

Invitation for Prequalification 2025.

Pre-qualification Documents to be submitted per e-mail to: procurement.southsudan@zoadorcas.ngo
or delivered (in a sealed envelope) to the following address: ZOA Dorcas at Hamza Inn, Juba, South Sudan
The deadline for receiving the document: 19th December, 2024 at 4:00 PM. CET

REF: Invitation for Prequalification 2025.

ZOA Dorcas is an International Non-Governmental Organisation implementing emergency response, Community development, Peace building, capacity building Education, Advocacy Support to people with disabilities, Psychosocial support projects FSL (incl. Cash for Work), Nutrition, WASH, vocational training, and entrepreneurship projects in South Sudan directly and indirectly through local partners. Our operation areas are Western Bahr El Ghazal State, Northern Bahr El Ghazal, Warrap State, Jonglei State and GPAA.

ZOA Dorcas would like to invite interested Companies who qualify by meeting the set criteria to be considered for supply and delivery or provision of goods and services. Current prequalified suppliers must also apply if there's interest in continuing working with ZOA Dorcas.

The main reason of this prequalification is to have a list of qualified suppliers who will be invited to participate in our procurement for supply and delivery of products and provision under relevant tenders/quotations. Therefore, a supplier must clearly indicate the exact physical location of their office in the registration form.

Each supplier is restricted to apply for maximum three (3) categories filled in the registration form:

Sno	Description
1	Provision of Branding & Printing Services
2	Provision of General Office Stationery (Files, Envelopes, Pens, Printing Papers , Note books, Flip chart papers and staples)
3	Agricultural tools and seeds
4	NFI kits
5	Food items
6	Vehicle rental
7	Road Transport
8	Travel Services (flight tickets for regional and international flights).
9	Clearance and forwarding services
10	Drilling of Boreholes and supplies.
11	Vehicle & vehicle parts including 4x4 cars, motor cycles
12	Construction materials
13	Hygiene materials
14	Provision of Office Supplies (Office Furniture & Fittings, Equipment, shredders, cutting machines, cash safe, dust blowers, Office desk, and Tables, flipchart standard.
15	Fumigation Services
16	Vehicle Tracking Services (Inclusive of fuel tracking system & Speed Limits, location tracking)
17	Money transfer Agents (Inclusive of Beneficiaries Cash Distribution)
18	Provision of Office Consumables related to food items (Bottle Drinking water. Coffee. Milk , Sugar, Tea leaves, Tissue papers)
19	Supply and Maintenance of ICT Equipment such as printers, computers, photocopiers, Tonners/ cartridges external hard drives, and memory sticks.
20	Provision of Vehicles maintenance, Vehicles spear parts, service and Repairs.
21	Provision of Insurance for Vehicles, Assets and Buildings.

22	Provision of accommodation (hotel rooms or apartment)
23	Provision of meeting / training halls and catering services
24	Construction services including Dyke construction, minor and major repair of buildings
24	Supply of pre-Fab building materials

Prospective suppliers and contractors must have carried out successful supply and delivery of products and services to Corporation, INGO, NGOs and other institutions in South Sudan. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria by attaching evidence of previous engagements, valid legal documents for your line of business, Copy of company's owner ID or passport, bank statement for the last two years.

Prospective suppliers will be screened on anti-corruption due diligence. By submitting prequalification documents, the supplier agrees that his data may be used for such screening and that the supplier will be registered in the ZOA Dorcas ERP software.

This document includes supplier registration form and ZOA Dorcas code of conduct. All must be filled and submitted along with the other requirements above by prospective suppliers in order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

ZOA Dorcas will not be responsible for any cost incurred by prospective supplier in the process of preparing and submission of the prequalification documents.

A complete prequalification document must be submitted in a sealed envelope clearly labelled "Prequalification of Suppliers 2025". Before the 19th December 2024 at 5:00 PM CAT

Thank you and regards,

Sign:



Date: December 5th, 2024.

Name : Jitendra Panda.

Position : Country Director

ZOA  **Dorcas**
South Sudan