



# JOHANNITER

## **CALL FOR PRE-QUALIFICATION OF SUPPLIERS IN JUBA – (2022-2024)** **Re-Advertised**

Johanniter is a German Christian Not for profit non-governmental organisation running eight integrated projects in former Western Bahr el Ghazal State (WBeG) and Eastern Equatoria State of South Sudan focusing on maternal and basic health, nutrition (CMAM), WASH and GBV/Protection. Its overall objective is to reduce people's vulnerability, specifically through contributing to morbidity and mortality reduction by improving the population's health and nutrition status. Furthermore, improved access to water, sanitation and hygiene (WASH), and protection services are an existential part of Johanniter's South Sudan programme.

Johanniter seeks to invite interested and eligible companies to submit their application for prequalification for the period of (2022 – 2024) under various categories listed below to support its work in South Sudan. This process will not result into framework agreements or any other contract but rather supplement our database of suppliers with which we will engage with on a regularly basis.

### **Nature of Goods, services or works**

<b>Reference No.</b>	<b>Category</b>
JUB/0001/2022-2024	Supply of Human Pharmaceuticals and Medical Equipment
JUB/0002/2022-2024	Supply of General Office Stationery
JUB/0003/2022-2024	Supply of General Guest House/Office Consumables
JUB/0004/2022-2024	Supply of Drinking Water (18L Jumbo Bottles)

### **Submission of Offer**

- Company profile.
- Company registration certificate/incorporation including Articles & Memorandum of Association.
- Tax registration and clearance certificate.
- Relevant registration/membership from professional regulatory body e.g. Drug regulatory authority, Chambers of commerce etc.
- Trading/operational License.
- Bank statement for at least the last 6 months.
- Audited financial accounts for at least the last 2 years.
- List of similar contracts in South Sudan including their value, copies of LPOs and contracts (Company name, Business value and contact person).
- Signed and stamped Declaration of Suppliers (*Copy provided below*).
- Signed and stamped Prequalification Questionnaire (*Copy provided below*). .

Complete applications for each category must be submitted in a separate sealed envelope (s) clearly marked "**Vendor Pre-qualification 2022-2024 with Reference and Category**" to Johanniter Office in Juba located on Plot 60 & 65, Block 3K, Kololo Road, 092 1059597 on/or before 8th April 2022, 4:00PM local time.

**Pre-qualification Questionnaire** *(All information provided in the questionnaire will be treated as confidential)*

<b>Company Name</b>			
<b>Address</b>	<b>Registered Address (Plot/House No)</b>	<b>City / District</b>	<b>Postal code</b>
<b>Owner(s) Details</b>	<b>Name</b>	<b>Official Position</b>	
<b>Tax and License registration no.</b>	<b>Tax Identification number</b>	<b>Company Registration Number</b>	
<b>Legal form of Business Registration</b> <i>Company, Partnership, Joint Venture, Sole Proprietorship, Others etc.</i>			
<b>Contact person</b>	<b>Name</b>		
	<b>Official Position</b>		
	<b>Email Contact</b>		
	<b>Phone Contact</b>		
<b>Which category of goods or services does the company offer?</b>			
<b>Have you already worked with NGOs?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes: Name(s) <i>(Provide references and evidence of work completed)</i>
<b>Value of Annual Turnover for the last 12 months. (Provide evidence)</b>			
<b>Number of employees</b>			
<b>Average delivery time of goods/services offered</b>		<i>(Specify for various categories of goods/services when different)</i>	

<b>Standard terms of Payment</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cheque		
<b>Do you offer follow up and support services for the goods/services provided?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please specify:
<b>Do you give a guarantee for your goods/services?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how long and in which scale: <i>(Specify for various categories of goods/services when different)</i>
<b>How do you ensure the quality of the goods/services offered?</b>	<input type="checkbox"/> Sample inspection <input type="checkbox"/> Quality agreements <input type="checkbox"/> Product know-how <input type="checkbox"/> Supplier visits <input type="checkbox"/> Reference check <input type="checkbox"/> Work trials <input type="checkbox"/> Others (explain):		
<b>Do you offer a standard price list for your goods/services?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Attached to file <input type="checkbox"/>
<b>Are there ties between you and any employee of Johanniter International Assistance?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, whom and in what relationship:

**Certification of Submission:** I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible. I also authorize Johanniter to validate all claims with the concerned parties and accept to be included in Johanniters data base of pre-qualified suppliers once all conditions are met. :

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration of Suppliers (*Mandatory requirement to be signed by all potential suppliers*)**

DECLARATION OF SUPPLIERS

We \_\_\_\_\_ [company name] \_\_\_\_\_ herewith declare that

- a) we do respect basic social rights and working conditions based on international labour standards and condemn the exploitation of child labour;
- b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;
- d) we have not been guilty of grave professional misconduct;
- e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;
- f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;
- g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;
- h) we are not subject to a conflict of interest with regard to this tender. We declare that the price on the bid attached is a market competitive offer from my organization, and we are submitting to this procurement process without any conflict of interest, or the provision / receipt of any commission, gift, bribe, gratuity or remuneration of any kind.
- i) we are not guilty of misrepresentation in supplying the information required by Johanniter as a condition of participation in the contract procedure.
- j) we do not perform any act or omit to perform any act, including any misrepresentation, in order to knowingly mislead, or attempt to knowingly mislead JOHANNITER and/or any other party to obtain a financial or other benefit or to avoid any obligation ("Fraudulent Practice");
- k) we do not offer, give, receive or solicit, directly or indirectly, or attempt to offer, give, receive or solicit, directly or indirectly, anything of value to improperly influence the actions of JOHANNITER and/or any other party ("Corrupt Practice");
- l) we do not enter into any arrangements with any other party or parties that are designed to achieve an improper purpose, including but not limited to improperly influencing the actions of JOHANNITER and/or any other party or engaging in price fixing ("Collusive Practice", and together with "Fraudulent Practices and Corrupt Practices", "Prohibited Practices").

- m) we do not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, whether in cash or in kind, directly or indirectly.
- n) we verify that no support or resources are provided to individuals or entities associated with terrorism as designated on the „Consolidated list of persons, groups and entities subject to EU financial sanctions“ maintained by the European Commission or by any other similar sanction list of individuals and entities that may be established by the United Nations Security Council or the United States of America.
- o) we do not engage in acts that directly support or advance trafficking in persons, including the following acts:
  - i. destroying, concealing, confiscating, or otherwise denying an employee access to that employee’s identity or immigration documents;
  - ii. failing to provide return transportation or pay for return transportation costs to an employee from a country to the country from which the employee was recruited upon the end of employment if requested by the employee.
  - iii. soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment.
- p) we do respect applicable law relating to anti-money laundering in the execution of our contracts.

**General statements:**

- 1.1 The contractor shall communicate these fundamentals of JOHANNITER’s Policy to its management, employees, subcontractors and agents and shall take all reasonable measures to ensure that such persons do not engage in prohibited practices.
- 1.2 The contractor shall immediately disclose to JOHANNITER any actual, apparent, potential or attempted prohibited practice that the contractor becomes aware of. To that end, the contractor shall fully cooperate, and shall take all reasonable steps to ensure that its management, employees, subcontractors and agents fully cooperate with any investigation of prohibited practices by JOHANNITER, including by complying with all reasonable requests from JOHANNITER to gain access to and inspect any records, documents and other relevant information.
- 1.3 JOHANNITER is committed to the protection of vulnerable populations in humanitarian crisis, including from sexual exploitation and abuse. By entering into a contract with JOHANNITER, the contractor undertakes to ensure that its personnel, agents and subcontractors conform to the highest standards of moral and ethical conduct.

The contractor expressly acknowledges and agrees that:

- a) Any breach of this policy by the contractor or by any of its management, employees, subcontractors or agents constitutes a material breach of the contracts, which entitles JOHANNITER to immediately terminate a contract without incurring any liability to the contractor; and
- b) In the event that JOHANNITER were to determine through an investigation or otherwise that a prohibited practice occurred, JOHANNITER shall have, in addition to its right to immediately terminate the contract, the rights to:
  - i. apply and enforce the relevant sanctions in accordance with its internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and
  - ii. recover all losses, financial or otherwise, suffered by JOHANNITER in connection with such prohibited practices.

\_\_\_\_\_  
Date & Signature

\_\_\_\_\_  
Name of company

\_\_\_\_\_  
Name in printed letters

Stamp