**SUPPLIERS PRE-QUALIFICATION AND REGISTRATION QUESTIONNAIRE**

IFDC South Sudan is considering prequalifying suppliers/service providers for the period 2022 to 2024. The process is open to all qualified and interested suppliers.

Prospective suppliers and service providers interested in providing goods, services, and works to IFDC South Sudan should complete the pre-qualification questionnaire. IFDC South Sudan will handle all information you provide with strict confidentiality and exclusively for its own purposes.

**Bidders can only bid for a maximum of three categories. A failure to comply with this instruction will result in automatic disqualification.**

Category Number. …………….…………………………………………….

Category Description: ………………………………………………….

Please complete the form on the next page.

|  |
| --- |
|  |

**VENDOR QUESTIONNAIRE (Confidential)**

Note: IFDC Standard Payment Terms are 30 days from receipt of goods or service and an IFDC approved invoice paid by bank cheque.

I. REQUIRED INFORMATION (Please Print Clearly)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Name for Organization: |  | | | |
| Company/Individual Name: |  | | | |
| Owner Name (if different from above): |  | | Nationality of Owner: |  |
| Contact Person: |  | | | |
| Full Address (Street/City, etc): |  | | | |
| Phone No: |  | Fax No: |  | |
| E-mail: |  | Website: |  | |

**II. CUSTOMER REFERENCES**

Provide 3 current customer references, listing customer, phone number, contact person, *contact’s e-mail* and a description of the product or service provided to the customer. (If you need additional space, please use a separate page.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | Name of Organization/Business |  | | |
| Name of Contact Person |  | Title |  |
| E-mail: |  | Phone: |  |
| Type of product / service provided to client |  | | |
| **2** | Name of Organization/Business |  | | |
| Name of Contact Person |  | Title |  |
| E-mail: |  | Phone: |  |
| Type of product / service provided to client |  | | |
| **3** | Name of Organization/Business |  | | |
| Name of Contact Person |  | Title |  |
| E-mail: |  | Phone: |  |
| Type of product / service provided to client |  | | |

**III. Indicate below the products or services sold or provided by you**

|  |  |
| --- | --- |
| [a] | [b] |
| [c] | [d] |
| [e] | [f] |
| [g] | [h] |

**IV. Registration of Business**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Is your firm registered as a business entity with the government? | | YES | | NO |
| 2. If YES, please provide your business registration number |  | | | |
| 3. If applicable, please provide Sales Tax Registration Number |  | | | |
| 4. Please provide Tax ID number |  | | | |
| 5. Indicate how long have you been in this type of business |  | | | |
| 6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below: | YES | | NO | |
| 7. Are you related to any person currently employed with IFDC? | YES | | NO | |
| 8. If YES, please provide name and position |  | | | |
| 9. Provide here, any additional information regarding your business |  | | | |
| **NOTE: Government regulations may require IFDC to deduct taxes on any transaction prior to effecting payment to the vendor**. | | | | |

**V. Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.  ***CERTIFICATION REGARDING TERRORISM****:* ***Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.***  Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from IFDC’s database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief. | | | |
| **Name of Person Completing Form (Please print clearly)** | |  | |
| **Title:** | **Signature:** | | **Date:** |

|  |
| --- |
| **FOR PROCUREMENT USE ONLY** |
| Customer References Verified  Comments- |

**SECTION 1: INVITATION FOR PREQUALIFIATION FOR SUPPLY OF GOODS, SERVICES AND WORKS**

We invite you to submit sealed applications for prequalification of goods, services, and works for the Financial Year 2022 to 2024. Eligible applicants must prove their adequacy to participate by providing the required documents specified in the proceeding pages of the document as part of the mandatory requirements.

Bidders must comply with the instructions, terms and conditions and ensure that all forms required are properly completed and submitted to IFDC South Sudan and addressed to the:

Administrative and Procurement Specialist, Rahwa Apartments, Off Airport Road, Opposite the Ministry Complex, Juba, South Sudan

**All bids must be submitted in Soft copy form, sent via email Address** [ssdoperations@ifdc.org](mailto:ssdoperations@ifdc.org) **by 5.00pm CAT on Thursday 19th May 2022.**

Bids will be opened thereafter by the procurement and admin team. The prequalification does not amount to any contractual obligation on the part of IFDC South Sudan and IFDC is not obligated to invite any quotations from any of the candidates who have expressed their interest by responding to the Invitation to Bid. IFDC South Sudan will invite the successful bidders to participate in any bid as and when need arises.

IFDC reserves the right to accept or reject any bid application.

***SECTION 2: GENERAL INSTRUCTIONS***

Carefully read the instructions before completing the questionnaire. Submission of false information will lead to automatic disqualification.

### 2.1 **Introduction**

IFDC South Sudanwill evaluate and short list all eligible companies for the provision of various works, services or supplies for the Financial Year 2022-2024*.* Once a firm has been short listed, it will be invited to bid whenever an opportunity arises during the period.

### 2.2 **Eligible Applicants and Countries**

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

(a) The applicant has the legal capacity to enter into a contract;

(b) The applicant is not:

(i) Insolvent;

(ii) In receivership

(iii) Bankrupt; or

(iv) Being wound up

(c) The applicant’s business activities have not been suspended or black listed;

(d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and

(e) The applicant has fulfilled his or her obligations to pay taxes and social security contributions.

1. **Environmental policy:**

IFDC’s policy is to purchase products and services which have the list negative impact on the environment. Environmental consideration covering manufacture, transport, parking, use and disposal of goods form part of IFDC evaluation and selection criteria.

1. **Terrorism:**

IFDC will not do any business with any known terrorist group or company involved in any way with terrorists. IFDC shall therefore not knowingly purchase goods or services from companies or countries that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate nor a subsidiary controlled by your company are not involved with any non-terrorist group.

111**. Conflict of interest:**

All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:

(a) Have controlling shareholders in common; or

(b) Have the same legal representative for purposes of this application; or

(c Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of the Procuring and Disposing Entity regarding this short listing process; or

(d) Participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.

### **2.4 Cost of Applying**

The Applicant shall bear all costs associated with the preparation and submission of its Application, and IFDC South Sudan will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process. The Bid Document will be issued free of charge.

### **2.5 Clarification of short listing Documents**

A prospective Applicant requiring any clarification of the short listing documents may notify IFDC in writing at the client’s address indicated below. IFDC will respond in writing to any request for clarification on the short listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of IFDC’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short listing documents.

### **2.6 Amendment of Short listing Document**

2.6.1 At any time prior to the deadline for submission of applications, IFDC may amend the Short listing Document by issuing addenda.

2.6.2 Any addendum issued shall be part of the Short listing Document and shall be communicated in writing to all who have obtained the short listing document from IFDC.

2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, IFDC may, at its discretion, extend the deadline for the submission of applications.

# **PART III: PREPARATION OF APPLICATIONS**

### 3.1 **Language of Application**

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and IFDC**,** shall be written in English.

### 3.2 **Documents Establishing Applicant’s Eligibility and Qualifications**

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet**.** Failure to provide the required information shall result in disqualification.

### 3.3 **Format and Signing of Applications**

3.3.1 The Applicant is requested to submit their short listing documents (included in Annex A) in Email subject marked: **“Short listing Documents for the provision of either works, services or supplies (*Specify category applied for*) to IFDC for the Financial Year 2022-2024.”**

3.3.2 The original of the Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short listing documents.

3.3.4 All Pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

**PART IV: SUBMISSION OF APPLICATIONS**

### **4.1** **Sealing and Labelling of Applications**

4.1.1 The Short listing Application shall be composed of one envelope marked “Short listing Document for the provision of works, services or supplies”. It shall contain one (1) original.

4.1.2 For application submission purposes only, IFDC address is:

**Attention: Administrative and Procurement Specialist, IFDC South Sudan**

**Email:** [ssdoperations@ifdc.org](mailto:ssdoperations@ifdc.org)

4.1.3 The email shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.

### 4.2 **Deadline for Submission of Applications**

Applications must be received by IFDC at the address specified

### **4.3 Late Applications**

No application shall be received after the deadline.

# **PART V: OPENING AND EVALUATION OF APPLICATIONS**

### 5.1 **Opening of Applications by IFDC**

5.1.1 IFDC Admin and Procurement will open the bids internally in accordance with IFDC South Sudan procedures and Applicants or their representatives need not attend. List of bids received and evaluation results shall be published on IFDC South Sudan website where applicable within 45 working days from deadline date.

### 5.2 **Evaluation of Applications:**

(a) IFDC will carry out the evaluation of proposals on the basis of their responsiveness to:

* Legal Status
* Tax Payment
* Financial Position – Presentation of copies of Audited reports for the last two years.

(b) Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The Procuring and Disposing Entity shall notify the Applicant of the rejection of their application.

### **5.3 Clarification of Applications**

5.3.1 During evaluation of the Applications, IFDC may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the Administrative and Procurement Specialist and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.

5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Administrative and procurement Specialist.

5.3.3 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

5.4 **Contacting the Admin and Procurement**

5.4.1 No Applicant shall contact IFDC on any matter relating to its Application from the time of Application opening to short listing of Applicants.

5.4.2 Any effort by the Applicant to influence IFDC in its decisions on the Application evaluation may result in the rejection of the Application.

### **5.5 Confidentiality**

5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.

5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact IFDC on any matter related to the short listing process, may do so but only in writing.

# **PART VI: SHORT LISTING**

### 6.1 **Notification to the Short listed Applicants**

IFDC will notify all Applicants in writing by email, that they have been short listed to provide works, services or supplies for the Financial Years 2022-2024.

### 6.2 **Inspection**

IFDC reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. IFDC reserves the right to verify all information submitted.

### 6.3 **Currency**

All monetary/financial information furnished, must be quoted in United States Dollars.

### 6.4 **Changes in Qualifications of Applicants**

Applicants and those subsequently short listed or conditionally short listed, shall inform IFDC of any material change in information that might affect their qualification status. Providers shall be required to update key short listing information at the time of bidding.

**ANNEX A: FORM A1: APPLICATION SUBMISSION SHEET**

Date:………………………………………………

To: **IFDC**

We, the undersigned declare that:

1. We have examined and have no reservations to the short listing document, including Addenda No:……..., *[insert the number and issuing date of each Addenda]*;
2. We hereby apply to be short listed for the following works, services or supplies:

|  |  |
| --- | --- |
| **Reference Number** | **Description of Works, Services or Supplies** |
|  |  |

1. We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
2. We undertake to abide by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract;
3. We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
4. We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the bidding document.
5. We declare that the fees have been paid with respect to the short listing process.
6. We understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;
7. We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract
8. We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statement s and information provided in this application.

**Signed**: *…………………………… (Signature of person whose name and capacity are shown below)*

**Name:** *……………………………. (Name of person signing the application)*

In the capacity of …………………………….. (*Insert legal capacity of person signing the application)*

Duly authorized to sign the application for and on behalf of: …………………………………………….. (*Insert complete name of Applicant/Joint Venture)*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

**FORM A2: APPLICANT INFORMATION SHEET**

|  |  |
| --- | --- |
|  | **STRUCTURE AND ORGANIZATION** |
|  | 1. Company Profile 2. a copy of the Bidder’s Trading license or equivalent; 3. a copy of the Bidder’s Certificate of Registration or equivalent; 4. a copy of the Bidder’s income tax clearance certificate or equivalent; 5. a copy of the Bidders VAT registration or equivalent; 6. Power of Attorney of the signatory(ies) of the bid authorizing signature of the bid on behalf of the joint venture; 7. A certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture. 8. South Sudan Chamber of commerce, Industry & Agriculture membership certificate 9. Memorandum and article of association 10. Bank details 11. Commercial/industry accreditation, if applicable 12. References |

FORM A3: FINANCIAL STATEMENT

1. Share capital

* Authorized share capital:

1. Annual value of business under taken in the last two years

|  |  |  |
| --- | --- | --- |
| Year |  |  |
| Turn over |  |  |

1. Approximate value of current work related to this type of works, services or supplies
2. Please attach copies of the company’s audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.
3. Name and address of Bankers from which references can be obtained and authority to seek references

**FORM A4:** **RESOURCES: PERSONNEL**

1. Number of staff
   * Management staff:
   * Technical staff:
   * Support staff:
     1. Please list the present key personnel and management staff.

|  |  |  |
| --- | --- | --- |
| **Name** | **Qualification** | **Years of relevant experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES**

On the basis of the information provided in the short listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company’s ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED** | | | |
|  | Please fill in information about the relevant contracts completed over the past three years. | | | |
|  | Name Employer | Description of Contracts | Total Contract Price | Date of Completion |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **EXPERIENCE: CURRENT RELEVANT CONTRACTS** | | | |
|  | Please fill in information about the current relevant contracts being executed. | | | |
|  | Name Employer | Description of Contract | Contract Price | Value completed and certified |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
|  | **FORM A7:** **LEGAL STATUS** |
| **1** | Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable. |
| **2** | Valid Tax Compliance Certificate |
| **3** | Certified Copy of Certificate of Registration/Incorporation |
|  |  |
| **4** | Enclose a copy of the Power of Attorney to the signatory of the short listing document registered by the Registrar of Companies or written authorization to submit the application. |
|  |  |
| **5** | Enclose an Income Tax Clearance Certificate addressed to IFDC for this particular purpose. IFDC shall only accept original income tax clearance certificates.   * Enclose an Annual Tax Clearance certificate for the previous year. |
|  |  |
| **6** | Please enclose a copy of a Trading License for the previous year **certified** by an issuing authority. |
|  |  |
| **7** | Please enclose a copy of your firm’s insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.) |
|  |  |
| **8** | Please enclose a copy of your firm’s ISO or other quality assurance certificate, if any. |

## **ANNEX B: STATEMENT OF REQUIREMENTS**

List and codes of works, services or supplies to be provided include but are not restricted to the following:

**IFDCSSBID1:** Office Stationery

**IFDCSSBID2:** Office Consumables

**IFDCSSBID3:** Printing and visibility services

**IFDCSSBID4:** Farm Inputs and tools

**IFDCSSBID5:** ICT Items

**IFDCSSBID6:** Hotel and Catering Services

**IFDCSSBID7:** Printer Servicing

**IFDCSSBID8:** Vehicles Repair & Maintenance

**IFDCSSBID9:** Office Fumigation Services

**IFDCSSBID10:**  Fuel supply

**IFDCSSBID11:** Travel agents

**IFDCSSBID12:** Car Hire

# **ANNEX C: EVALUATION CRITERIA**

The following criteria shall be the basis for evaluation for supplies, works &services.

Eligibility

* General Eligibility
* Conflict of Interest
* Suspension
* Government owned entity
* Origin of Supplies
* Joint Venture

Historical Contract Performance

* Manufacturing Experience
* Past experience in similar business
* Packaging, distribution and transportation experience
* Disputes

Capacity

* Production
* Financial position ( Required bank statement between January 2019 to end of June 2021)
* Current Commitments ( Attach at least 1 or 2 copies of current contracts)

Technical and Quality Requirements (*Where applicable*)

* Product and Facility Registrations
* Quality Assurance

Experience

* Experience of firm ( Number of years in business)
* Qualifications and Competence ( CVs and certificates)
* Experience in subject ( technical expertise)

The Planned Procurement activity schedule (subject to change) is as follows:

|  |  |
| --- | --- |
| **Activity** | **Date** |
| 1. Publish Prequalification notice | 5/05/2022 |
| 1. Submission Date | 5/5/2022- 19/05/2022 |
| 1. Evaluation process | 20/05/2022 |
| 1. Display and communication of prequalified firms | 01/06/2022 |
| 1. Notice to service providers (Letters) | 01/06/2022 |