportunities and tender notices.
4. Download solicitation and tender documents.
5. Prepare and submit bids electronically.



Suppliers with existing approved accounts are encouraged to log in using their current usernames and passwords and update their company profiles and supporting documents where necessary.

4. Required Documents

Applicants are required to upload the following documents, as applicable:

1. Certificate of Registration or Incorporation.
2. Valid Trading License.
3. Tax Identification Number (TIN) Certificate.
4. Valid Tax Clearance Certificate, where applicable.
5. Company Profile.
6. Bank Account Details or Bank Confirmation Letter.
7. Evidence of relevant experience and client references.
8. Any additional documents required by the e-procurement system or applicable to the selected business category.

Applicants are responsible for ensuring that all information provided is accurate, complete, and up to date.

5. Inquiries and Contact Information

For inquiries or clarification regarding the supplier pre-qualification and registration exercise, please contact LWF South Sudan through the following email address:

Email: procurement.southsudan@lutheranworld.org

6. Disclaimer

LWF South Sudan is under no obligation to accept any application or award any contract arising from this pre-qualification exercise. LWF reserves the right to accept or reject any application, annul the process in whole or in part, or cancel the exercise at any stage without assigning any reason or incurring any liability.

LWF further reserves the right to reject applications or terminate contracts where illegal, fraudulent, collusive, coercive, or corrupt practices are found to have influenced the procurement process or contract execution.

7. Anti-Corruption Statement

The Lutheran World Federation (LWF) maintains a **zero-tolerance policy towards bribery, kickbacks, fraud, and all forms of corruption.** Any attempt to improperly influence the procurement process will result in disqualification and may lead to further action in accordance with LWF policies and applicable laws.

Suppliers are strongly encouraged to report any suspected unethical conduct involving LWF staff or representatives through the following email address:

Email: complaints.southsudan@lutheranworld.org

LWF South Sudan is committed to transparency, fairness, accountability, and integrity in all its procurement activities.

Please note that the d**eadline for application shall be January 2027. Business categories, all vendors are requested to mention their main** categories of goods, works, and services required when applying.