



VÉTÉRINAIRES  
SANS FRONTIÈRES  
SUISSE  
member of VSF International

# VSF SUISSE SOUTH SUDAN PROGRAM



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**[2026 - 2027]**

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## 1. GENERAL INSTRUCTIONS.

Non-Governmental Organizations are obliged to account for donor money in transparent and auditable manners. It is this reason that we have chosen an open Pre-qualification procedure to find reliable and predictable suppliers to achieve our procurement goal. Those interested are requested to provide basic company information guided by the questions listed below:

- 1) Provide all the information as per the pre-qualification document.
- 2) Clearly indicate the procurement category being applied for.
- 3) VSF-Suisse will examine the document for completeness and responsiveness to the Prequalification Questionnaire (PQQ) Requirements. Incorrect information will render the document ineligible
- 4) The Prequalification package should be submitted bound with all pages numbered, countersigned and stamped.
- 5) The Prequalification committee shall not be responsible for loss of documents through loose binding.

### Important Notes for Applicants

- A. The sole purpose of this document is to assist VSF-Switzerland (VSF-Suisse) in identification and evaluation of potential suppliers who may subsequently be invited to tender or provide quotes for supply of goods and/or services within the respective procurement categories for the year 2026 – 2027.
- B. A separate Questionnaire shall be filled out for **EACH PROCUREMENT CATEGORY** applied for.
- C. The Questionnaires shall be filled in English and shall be prepared in Indelible ink.
- D. Any Corrections must be initialed by the person or persons who sign(s) the document: Otherwise, the application will be voided.
- E. Answer all questions and where the question is not applicable, indicate an **N/A**. Where necessary, answers shall be provided on separate sheets.
- F. The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided.
- G. As part of this review process, the prequalification committee may request the applicant for a site Visit its premises.
- H. The information provided herein is strictly confidential.
- I. Successful applicants will be included in the **VSF-Suisse Suppliers Catalogue for 2026-2027**.

## 2. GENERAL BUSSINESS QUESTIONNAIRE



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**A. GENERAL BUSSINESS INFORMATION.****CATEGORY APPLIED.....**

<b>PARTICULARS</b>	<b>RESPONSE</b>
Full Registered Name of Organization:	
Form of Company i.e Ltd, Sole proprietorship	
Company Owners.	
Name of Directors:	
Is the Business an Agent, Broker, Retailer, Manufacturer, principle service Provider?	
Full Physical and Registered address of principal place of Business: <b>Full Postal address of the principle Place of Business.</b>	
Telephone Numbers (S):	
Fax Number:	
Email address:	
Website address:	
Contact Person within the organization to whom enquiries about this bid should be directed:	NAME:
	TITLE:
	TEL:
	FAX:
	EMAIL:

**B. COMPANY PROFILE.**

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

- I. Company Background, Core business focus area, products, services, technical activities, years of business operation.
- II. Copies of the following certificates:
  - Valid Certificates of Incorporation/Registration.
  - Valid Tax Clearance Certificates
  - Valid operations license
  - Valid certificate of commerce.
  - Valid Tax Identification Certificate.



➤ Valid license with the department of Civil works, where applicable

- III. Certified Bank statement for the most recent six months.
- IV. At Least FOUR Latest Trade References/Recommendations from your Main Clients – (Must be within the last Two Years) with evidence of completion certificate, contract or LPO required

**Note:** *You are at liberty to include any other information that may be relevant to the application.*

### C. DECLARATION

I/WE the Undersigned declare that to the best of my/Our knowledge the answers submitted (and any supporting documentation together with the details of the attached Company profiles) are correct.

#### FORM COMPLETED, CERTIFIED AND STAMPED BY:

Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Email:	
Signature:	
Stamp/Seal:	

### D. 2026/2027 VSF-SUISSE PROCUREMENT CATEGORIES.

Lot No	Category	Reference Number	Category Description
1	Admin/Office Supplies	VSF-CH/OJ/01/2026-2027	Supply of General Office Supplies
		VSF-CH/OJ/02/2026-2027	Printing and Supply of Visibility Items/Materials.
		VSF-CH/OJ/03/2026-2027	Supply of Office Equipment, Furniture and Fittings.
2	Information Technology	VSF-CH/OJ/04/2026-2027	Supply of computers, Printers, Networking & Other Computers/Server Parts/Software & Services Repairs - Computer Equipment.
		VSF-CH/OJ/05/2026-2027	Supply of Communication Equipment and Parts (HF/VHF Radio, Thuraya, VSAT) & Services and Repairs - Communication Equipment
		VSF-CH/OJ/06/2026-2027	Software/Web Development/IT Support Services. / Internet provision
3		VSF-CH/OJ/07/2026-2027	Supply of Automobile Tires, Batteries and Other Accessories



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	Motor Vehicle/Mechanical/Fuel/Spares	VSF-CH/OJ/08/2026-2027	Supply of Motor Vehicle
		VSF-CH/OJ/09/2026-2027	Supply of Motor Fuel and Lubricants.
		VSF-CH/OJ/10/2026-2027	Motor Vehicle Parts and Repair Services.
4	Motor Bikes/Power Saw	VSF-CH/OJ/11/2026-2027	Supply Of Motor Bikes & Accessories
5	Veterinary Drugs, Equipment & Vaccines	VSF-CH/OJ/12/2026-2027	Veterinary Drugs, Equipment, supplies & Vaccines.
		VSF-CH/OJ/13/2026-2027	Dairy Equipment/Supplies
6	Agricultural inputs	VSF-CH/OJ/14/2026-2027	Agriculture Tools & Equipment.
		VSF-CH/OJ/15/2026-2027	Seeds & Seedlings.
7	Solar Equipment's	VSF-CH/OJ/16/2026-2027	Supply of Solar Systems and Equipment
8	Generator	VSF-CH/OJ/17/2026-2027	Supply of Generators & Parts.
		VSF-CH/OJ/18/2026-2027	Repair of Generators & Parts
		VSF-CH/OJ/19/2026-2027	Generator Services
9	Transport /Logistics	VSF-CH/OJ/20/2026-2027	Air Travel Agency Services
		VSF-CH/OJ/20/2026-2027	Taxi Services
		VSF-CH/OJ/21/2026-2027	Clearing And forwarding Agents
		VSF-CH/OJ/22/2026-2027	Transport Haulage & Car Hire
10	Hardware & Building Materials	VSF-CH/OJ/23/2026-2027	General Building Materials I.E Nails Glassware
		VSF-CH/OJ/24/2026-2027	Plumbing Materials
		VSF-CH/OJ/25/2026-2027	Wood Materials
		VSF-CH/OJ/26/2026-2027	Manufacturers (Plastics Cement, Shoes Mattresses)
		VSF-CH/OJ/27/2026-2027	Metal Works
		VSF-CH/OJ/28/2026-2027	Building Tools & Hardware.
11	Equipment Items	VSF-CH/OJ/29/2026-2027	Emergency Equipment & Non-Food Items E.g. Buckets, Cooking Pots, Blankets.e.t.c
12	Camping Equipment's and Accommodations	VSF-CH/OJ/30/2026-2027	Tent & Camping Equipment's
		VSF-CH/OJ/31/2026-2027	Staff Accommodation
13	Consultancies	VSF-CH/OJ/32/2026-2027	Project Management-Participatory Planning, monitoring & Evaluation.
			Project Management-PRA/Needs Assessments & Baseline Survey
			Project Management-Donor Proposal Writing-World Bank/EC/ECHO/USAID
		VSF-CH/OJ/33/2026-2027	Project Management-Community Managed Disaster Risk Reduction
			Project Management-Value Chain Management
			Project Management-Daily Milk Technology.
		VSF-CH/OJ/34/2026-2027	Project Management-Lab Analysis Services.
			Administration-HR Management & Organizational Development Services
			Administration-HR Recruitment & Placement Services
			Project Audits
VSF-CH/OJ/35/2026-2027	Institutional Audit		

### 3. PREQUALIFICATION EVALUATION CRITERIA



This stage concerns the criteria and scoring used to assess the legal, technical/professional, economic and financial capacity of the applicant to satisfactorily perform the intended work in the bid.

### INFORMATION POINTS SCORE

	INFORMATION Description	SCORES		AWARDED	
		Points	Total	Points	Total
	Organization details				
<b>1</b>	<b>Legal Establishment/Compliance</b>		<b>16</b>		
1.1.	Certificate of Incorporation - Legal registration document	6			
1.2.	Physical location	3			
1.3.	Business/Professional Permit, license	2			
1.4.	TIN registration	3			
1.5.	Any other license/certificate	2			
<b>2</b>	<b>Company profile details</b>		<b>24</b>		
2.1.	Relevance of Core business to Category applied	10			
2.2.	relevant Business activities & adequate resources level	8			
2.3.	Concern on relevance of Business activities/resources to the category	3			
2.4.	irrelevant Business activities to the category/No response provided	0			
2.5.	Registration with a relevant profession / Trade body	3			
<b>3</b>	<b>Technical &amp; Professional Capacity</b>		<b>14</b>		
3.1.	Man power and managerial capabilities	4			
3.2.	Organ-gram with Clear specialization of functions	3			
3.3.	CV of at least 2 key management personnel	4			
3.4.	List of Key permanent staff to support procurement category applied for	1			
3.5.	List of key relevant Assets at disposal	2			
<b>4</b>	<b>Financial &amp; Economic Capacity</b>		<b>25</b>		
4.1.	Audited Financial statements/Bank Reference	7			
4.2.	Financial statements provided for the past 2 years	7			
4.3.	Financial statements provided for the past 1 of the year	3			
4.4.	Financial statement not provided	0			



4.5.	Recommendation letter from the Bank/Bank Grantee	4		
4.6.	Availed Bank statement for the last 12 months	4		
<b>5</b>	<b>Past Experience/2 Trade references/ Recommendations (in similar supplies)</b>		<b>16</b>	
5.1.	Latest & relevant Trade references/ Recommendations	10		
5.2.	Relevant but insufficient references/ Recommendations	2		
5.3.	Relevant but old references	4		
5.4.	Irrelevant or No references	0		
<b>6</b>	<b>Declaration Statement " in the PQQ is signed and stamped"</b>		<b>5</b>	
6.1	Signing and stamping of the PQQ	5		
	<b>Total</b>		<b>100</b>	

#### 4. PRE-QUALIFICATION SCHEDULE/TIMELINE

No.	PREQUALIFICATION PROCEDURES	DATES	
		From	To
1	Advertisement	5 <sup>th</sup> February 2026	20 <sup>th</sup> February 2026
2	Prequalification Document Submission	6 <sup>th</sup> February 2026	20 <sup>th</sup> February 2026
<b>3</b>	<b>Opening of Documents</b>	24 <sup>th</sup> February 2026 10.00 am	24 <sup>th</sup> February 2026 11.00 am
4	Pre – Analysis Process	25 <sup>th</sup> February 2026	27 <sup>th</sup> February 2026
5	Site Visits by different teams	Up to 3 <sup>rd</sup> March 2026	
6	Validation of Prequalification Documents		
7	Final Evaluation / Selection	28 <sup>th</sup> February 2024	28 <sup>th</sup> February 2024
8	Results Notification to Approved Applicants	5 <sup>th</sup> March 2026	



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## 5. COLLECTION PROCEDURES.

Interested and eligible firms can obtain a complete prequalification document containing detailed information on the Prequalification criteria from VSF-Suisse office during official working hours between **10.00am to 3:00pm** Monday and Friday

A complete Pre-Qualification document for all categories may be purchased upon payment of a non-refundable fee of **fifty United States Dollars (USD 50)** for all categories in cash payable to **VSF-Suisse** upon acquisition of prequalification document.

## 6. SUBMISSION PROCEDURES

Prequalification documents must be submitted in plain sealed envelope (s) clearly marked **“Prequalification of suppliers for 2026 – 2027”** with **category reference number** addressed to:

**THE CHAIRPERSON  
TENDER COMMITTEE  
VÉTÉRINAIRES SANS FRONTIÈRES SUISSE  
Hai Jerusalem, Plot No. 7 Block BX, Jerusalem Apartments, East of Twin  
Towers Super Market and Apartments, Juba, South Sudan  
Office Tel: +211 (0) 924333535  
E-Mail: Office.Juba@vsf-suisse.org**

Expression of interest documents should be deposited into the tender box at VSF Suisse office during working hours not later than **20<sup>th</sup> February 2026 at 4.30 pm** in addition to a **registration deposit of USD 50 non-refundable** fee paid at VSF Suisse office upon collection of prequalification document and ensure collecting a receipt for the paid amount. The prequalification documents will be opened at VSF Suisse offices/ or any other designated venue on **24<sup>th</sup> February 2026 at 10.00 am** and can be witnessed by the applicants or their representatives.

VSF Suisse reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof including notification for unsuccessful applicants. Any canvassing or late submission will lead to automatic disqualification.

## 7. GUIDING PRINCIPLES ON SAFEGUARDING

VSF Suisse has zero tolerance for sexual exploitation, abuse and harassment policies which includes its associated parties and contractors. This means that any perpetrators are to be held to account with respect to do no harm approaches, respect and confidentiality. We encourage contracted personnel to report through relevant channels.



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