



SUBJECT: PRE- QUALIFICATION OF SUPPLIERS FOR THE YEAR 2021/2022

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Form 1: Applicant Information Form

[The Applicant shall PROVIDE all the requirements listed in this form as attachments in a folio and attest to completion and submission of the same. No alterations to the requirements shall be permitted and no substitutions shall be accepted.]

Date: *(of Submission)*

REQUIRED DOCUMENTS SUBMITTED?

- a. Complete address and contact information of the Company/vendor;
- c. Product catalog and price list;
- d. Company chart (list of Directors and their titles full details);
- e. Legal documents authorizing your operation and the sale of your goods (Valid Certificate of Incorporation (Including a copy of the updated stamp), Valid business Operation license, Valid Tax Clearance Certificate.
- f. A list of the at most five referees within the past 24 months and recommendations.
- g. A copy of the vendor's standard operating procedures related to their quality assurance program;
- h. Names and full details of the individuals responsible for the quality assurance of products (eg pharmaceuticals, Agric seeds and tools etc.)
- l. Assurance from the vendor that all their products meet international standards for quality, safety, and efficacy;
- j. Assurance that the shelf life of drugs and other medicines states that a min of 12 months upfront for pharmaceuticals and for other pdts 6 months.

THE END



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ACROSS a Humanitarian international Christian non-profit organization is seeking to Pre-qualify reputable suppliers, Companies or authorized dealers who are duly registered with the Government of South Sudan to provide various supplies, works and services for the period mentioned above as per the categories below.

S/N	REF. NO	CATEGORIES INTENDED FOR PURPOSES OF PREQUALIFICATION ONLY
1	ACR-001	Supply of General hard ware & Construction materials and tools.
2	ACR-002	Supply of Agricultural Inputs, Seeds, tools & Equipment
3	ACR-003	Supply of Borehole tools & Equipment
4	ACR-004	Provision of Building and Civil Engineering Contractors
5	ACR-005	Supply and Installation of electrical appliances, Solar equipment & accessories
6	ACR-006	Supply and maintenance/repairs of ICT for example computers, printers, copiers, scanners, Cameras & accessories
7	ACR-007	Provision of Road Transport Services for cargo
8	ACR-008	Supply of Vehicle spare parts, car accessories and consumables
9	ACR-009	Supply of vehicles, Quad bikes & Motorcycles
10	ACR-010	Printing & Visibility Materials
11	ACR-011	Supply of General Food items.
12	ACR-012	Supply of NFIs e.g. Blankets, mosquito nets, mattresses, bed sheets etc.
13	ACR-013	Supply of Wash items (House Hold hygiene supplies; Cleaning materials etc.)
14	ACR-014	Supply of General office furniture
15	ACR-015	Provision of charter flight services
16	ACR-016	Provision of vehicle hire services
17	ACR-017	Supply & Provision of Internet equipment & Services
18	ACR-018	Provision of Insurance services.
		CATEGORIES INTENDED FOR PURPOSES OF ESTABLISHING FRAMEWORK AGREEMENT
19	ACR-019	Supply of General Office Stationery
20	ACR-020	Supply of fuel (both Diesel & Petrol)
21	ACR-021	Provision of plumbing services inclusive parts
22	ACR-022	Hygiene materials.(hard soap, powder soap, liquid soap Dettol, sanitizers, Toilet papers, soft and hard brooms, toilet balls,herpic, air fresheners, doom, mops, plastic cleaning buckets, table serviets,tissue papers,etc.



23	ACR-023	Printing & Visibility Materials
24	ACR-024	Drinking water 18 liter and 500ML bottles.
25	ACR-025	Supply and maintenance/refilling of AC, fire extinguishers and water dispensers.

Interested and eligible companies should submit the following evidences and documents in a sealed envelope, **for a maximum of 2 categories per supplier/service provider**, clearly marked with the category(s) applied for and addressed to the Tender Committee ACROSS South Sudan.

ALL THE ABOVE QUALIFICATION REQUIREMENTS ARE MANDATORY.

Including the following;

1. Updated Company Profile min 15 pages.
2. Valid Memorandum/Articles of Association
3. Certificate of Registration/Incorporation
4. Tax Identification Certificate (TIN Number)
5. Valid Tax Clearance Certificate
6. Valid Chamber of commerce membership certificate.
7. Valid Trading / Operation License/certificate
8. Bank account details on the Bank letter head dully stamped.
9. A reference list with current contact information; minimum of 3, max 5 referees.
10. A track record and experience in the requested Category(s); minimum of 3 purchase orders/contracts in the past 2 years.

Offers **MUST** be submitted in Hardcopy dropped in the tender box at the reception, ACROSS Head Office Juba; Buluk area, approx. 130m off Ministry Road opposite State house, near UNHCR office.

Deadline for submissions is **Friday 26th February 2021 before 12.00pm, South Sudan Local Time.**

Expressions of Interest submitted after the closing date & time, and those incorrectly labelled shall automatically be rejected.

For inquiries please email; procurement@across-ssd.org copying acrossinfo@across-ssd.org

THIS PREQUALIFICATION PROCESS DOES NOT GUARANTEE AWARD OF CONTRACT AND ACROSS RESERVES THE RIGHT TO CHANGE OR CANCEL THE REQUIREMENT AT ANY TIME DURING THE PREQUALIFICATION PROCESS WITHOUT PRIOR NOTICE TO BIDDERS.

NB: If you do not receive any notification email or call from ACROSS within 21 days, consider your submission unsuccessful.