# GENENRAL INSTRUCTIONS

1. Aid Link Organization- South Sudan herein referred to as the organization, requests applicants/companies who meet the criteria set out by the organization to apply for registration of pre-qualification for supply of goods and services in 2024-2025 as stated in **Annex 1: categories.**
2. The pre-qualification objective is 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.
3. Duly registered suppliers of goods and services under the Laws of South Sudan are invited to submit their pre-qualification documents to Aid Link Organization- South Sudan so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
6. This document includes questionnaire forms and documents required of prospective suppliers.
7. The successful applicants will be notified and registered on Aid Link Organization- South Sudan suppliers list for the period **01/March/ 2024 – 31/December/2025** and the organization will only deal with the firms that are registered.
8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Annex ‘A’ and ‘B’.
9. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
10. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
11. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

Deadline to submit sealed application on or before **29th February 2024**, 5 PM Juba time to the following physical address: *Hai Mijiki third class, Jebel Souk.* Applications can also be sent through the following email: info.aidlinkssd.procurement@gmail.com

# PART I. SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name

……………………………………………………………………….……………………………………………………

…………………………………………………………………………………………………………………………….

Pin No. ……………………………… TIN Reg. No. ……………………

(Attach Copy Registration Certificate)

1. Category applied for (Maximum of 5 Categories based on your capacity & experience only, adequate supporting documents required for verification)

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……………………………………………………....

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……………………………………………………....

1. Experience:
2. State the number of years the company has been in similar business

………………………………………………………………………………

State names of five major clients, references and contact persons

(**Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, etc**.)

………………………………………………………………………………

………………………………………………………………………………

List ongoing contracts/projects (goods & services) and values of contract/orders……………………………………………………………….

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**4.** Submit organizational structure and CV profiles of relevant management and technical staff

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**5** a) Have you previously dealt with Aid Link Organization? If yes, state nature of business.

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6. Financial Strength

Provide copies of the company’s audited accounts for the last three (3) years.

**7. Delivery & Logistics**

1. State location of registered office, warehouse and space whether owned/rented indicating:
   1. Building…………………………………………………………………………………………….
   2. Street/Road………………………………………………………………………………………
   3. City/Town…………………………………………………………………………………………
2. Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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8. State whether your company is a:

1. Manufacturer…………………………………………………………………………………………………………………………………………………………………………………………………………………
2. Authorized agent (Attach principal/manufacturer’s authorization letter) ………………………………………………………………………….

………………………………………………………………………….

1. Stocklist……………………………………………………………………………………………..
2. Other (Please specify) ………………………………………………………………………..

……………………………………………………………………………………………………………

**9.** Give any other information that you feel is relevant for purpose of

Pre-qualification as a supplier………………………………………………

## Annex “B” DECLARATION FORM

I/We………………………………………………………………. hereby declare:

* That the information given above is true and further state that I/We also understand this form does not guarantee registration.
* That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
* That I/We have legal capacity to enter into contract.
* That I/We have fulfilled obligations to pay taxes/social security contributions.
* That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
* That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
* That I/We give Aid Link Organization, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
* That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name…………………………………………………………………………

Designation……………………………………………………………………

Signature………………………………………………………………………

Official rubber stamp...………………………………………………………..

Date……………………………………………………………………………

**Annex1: CATEGORIES FOR SUPPLY OF GOODS AND SERVICES**

|  |  |  |
| --- | --- | --- |
| S/No. | categories | Details |
|  | HOTEL SERVICES | * Accommodation * Venue Hire * Catering services (buffet and tea breaks with snacks and refreshments) |
|  | OUTSIDE CATERING SERVICES | * Buffet * Tea breaks with snacks * Refreshments (soda and water) |
|  | INSURANCE SERVICES | * Medical * Group Life * Group Personal accidents * Office contents * Motor vehicle * Motorcycles |
|  | FUEL | * Diesel * Petrol |
|  | OFFICE CONSUMABLES | * Brooms (floor & compound) * Mops * Buckets * Heavy duty gloves * Tissues (facial and toilet) * Jik * Hand washing liquid soap * Doom * Air fresheners * Glass cleaner * Sugar 50Kgs * Tea leaves (Lipton, hibiscus and green tea) * Coffee (Nescafe) * Milk * Washing liquid soap 5liters * Harpic * Water dispenser |
|  | OFFICE STATIONERIES | * **General Stationery:** * Cartridge size 283A, 278A,205A & 30A 232A,17A 287A * Note Book size A5 & A6 * Pen Bic Blue-black & Red) * Marker Pen * Box file Big size * Box file medium * Flip chart * Name tag * Stapler Kangaroo * Stapler Pin Kangaroo * Printing Paper A4 * Suspension file * Spring file * Envelop A3, A4, A5 & A6 * Highlighter * Paper Punch * Note book hard cover * File divider (January – December) * Binding paper A4 * Manila paper A4 * Scissor (Small, Medium & Big) * Pin remover * White board 90/120, 90/60 & 120/240 * White board makers * Calculator casio Citizen size12&14 digits * Scientific calculator * Stick note 3X3, 3X5 & 7.5 X 7.5 * Office glue 15 gm 35gm * Stamp Ink * Signature stickers * Desk Organizer * Signing Book |
|  | OFFICE SUPPLIES/ELECTRONICS | * Mobile phones * Laptops (Dell, Lenovo and Hp) * Desktop computers * Wireless Mouse * Tonner to be specified by the IT officer * Printers * UPS * Hard disks * Flash disks * Extension cables * Monitors * Tablets * Modems * Switches * Router * Network Cables CAT6 |
|  | PRINTING SERVICES | * Printing of IDs * Banners * Business cards * Flyiers * T-shirts/caps * Brochures * Receipt * Booklets * Certificates * Sign post * Billboard * Reflector Jackets |
|  | IT SERVICING AND REPAIR | * Laptops * Desktops * Printers * Photocopiers * Projectors |
|  | FLIGHT AND AIRTICKETING | International flight   * Domestic flights Juba to (Akobo, Canal/ Pigi, Bor) |
|  | TRANSPORT SERVICES | **Central State Regions:**   * Within Juba town, Gudelle, Munuki, Hai-mauna, Serikat.   **Jonglei State Regions**   * Alali, Barmach, Bilkey, Buong, Deng Jok, Diror, Nyandit, Walgak |
|  | CONSTRUCTION MATERIALS | * Metallic steal poles * Wooden poles * Bricks * Cement * Assorted Nails * Timber * Iron Sheets (different gauges) * Murram * Ballast * Paints * Iron rode * Boards * Ply wood |
|  | MEDICAL SUPPLIES | * Hand washing liquid soap, * Face mask, * Sanitize * examination couch.   weighing scale infant hanging, |
|  | OFFICE INTERNET SERVICES |  |
|  | OFFICE FURNITURE | * Desks * Chairs * File cabinet * Work stations * Conference tables(set) * Office Table |
|  | AIRTIME AND INTERNET BUNDLES | * MTN * ZAIN |
|  | VEHICLE AND MOTORCYCLE SERVICES | * Minor services (changing engine oil, brake pads, air filters, AC refiling, tyre repairs)   Major services (as needed) |

# ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

**Experience**

1. Prospective Bidders shall have at least two (2) years’ experience in the supply of good and services.
2. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
3. ICAP- South Sudan reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
4. Share contracts of previous works done and/or recommendation letters.

**Financial Capability**

1. The supplier’s financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractors’ credit position.
2. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
3. Special consideration will be given to the financial capability to execute orders.

**Personnel**

1. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.

**Past Performance**

1. Past performance will be given due consideration for any pre-qualifying bidders.
2. Letters of reference/recommendation from past customers should be attached.

**Premise**

The Firm must have a **registered** and **fixed** business premise in South Sudan, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

**Statutory Obligations**

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the South Sudan authorities.

# PRE-QUALIFICATION EVALUATION CRITERIA

## MANDATORY REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| **No.** | **Requirement** | **Score** |
| **1.** | Certified Copy of Certificate of Registration/Incorporation | Mandatory |
| **2.** | Valid Tax Compliance Certificate | Mandatory |
| **3.** | Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies. | Mandatory |
| **4.** | Transport Hire Firms, Taxis, etc…must attach evidence of having taken all the necessary insurance covers. | Mandatory |
| **5.** | Outside Catering services – Bidders to avail a certificate of health for handling from respective authorities | Mandatory |
| **6.** | Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm. | Mandatory |
| **7.** | Financial statement for the last three years in the name of the firm | Mandatory |
| **8.** | A minimum of three reference letters from current clients may be obtained if necessary. | Mandatory |

## TECHNICAL EVALUATION

|  |  |  |
| --- | --- | --- |
| **No.** | **Requirements (Submit evidence)** | **Score (%)** |
| **1.** | Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT) | 25 |
| **2.** | Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm. | 10 |
| **3.** | Other certification | 5 |
| **4.** | Man Power/Staffing | 20 |
| **6.** | Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters | 25 |
| **7.** | Financial capability | 10 |
| **8.** | Litigation history | 5 |
|  | **TOTAL** | **100** |
|  | **PASS MARK** | **75** |
|  |  |  |