

23rd April 2026

Invitation to Tender (ITT)

Provision of Consumable and Non-consumable items, Leading to the Establishment of a Framework Agreement with Successful Suppliers

Reference No: 853-26-IPPASJ

Opening Date: 23rd April 2026

Closing Date: 7th May 2026

Time: 4:00pm

**CAFOD and Trocaire in Partnership (CTP)
CAFOD Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Next to Save the Children International
Juba, South Sudan**

1. Introduction of CAFOD

The Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Church in England and Wales. Trocaire is the official aid and development agency of the Catholic Church in Ireland.

In April 2015, CAFOD South Sudan merged with its Irish sister agency, Trocaire South Sudan, forming CAFOD and Trocaire in Partnership (CTP). This integration enabled the pooling of knowledge and resources, reducing programmatic overlap and operational costs.

As members of the Caritas network, CTP promotes localisation and works through partnerships with both church and non-church national organisations. CTP provides funding, technical support, capacity building, and accompaniment to partners to ensure sustainable programme delivery and adherence to quality standards.

CAFOD remains the lead agency, maintaining overall responsibility for programme strategy, financial management, and administrative systems.

CTP adopts a multi-sectoral and integrated programming approach, evolving from rapid humanitarian response to resilience-focused interventions, including community graduation models, market-based approaches, and private sector engagement. Given the complex context of South Sudan, CTP continues strengthening local partner capacity for effective and timely emergency response.

2. Background of the Tender

CAFOD is seeking competent and reputable Suppliers to submit tenders for the provision of consumable and non-consumable items:

This process will lead to the establishment of a **Framework Agreement** with successful Suppliers for a period of **Twenty-Four (24) Months**, from **18th May 2026 to 17th April 2028**.

Interested Suppliers are invited to submit their financial proposals based on the goods listed below:

#	Descriptions of Services	Unit	Qty	Unit Price (USD)	Total Price (USD)
1	Sugar, white of 50kgs	kg	1		
2	Green tea boa of 25 per pack	Pkt	1		
3	Hibiscus tea	Pkt	1		
4	Nescafe - coffee	Tin	1		
5	Tea masala 100gramss per pack	Pkt	1		
6	Jik 750ml	Pc	1		
7	Powder soap (arial or any) of 5kgs per packet	pkt	1		
8	Tea bags (black tea) 200ml	Pkt	1		
9	Vim 750ml	Pc	1		
10	Air fresher 300ml	Pc	1		
11	Handwash liquid, 500ml	pc	1		
12	Glass cleaner liquid 750ml	pc	1		
13	Toilet paper (soft) packet of 10 rolls per bale	Rol	1		
14	Serviete,100 sheet per pack	pkt	1		

15	Supa Brite premium (souring pad 12 pack	pkt	1		
16	Harpic, toilet cleaner, 500ml	pc	1		
17	Axion soap, Dish washing detergent of 400grams	bottle	1		
18	Ariel washing powder (detergent) pack of 5kgs	pkt	1		
19	Mortain Doom, 600ml (Mosquito spray)	pkt	1		
20	Toilet balls, pack of 5pieces	pkt	1		
21	Doormat (Standard) 90cm x 50cm	pc	1		
22	Sweeping brush, with wooden handle	pc	1		
23	Hand sanitizer (Suraya) 20ltrs	jerrycan	1		
24	Hand sanitizer (Suraya) 500ml	bottle	1		
25	Electric cattle (tea) 2litres capacity	pc	1		
26	Glass (Tumbler) for drinking water set of 12 glasses	set	1		
27	Spoon, forks	set	1		
28	Scouring pads, 12 pieces per pack	pkt	1		
29	Face mask (non-surgical)	box	1		
30	Teacups (Demitasse)	set	1		
31	Bucket for mopping 20 litres	bucket	1		
Grand Total Cost in USD					

3. Instruction to interested Suppliers:

- i. Completed tender documents must be submitted in a sealed envelope to the CAFOD office at the address above no later than **4th May 2026 at 4:00 PM** and clearly marked: **“Tender Submission – 853-26-IPPASJ.”**
- ii. Bidders must carefully read all sections and provide accurate and complete information. Failure to comply may result in disqualification.
- iii. All submissions must be in **English**.
- iv. **Handwritten submissions will not be accepted.** Only typed documents are permitted.
- v. ASuppliers must not alter the structure or format of the tender document.
- vi. Relevant reference sample of Contracts must cover the period from **1st January 2024 to 31st December 2025**.
- vii. Incomplete submissions may be rejected during the preliminary evaluation.
- viii. Any indication of collusion or unethical practices will result in disqualification.
- ix. Only successful bidders will be notified via the contact details provided.
- x. CAFOD reserves the right to accept or reject any application, and its decision shall be final.
- xi. Late submissions will not be considered.
- xii. ASuppliers must read, sign, and stamp all CAFOD policies and terms provided.

4. Tender Evaluation Criteria

a. Financial Capacity of the Suppliers

The Supplier’s financial capacity will be assessed based on a recently generated bank statement covering the last six (6) months.

Potential Suppliers are required to submit a clear bank statement, duly signed and stamped by an authorised representative of their bank.

The acceptable bank statement period for assessing the Supplier’s cash flow is from **1st October 2025 to 31st March 2026**.

b. Past Experience for Potential Suppliers

Potential Suppliers are required to submit a minimum of three **(3)** recent sample contracts covering the period from **1st January 2024 to 31st December 2025**. Copies of these contracts must be clear and readable.

The contract samples must include client details, including but not limited to contact **person name, email address, active telephone number**, and official organisation stamp.

c. Legal Registration Certificates

Interested Suppliers must provide valid registration documents to demonstrate their eligibility to participate in this process. These include, but are not limited to:

- i. Tax Clearance Certificate **(Valid electronic copy only)**
- ii. Certificate of Incorporation **(electronic or manual copy with a valid renewal stamp)**
- iii. Operating Licence **(valid copy -electronic copy)**
- iv. Memorandum and Articles of Association detailing business ownership/shareholders
- v. Any other relevant certificates supporting legal and operational compliance

These registration documents serve as evidence that the business is **compliant with the laws of the Republic of South Sudan**, including statutory requirements such as the payment of applicable taxes.

d. Physical Address of the Business

All interested Suppliers must have a physical Office within the Republic of South Sudan, specifically in Juba. Suppliers are required to provide a verifiable business address.

Any Supplier that submits an application without a detailed physical address will not be considered for further review by the Bid Evaluation Committee.

5. Eligibility and Mandatory Requirements for Suppliers

Potential Suppliers are required to provide the relevant information below in order to be considered for this process:

#	Required Information - Descriptions	Remarks
1	Certificate of Incorporation – A valid copy, including proof of renewal.	Compulsory
2	Tax Clearance Certificate – A valid copy (only NRA electronic copy will be accepted).	Compulsory
3	Operation Licence – A valid copy is required	Compulsory
4	Latest Bank Statements covering the last six (6) months – Required to be signed and officially stamped by the issuing bank representative.	Compulsory
5	References – At least three (3) verifiable sample contracts or LPOs from the past two (2) years (1 January 2024 to 31 December 2025).	Compulsory

6. Scoring Criteria for Supplier Financial, Technical, and Administrative.

The technical, financial, and administrative information provided will be used by the Bid Evaluation Committee to assess the suitability of suppliers who have submitted their tenders.

The table below outlines the evaluation criteria and serves as a guide for the Bid Evaluation Committee during the assessment process.

#	Required Information - Descriptions	Score %
1	Company Valid Registration Certificates - Certificate of Incorporation, Tax Clearance Certificate, and Operation Licence	35
2	Financial Capacity - provided a Latest Bank Statement for the last Six Months from 1 st October 2025 – 31 st March 2026	10
3	Past Experiences - provided relevant evidence in each category in form of sample Contracts/LPOs for last two years started from 1 st January 2024 – 31 st December 2025	25
4	Price – The proposed price should be fair and commensurate with the quality of goods provided.	30
	Total Score	100%
	Total mark for consideration	80%

7. General Business Details

General business information:	
Organisation Firm Name:	
Contact Name:	
Phone:	
Email:	
Registration Number:	
Year established of business in South Sudan:	

	Ethical consideration:	Yes	No
a.	Do you condemn all discrimination, based on gender, race, caste, origin, religion, disability, sexual orientation, political views or age?		
b.	Is the weekly wage of your lowest-paid employee in line with country, legal and industry standards?		
c.	Do you employ home workers?		
d.	Do you have any workers under the age of 15 (minimum lowered to 14 for countries operating under the ILO Convention 138 developing-country exception)?		
e.	Do your staff have access to Collective Bargaining groups? (unions, staff representation, etc)		
f.	Do your staff have a method for feedback to management levels? (surveys, complaints box, etc)		
g.	Do any employees work in excess of 48 hours per week?		
h.	Are employees allowed at least one day off for every seven-day period?		
i.	Is voluntary overtime paid at a premium rate and does not exceed 12 hours per week on a regular basis?		
j.	Are staff paid for overtime hours worked?		

	Ethical consideration:	Yes	No
k.	Do you refuse to make use of any forced and bonded labour?		
l.	Is there a Management System to make staff aware of their rights?		
m.	Are precautions taken to prevent injury/abuse in staff working conditions?		
n.	Do you provide regular health and safety worker training?		
o.	Do workers have access to bathrooms and potable water?		

8. Annexes – CAFOD Policies, Terms and Conditions

Suppliers must adhere to all relevant CAFOD Policies. All listed documents should be thoroughly read, signed, stamped, and included in the tender submission:

- i. CAFOD Terms and Conditions for Provision of Goods and Services
- ii. CAFOD Safeguarding Policy
- iii. CAFOD Ethical Code of Conduct for the Supplier/Supplier
- iv. CAFOD Antibribery Policy
- v. Dignity at the Workplace

9. Declaration and Supporting Attachments

Suppliers are advised that the information provided in this tender may affect their eligibility and potential engagement with CAFOD. Upon completion, signing, and submission of this tender, any subsequent changes must be promptly communicated to CAFOD in writing.

This tender document has been completed to the best of the applicant’s knowledge, and all requested documentation has been duly provided. It is understood that this submission supersedes any previously submitted information.

CAFOD reserves the right to disqualify any applicant or terminate participation in the tender process in the event of any material misrepresentation or significant inaccuracy in the information provided.

Name	
Signature	
On behalf of	
Position in organisation	
Date	