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ORGANISATION BACKGROUND.

Rise Africa Organization (RAO) is a non-governmental and non-profit Women-Youth led National Non-governmental organization established by South Sudanese like-minded humanitarian activists. RAO was first registered in South Sudan in October 2018 with the Relief and Rehabilitation commission (RRC) No 1853. The organization focus on empowering communities to be healthy, self-reliant and self-sufficient. RAO builds capacities and offers lifesaving intervention to the most vulnerable and low income communities to improve their resiliency, reduce poverty and enhance economic growth, improve Health, Education, Food security and livelihood, Microfinance (entrepreneurship) support & promote access to social justice, fight Gender Base Violence (GBV), Women Empowerment and provide the necessary support to the survivors and enhance and promote human rights and general protection, engage in conflict prevention and peace building and to intervene in humanitarian emergency response for life-saving assistance and WASH activities.

To support our activities, RAO invites reputable suppliers and service providers legally registered and with a physical presence in South Sudan to participate in a prequalification/preselection process for provision of supplies and services for the year 2022/2023. Successful Company/companies will be registered into RAO office database of suppliers and service providers for a below listed categories. Application for combined category or single category will be accepted.

We are calling for willing reputable business organizations to submit applications for LOT(s) under which they would like to be prequalified for.

LOT RAO-001/2022: OFFICE SUPPLIES AND STATIONERY.

- 1) Spring files
- 2) Box files.
- 3) Clear bags.
- 4) Envelopes.
- 5) Staplers
- 6) Staples.
- 7) Office Scissors
- 8) Paper punch.
- 9) Waste bins
- 10) Correction pens

- 11) Writing pens
- 12) Permanent marker pens.
- 13) White board marker pens.
- 14) White Printing papers.
- 15) Colored printing papers.
- 16) Certificate printing papers.
- 17) Letter head reams
- 18) Voucher/Financial documents.
- 19) Office glue.
- 20) Plastic folders.
- 21) Diaries A4 &A5.
- 22) Paper Clips
- 23) Counter books.
- 24) Exercise books. A4
- 25) Sort hand books with spiral springs.
- 26) Sticky notes.
- 27) Cello tapes
- 28) Tape dispenser.
- 29) Plastic paper tray 4 tier.
- 30) Plastic pen holders.
- 31) Flip charts.
- 32) White boards.



LOT RAO-002/2022: Printing and visibility.

- 1) Plastic staff IDs.
- 2) ID straps/Holders.
- 3) Business cards.
- 4) T-shirts.
- 5) Raincoats
- 6) Banners.
- 7) Stickers.
- 8) Jackets.
- 9) Caps
- 10) Back packs
- 11) Reflector jackets.

REQUIREMENTS

All interested bidders should be in possession of the below as listed to qualify for a prequalification.

- 1) Provide a proof of legally being registered in SSD
- 2) Certificate of incorporation.
- 3) Trading license.
- 4) Tax identification certificate. (TIN)
- 5) Memorandum of articles of association.
- 6) Financial statements and audited accounts for the last two years.
- 7) Company profile.
- 8) Two (2) Certificate of completion/reference information of previous undertakings of similar contract/Recommendations.

Points to note.

- The company is at liberty to provide more details to support their work, not asked above
- All information about the company provided will be treated as confidential.
- Please number the pages, sign and stamp every page.
- RAO will not cater for the cost of preparation and submission of the prequalification of Bids.
- Submission of bids does not guarantee for automatic qualification for subsequent or future contracts with RAO.
- Interested companies applying must have bank accounts as all payment transactions will strictly be done through the banks.
- Fill in the forms using indelible ink and in block letters.



General company details.

PARTICULARS	DETAILS
Company Name	
Kind of Company i.e. sole proprietorship or Ltd.	
Company CEO/Owner	
Is the business a brokerage, retailer, wholesaler or a principle service provider.	
Physical address/location	
Official Telephone number	
Email address.	
Website.	
Contact person within the organization to whom enquiries about this bids should be directed to	Name
	Title
	Tel. no
	Email add.



Registration of Business

1. Is your firm registered as a business entity with the government?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
7. Are you related to any person currently employed with RAO?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. If YES, please provide name and position			
9. Provide here, any additional information regarding your business			





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.

Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from RAO's database of clients. I have read the above statement and certify that the information contained herein is true and accurate to the best of my knowledge and belief.

Name of Person Completing the Form		
Title:	Signature:	Date:
		Stamp/Seal.

Submission

Submission must be Sealed in an envelope clearly labelled "**Application for prequalification as a supplier/service provider**..... MUST INDICATE THE CATEGORY AND LOT NUMBER FOR WHICH YOU MAY APPLY and deliver it to the below address.

Hard copies in a sealed envelope Should be dropped at our main Juba office, located at **(CRADA compound, near Faith Nursery and primary school)** Hai Juba Nabar, off American Embassy, Catholic University road. Behind the office of the vice president. If you are using **Bilpham road**, we are located directly behind **Nile hope** which is at Munuki/Equity bank bridge. **Deadline of submission will be Friday 8th July 2022. Please Register your submission at the reception.**

Enquiries regarding this prequalification should be directed to this email address **raoprocurement@gmail.com** or this phone number **0922922959, 0917772970**

Feedback to successful/unsuccessful applications

Successful applications will be notified via email within two (2) weeks from the date of closure of receipt of applications. In case you submit an application form for prequalification but you don't hear from us four (4) weeks after the closing date, please consider your application unsuccessful this time round.

