



UNIDOR- South Sudan  
Juba Office, Tongpiny, off kololo road  
American embassy after catholic University

**DATE: 29/02/2024**

**CALL FOR PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS  
FOR THE YEAR 2024,2025 AND 2026:**

**1) INTRODUCTION**

Universal Intervention and Development Organisation (UNIDOR) South Sudan is calling for applications for pre-qualification from competent and qualified suppliers and service providers for the provision of various categories of goods and services for the year 2024, 2025 and 2026. The pre-qualification will be followed by a Request for Quotations (RFQ), Invitation to Bid (ITB) and/or Request for Proposal (RFP) which may result in Long Term Agreements with the successful bidders.

Companies that wish to participate in the process are required to complete the application forms indicating the categories for which the applications are being submitted. In addition to requirements in the pre-qualification application form, the interested applicants must provide the following documents/information:

**2) MANDATORY DOCUMENTATION AND INFORMATION:**

- A. Certificate of registration of business (in Country where company was registered)
- B. Revenue Authority Tax Registration Certificate (Indicating TIN)
- C. Tax Clearance Certificate (Must be Valid for the period of one year).
- D. Certificate of registration with South Sudanese Chamber of Commerce (for South Sudan registered companies)
- E. Valid Operation and/or Trading Licence (whichever is applicable)

- F. Articles and Memorandum of Association (*it is mandatory that you submit the entire document*)
- G. Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of the principle partners will suffice)
- H. Official Business physical, postal, telephone and email addresses
- I. Twelve Months **Certified Bank Statement** for the period ended 31<sup>th</sup> Dec, 2023
- J. Reference and recommendations from at least 5 present and 5 past clients with whom your firm has done business for the category being bided for
- K. Proof of substantial contracts/orders completed in the last **18 months** for the specific category your are bidding for
- L. Fully and satisfactorily completed Prequalification Form specifying the category your firm is bidding for

### 3) SUBMISSION ADDRESS:

UNIDOR- South Sudan  
Juba Office, Tongpiny, off kololo road  
American embassy after catholic University

**Note:** Any submission made through any other address or means respectively, shall not be honoured and UNIDOR- South Sudan shall not accept any responsibility whatsoever.

### 4) LABELLING AND MARKING OF SUBMISSIONS:

Submissions **MUST** be contained in a Single large Envelope clearly labelled “Application for pre-qualification as a Supplier/Service provider (whichever is applicable)” and **MUST indicate the category for which you are applying.**

### 5) DEADLINE FOR REQUEST FOR CLARIFICATION AND SUBMISSION OF DOCUMENTATION:

Any requests for clarifications should be made in writing only and addressed to the Procurement and logistics Manager and officer at the following address:

nyak@unidorss.org/okumuj@unidorss.org and **MUST** be received before or not later than **18<sup>th</sup> MARCH, 2024, 16:00pm.**

The closing date for submitting a complete pre-qualification application is **25<sup>th</sup> MARCH, 2024, 1600hrs, East Africa Standard Time.**

**6) ACCESSING THE PREQUALIFICATION FORMS AND DETAILS:**

Detailed pre-qualification application forms are available at the following UNIDOR head Office specified in section (3) and [South Sudan NGO Forum platform \(Accessible online\)](#).

**7) SELECTION CRITERIA:**

ONLY companies that fully and satisfactorily meet the requirements listed in **Section 2** above (***Mandatory information and documentation***), the Vendor Prequalification Form and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

**BIDDERS WILL BE EVALUATED AND SCORED BASED ON THE FOLLOWING CRITERIA DETERMINED FROM REQUIREMENTS LISTED IN SECTION 2 ABOVE:**

S/NO.	DESCRIPTIONS	SECTIONS (2)	MARKS
1	Satisfactory proof of legality of company existence	(A, D, E, F and H)	<b>30</b>
2	Satisfactory proof of tax compliance	(B, 3)	20
3	Satisfactory proof of adequate financial capacity	(G and I)	30
4	Satisfactory proof of bidder's business worthiness	(J, K and L)	20

**Note:** Only bidders whose submissions score a minimum of 75 marks from the evaluation will be pre-qualified.

## **8) FEEDBACK TO SUCCESSFUL/UNSUCCESSFUL APPLICANTS:**

A list of successful applicants will be drawn and posted at UNIDOR South Sudan Offices in South Sudan and successful applicants will be advised by email within two (2) weeks from date of closure of receipt of applications.

In case you submit an application form for pre-qualification but don't hear from us 4 weeks after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made by UNIDOR South Sudan to the unsuccessful bidder(s).

## **9) DISCLAIMER:**

- A. This is only an invitation for prequalification and UNIDOR South Sudan may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and UNIDOR South Sudan
- B. UNIDOR South Sudan is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final
- C. The bidder is fully liable for any cost incurred in the preparation and submission of their application.