



ALIGHT – SOUTH SUDAN PROGRAM

**INVITATION FOR EXPRESSION OF INTEREST (EoI) FOR VENDOR PRE-QUALIFICATION
(JUBA, SOUTH SUDAN)**

Category: _____

1. APPLICATION SUBMISSION SHEET.

We, the undersigned, apply to be pre-qualified for the provision of goods and services to

ALIGHT 2024 financial years and declare that:

- a) We have examined and have no reservations to the Pre-Qualification Document and Instructions.
- b) We, including any subcontractors or suppliers for any part of the contract subject to this prequalification process, have the technical and financial capabilities to undertake the provision of the required goods and services.
- c) We, including any subcontractors or suppliers for any part of the contract subject to this prequalification do not have any conflict of interest, in accordance with the South Sudan Public Procurement laws, ALIGHT procurement manual any procurement guidelines stipulated by ALIGHT South Sudan donors and partners.
- d) We, including any subcontractors or suppliers for any part of the contract subject to this prequalification, have not been declared ineligible to supply goods and services under the South Sudan laws or official regulations.
- e) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

Signed _____

Name _____ Date _____

In the Capacity of _____



Duly authorized to sign the application for and on behalf of:
Applicant's Legal Name (Organization) _____

Address _____

Date _____ Official Stamp _____

2. Alight South Sudan – Vendor Registration Form

Completion of the following form, along with provision of a trading license is mandatory for registration as a supplier-vendor with Alight South Sudan.

The following form contains five (5) sections and should be completed in English preferably electronically or in BLOCK CAPITALS.

Please return this completed form with a copy of a trading licenses in a sealed envelope to Alight South Sudan Office, at Kololo, off Ministries Road, Juba. South Sudan.

For enquiries regarding completion of this form please contact Alight South Sudan via email procurement.juba@Wearealight.org or Telephone 0921 498 128, 0920 674 173 during office hours.

Thank you for your time and effort.

ALIGHT VENDOR REGISTRATION FORM

Section 1: Company Details and General Information

1. Name of Company: _____

2. Street Address: Postal Code: City:	3. P.O. Box and Mailing Address:
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4. Tel:	5. Fax:
6. Email:	7. WWW Address:

8. Contact Name and Title: _____

9. Parent Company (Full legal Name): _____



10. Subsidiaries, Associates and-or Overseas Representative(s) - (attach a List if necessary):

11. Type of Business (Mark one only):

Corporate- Limited: Partnership: Other (specify):

12. Nature of Business:

Manufacturer: Authorised Agent: Trader: Consulting Company: Other (specify):

13 Year Established:

14. Number of Full-time Employees:

15. Licence no.-State where registered:

16. VAT No.-Tax ID:

17. Technical Documents available in:

English French Swahili Russian Arabic Chinese Other (specify) _____

18. Working Languages:

English French Swahili Russian Arabic Chinese Other (specify) _____

Section 2: Financial Information

19. Annual Value of Total Sales for the last 3 Years:

Year ____: USD _____ Year ____: USD _____ Year ____: USD _____

20. Annual Value of Import/Export Sales for the last 3 Years:

Year ____: USD _____ Year ____: USD _____ Year ____: USD _____

21. Bank Name:

Swift-BIC Address:

22. Bank Account Number:

Account Name:

23. Please provide a copy of the company's most recent Annual or Audited Financial Report.



Section 3: Technical Capability and Information on Goods - Services Offered

24. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

25. International Offices-Representation (Countries where the Company has local Offices-Representation):

26. For Goods only, do those offered for Supply conform to National-International Quality Standards?
 Yes No

27. List below your core Goods-Services offered:

Code	Description (one Line for each Item)	National-International Quality Standard to which Item conforms

Section 4: Experience

28. Recent Contracts with International Aid Organisations and-or the United Nations:

<u>Organisation:</u>	<u>Value:</u>	<u>Year:</u>	<u>Goods-Services Supplied:</u>	<u>Destination:</u>
	USD _____	_____	_____	_____
	USD _____	_____	_____	_____

29. To which Countries has your Company exported and-or managed Projects over the last 3 Years?



Section 5: Other

30. Does your Company have a written Statement of its Environmental Policy or of its ethical Purchasing Policy? (If yes, please attach a Copy)

Yes No

31. Please list any Disputes your Company has been involved in with Intl. Aid Organisations and-or UN Organisations over the last 3 Years:

32. List any National or International Trade or Professional Organisations of which your Company is a Member.

33. Certification:

I, the undersigned, hereby accept the basic Terms and Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:

Name

Functional Title

Signature

Date

NOTE: Please be informed that Alight does not do business with companies or any of their affiliates or subsidiaries that engage in any practice inconsistent with the ethical procurement policy developed by Oxfam and supported by Alight. This policy commits Alight to strive to purchase goods and services that are produced under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment. This policy statement is supported by a Code of Conduct that details core labor standards, based on the conventions of the International Labor Organization: Employment is freely chosen, freedom of association and the right to collective bargaining are respected, working conditions are safe and hygienic, no child labor-protection of children is ensured, living wages are paid, working hours are not excessive, no discrimination is practiced, regular employment is provided and no harsh or inhumane treatment is allowed. In addition, alight does not do business with companies that engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.



INSTRUCTIONS FOR COMPLETION

The form should be written in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Email address.
6. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet if necessary, names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. If the company is a manufacturer of some products and a trader-agent of others, which they do not manufacture, both boxes should be ticked.
13. Indicate the year in which the organisation was established under the name shown in Item 1.
14. Indicate the total number of full-time personnel in the company.
15. Provide the license number under which the company is registered, or the State where it is registered.
16. Provide the VAT number or Tax ID of the company.
17. Please tick the boxes for which languages the company is able to provide technical documents. Please specify other languages.
18. Please tick the boxes for which languages the company is able to work in. Please specify other languages.
19. Provide the total annual sales for the organisation for the last 3 financial years in USD.
20. Provide the total export sales for the organisation for the last 3 financial years in USD.
21. Provide the full name, address and SWIFT address of the bank used by the company.
22. Provide the company's bank account number and the account name.



23. Please provide a copy of your most recent annual report or audited financial report.
24. List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your company and provide a copy of the latest certificates.
25. List all countries where the company has local offices or representation.
26. Indicate whether the company's products conform to national-international standards. If yes, please attach copies of the certificates.
27. Please list up to 15 of the core goods-services offered. For each item, list the National-International Quality Standard to which it conforms.
28. Enter the name(s) of International Aid or UN organisations, which your company has dealt with recently. Provide the value and the year of the contract, the goods-services supplied and the country of destination of each contract. If you have had more than 7 of such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organisations in the UN system are: UN; UNCTAD; UNEP; UNCHS (Habitat); UNICEF; UNDP; WFP; UNHCR; UNRWA; UNFPA; UNOPS; UNU; ILO; FAO; UNESCO; ICAO; WHO; WB; IMF; UPU; ITU; WMO; IMO; WTO; WIPO; IAPSO; IFAD; UNIDO; IAEA; ITC; ECA; ECE; ECLAC; ESCAP; ESCWA.
29. List export markets, in particular, all developing countries to which your company has exported over the last 3 years.
30. The Earth Summit, held in Rio de Janeiro in 1992, emphasised the necessity to protect and renew the earth's limited resources. Agenda 21 was adopted by 178 governments and lays an emphasis for the UN to exercise leadership, i.e. towards promoting environmental sensitive procurement policies for goods and services. Please indicate whether your company has a written statement of its Environmental Policy and, if so, please provide a copy. Similarly, please provide your company's policy on ethical purchasing if your company has one.
31. List all disputes with International Aid or UN organisations which your company has been involved in over the last 3 years. If more space is required, please use a separate sheet.
32. Provide details of all national and international trade or professional organisations to which your company belongs.
33. Please read the enclosed Alight Terms and Conditions carefully, as signature of the form signifies acceptance. The form should be signed by the person completing it and their name and title should be typed, along with the date.