

## Call for Prequalification of suppliers

**PUBLICATION REFERENCE: AFH/PQ23-25/001**

### Background

Access for Humanity (AFH) is a national, humanitarian, non-profit making, non-sectarian and developmental non-governmental organization, registered by the South Sudan Relief and Rehabilitation commission (RRC). AFH was founded by a group of a concerned South Sudanese professional from across the country with the aim of reaching out to all individuals and communities in need of humanitarian response across the country.

The mission of AFH is to actively provide access to and deliver humanitarian services to vulnerable people and communities in times of crises as well as developmental humanitarian services. AFH envisions to see well-informed communities that are free from health-related issues, free from food insecurity, where there is social justice and gender equity, where women are empowered and women's and children's rights are protected, where everyone live in peace and coherence with one another in a sustainable environment, and where humanitarian crises are prevented and/or challenged.

Access for Humanity invites qualified vendors to apply for prequalification, interested vendors/suppliers can submit their expression of interest to be included in the supplier's catalogue for the year 2023 – 2025.

You can drop an email to the below email addresses requesting for the supplies categories and other tender documents.

[okunisimon@accessforhumanity.org](mailto:okunisimon@accessforhumanity.org)

[moses@accessforhumanity.org](mailto:moses@accessforhumanity.org)



### **Requirements/Essential Documents**

Please provide a detailed and comprehensive company profile, which shall include among the following mandatory information below

- 1 Certified Copy of Certificate of Registration
- 2 Full Company Profile
- 3 Revenue Authority Tax Registration Certificate (Indicating TIN)
- 4 Valid Tax Compliance/Clearance of Certificate & import Licenses
- 5 Certificate of registration with South Sudan Chamber of Commerce
- 6 Articles, and memorandum of Association (including name of Directors/shareholders)
- 7 Air travel firms must be registered with the International Air Travel Association (IATA) and any other relevant bodies
- 8 Car Hire Firms, Taxis, (Evidence of having taken all the necessary insurance covers)
- 9 Valid Operations License
- 10 Audit reports for the last two years
- 11 Evidence of physical Office in Juba
- 12 A minimum of three reference letters from current clients. i.e., For the period 2020 – 2022
- 13 Financial Statement for the last three months in the name of the firm i.e., (January – March 2023)





### **How to apply**

This opportunity is open to all qualified companies. For inquiries, please contact AFH at [okunisimon@accessforhumanity.org](mailto:okunisimon@accessforhumanity.org) and [moses@accessforhumanity.org](mailto:moses@accessforhumanity.org).

The tender documents will be shared by the AFH admin upon request. Below is the email address for the AFH Admin. [okunisimon@accessforhumanity.org](mailto:okunisimon@accessforhumanity.org)

### **Submission and Dateline**

You can apply online by sending your application to the below mentioned email addresses

TO: [okunisimon@accessforhumanity.org](mailto:okunisimon@accessforhumanity.org)

cc: [moses@accessforhumanity.org](mailto:moses@accessforhumanity.org)     [khalifa@accessforhumanity.org](mailto:khalifa@accessforhumanity.org)  
[robertotto@accessforhumanity.org](mailto:robertotto@accessforhumanity.org)

Hard copies can be dropped to AFH office with below address

Gudele Block 7. Near Seven Eleven Supermarket. The dateline for submission of the application is **Friday, May 12<sup>th</sup> 2023**.

*Note: Please note that the publication of this tender Notice is not to implement or announce procurement. Late submission or any misconduct will lead to disqualification. No supplier will attend opening of the tender documents, but you will be notified by writing or email.*

