

VENDOR PREQUALIFICATION DOCUMENT

For Supply of Goods, Services, and Works

Financial Years 2026–2028

1. Invitation to Apply

The **Foundation for Inclusive Development (FID)** is a national non-governmental organization operating in South Sudan. FID invites eligible, qualified, and competent suppliers, service providers, and contractors to apply for **prequalification** for the supply of goods, provision of services, and execution of works for the period **2026–2028**.

The purpose of this prequalification exercise is to establish a database of approved vendors who may be invited to participate in procurement opportunities issued by FID from time to time.

Prequalification does not constitute a contract and does not guarantee award of any business.

2. About FID

Foundation for Inclusive Development (FID) is a South Sudanese national NGO committed to promoting inclusive development, community resilience, protection, accountability, and equitable access to opportunities for vulnerable populations.

FID implements programmes and operational activities that require the support of reliable and competent vendors in areas including supplies, services, logistics, infrastructure, consultancy, hospitality, and field operations.

To strengthen transparency, fairness, and value for money in procurement, FID is conducting this vendor prequalification exercise.

3. Objective of the Prequalification

The objective of this exercise is to:

- identify competent suppliers, contractors, and service providers.
- establish a vendor database for future procurement needs.
- improve procurement efficiency and competitiveness.
- ensure quality, compliance, and accountability in vendor engagement.

4. Scope of Prequalification

Interested applicants may apply under one or more of the categories listed below.



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VENDOR PREQUALIFICATION CATEGORIES (2026–2028)

A. Office Supplies and Equipment

Category Code	Category Name
FID/01	Supply of Office Stationery
FID/02	Supply of Office Furniture
FID/03	Supply of Computers, Laptops, and IT Equipment
FID/04	Supply of Printers, Photocopiers, and Accessories
FID/05	Supply of Toner, Ink, and Printing Consumables

B. Printing, Communication, and ICT Services

Category Code	Category Name
FID/06	Printing and Branding Services
FID/07	Graphic Design and Media Production
FID/08	Photography and Video Documentation
FID/09	ICT Support and Software Services
FID/33	Internet and Telecommunications Services

C. Logistics, Transport, and Fuel

Category Code	Category Name
FID/10	Vehicle Hire and Transportation Services
FID/11	Fuel Supply
FID/12	Vehicle Repair and Maintenance
FID/13	Spare Parts Supply
FID/14	Motorcycle Supply and Maintenance

D. Construction, Infrastructure, and Technical Works

Category Code	Category Name
FID/15	Construction Works
FID/16	Supply of Building Materials
FID/17	Borehole Drilling and Water Systems
FID/18	Solar Equipment Supply and Installation

E. Programme Supplies

Category Code	Category Name
FID/19	Food Supplies
FID/20	Non-Food Items (NFIs)
FID/21	Agricultural Inputs and Seeds
FID/22	Livestock and Veterinary Supplies



F. Professional and Consultancy Services

Category Code	Category Name
FID/23	Consultancy Services
FID/24	Training and Capacity Building Services
FID/25	Research and Assessments
FID/26	Monitoring and Evaluation Services
FID/27	External Audit Services

G. Hospitality and Event Services

Category Code	Category Name
FID/28	Catering Services
FID/29	Hotel Accommodation and Conference Facilities
FID/30	Event Management Services

H. Cleaning, Security, and Facility Support Services

Category Code	Category Name
FID/31	Cleaning Services
FID/32	Security Services
FID/34	Office Cleaning Materials Supply

5. Eligibility Requirements

Applicants must meet the following minimum requirements:

- legally registered business/company.
- valid trading license or equivalent operational authorization.
- tax identification number or tax registration, where applicable.
- physical business location and working contact details.
- relevant experience in the category applied for.
- financial and operational capacity to deliver.
- willingness to comply with FID procurement and ethical standards.

6. Required Documents

Applicants must submit the following:

1. Completed supplier application form
2. Company profile
3. Certificate of registration/incorporation
4. Valid trading license
5. Tax Identification Number (TIN) / tax certificate
6. Physical address and contact details
7. Bank details or bank reference letter



8. At least three business references
9. Indicative price list for goods/services applied for
10. Copies of any category-specific permits, certifications, or licenses
11. Signed declaration form
12. Signed conflict of interest disclosure, if applicable

Incomplete applications may be rejected.

7. Indicative Price List Requirement

All applicants must submit an **indicative price list** for the category or categories applied for.

The purpose of the price list is to:

- help FID conduct market analysis.
- assess typical market pricing.
- support internal budgeting and planning.

Important:

- The price list is **indicative only**.
- It does **not constitute a binding quotation**.
- Final procurement will still be subject to quotation, tender, or competitive bidding processes.

Price lists should include:

- item/service description
- unit of measure
- unit price
- currency
- remarks, where necessary



8. Evaluation Criteria

Applications will be evaluated using the following criteria:

Criteria	Weight
Company profile and experience	30%
Technical capacity	25%
Financial stability and operational ability	20%
Compliance documents	15%
Client references	10%
Total	100%

Only applicants meeting the minimum threshold determined by FID will be prequalified.

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9. Ethical and Compliance Requirements

All prequalified vendors will be expected to comply with FID's ethical and operational standards, including:

- integrity and honesty in business dealings.
- no bribery, fraud, corruption, or collusion.
- respect for safeguarding and protection standards.
- respect for labor and legal obligations.
- willingness to provide supporting documentation when requested.

FID reserves the right to disqualify vendors involved in unethical or unlawful conduct.

10. Conflict of Interest

Applicants must disclose any actual or potential conflict of interest with FID staff, Board members, or representatives.

Failure to disclose relevant conflicts of interest may result in disqualification.

Submission Instructions

Applications should be submitted in a sealed envelope clearly marked:

“Vendor Prequalification Application – [Insert Category Code and Category Name]”

and addressed to:

The Procurement Committee

Foundation for Inclusive Development (FID)
Gudele Block 7, Next to Gudele Hospital.
South Sudan

Or by email to: procurement@fid-ss.org

Copy (CC): a.david@fid-ss.org i.peter@fid-ss.org a.john@fid-ss.org

12. Deadline for Submission

All applications must be received on or before:

Date: 31th /03/2026

Time: 3:00pm (CAT)

Late submissions will not be considered.



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13. Clarifications

For any clarification regarding this prequalification process, applicants may contact:

Contact Person: Peter Inyani James
Phone: +211923566515 / 0981900441
Email: info@fid-ss.org

14. Reservation of Rights

FID reserves the right to:

- accept or reject any application.
- verify any information submitted.
- request additional clarification or documentation.
- cancel or amend the prequalification process without notice.
- prequalify suppliers for some categories and not others.

FID is not bound to explain its decisions.

