



## PRE-QUALIFICATION FOR SUPPLIERS AND SERVICE PROVIDERS



### A. Introduction

ARDF is a non-profit Organization, Register in South Sudan (*NGO Reg.No.834, Relief and Rehabilitation Commission*) non-governmental working in four states of South Sudan to save lives, improving health, alleviate poverty and suffering.

ARDF is calling for applications for pre-qualification from competent and qualified suppliers and service providers for the provision of essential drugs, Medical Supplies and BHI supplies for the year 2023-2025. The pre-qualification will be followed by a Request for Quotations (RFQ), Invitation to Bid (ITB) and/or Request for Proposal (RFP) which may result in Long Term Agreements with the successful bidders.

Companies that wish to participate in the process are required to complete the application forms indicating the categories for which the applications are being submit. In addition to requirements in the pre-qualification application form, the interested applicants must provide the following documents/information:

### B. Mandatory document to required:

- 1) Certificate of registration of business (Within South Sudan)
- 2) Revenue Authority Tax Registration Certificate (Indicating TIN)
- 3) Tax Clearance Certificate (Must be Valid for the period ending 31<sup>st</sup> December 2023)
- 4) Certificate of registration with South Sudanese Chamber of Commerce
- 5) Valid Operation and/or Trading License (whichever is applicable)
- 6) Articles and Memorandum of Association (*it is mandatory that you submit the entire document*)
- 7) *Valid License for medical supplies and drugs from Food and drugs authority*
- 8) Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of two principle partners will suffice)
- 9) Business Profile
- 10) 12 Month **Certified Bank Statement** for the period 1<sup>st</sup> Jan 2022 to 31<sup>st</sup> Dec 2022
- 11) Reference and recommendations from at least 3 present and 3 past clients with whom your firm has done business for the category being bided for.
- 12) Proof of substantial contracts/orders completed in the last **12 months** for the specific category you are bidding for.
- 13) Fully and satisfactorily completed Prequalification Form specifying the category your firm is bidding for.



**Note:** Any submission made through any other address or means respectively, shall not be honored and ARDF shall not accept any responsibility whatsoever.

**C. Labeling and marking of submissions:**

Submissions MUST be contained in a Single Large Envelope clearly labeled "Application for pre-qualification as a Supplier/Service provider for \*\* Insert the category/ies\*\*" and MUST indicate the category for which you are applying, you are legible to apply for only two with proper labeling code on the envelop.

Labeling Code	Category
ARDF-JUBA-ED-2023-PQ001	Essential Drugs
ARDF-JUBA-MS-2023-PQ002	Medical Supplies
ARDF-JUBA-ME-2023-PQ003	Medical Equipment
ARDF-JUBA-BHNM-2023-PQ004	BHI Supplies( Non-Medical supplies for BHI)

**D. Deadline for request for clarification:**

Any requests for clarifications should be made in writing only and addressed to the Procurement Committee at the following address: [ardfsouthsudan@gmail.com](mailto:ardfsouthsudan@gmail.com) and Copy [laki.ardfsouthsudan@gmail.com](mailto:laki.ardfsouthsudan@gmail.com) or you can reach us here in; Hai Thongpiny, Opposite the office of fire brigade Near Seventh Days round about, and You can start submitting your inquiries not later than **Friday 3<sup>rd</sup> February 2023, 12:00 pm.** No inquiries will be accepted after this date and time

**E. Deadline for Submission of Documents**

The Submission MUST be hand delivery to our office in a sealed envelope stamp on both sides by your legal stamp. To locate our office, call the operation team on 0916084026 or 0927046444

The closing date for submitting a complete pre-qualification application is **Friday 10<sup>th</sup> February 2023 4:30pm, South Sudan Time.**

**F. Mandatory ARDF Policies**

- Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and team work. In accordance to these value, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate



in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.

- a) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

**G. Selection criteria:**

The companies that fully and satisfactorily meet the requirements listed in section above with the (*Mandatory information and documentation*), the Vendor Prequalification Form and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, bidder submissions will be evaluated and scored on the following criteria (to be determined from requirements listed in Section 2 above):

Satisfactory proof of legality of company existence	20 Marks
Satisfactory proof of tax compliance	20 Marks
Satisfactory proof of valid licenses from food and drug authority	10 Marks
Satisfactory proof of adequate financial capacity	40 Marks
Satisfactory proof of bidder's business worthiness	10 Marks

**NB:** Only bidders whose submissions score a minimum of 80 marks from the evaluation will be pre-qualified.

**H. Feedback to successful/unsuccessful applicants:**

The successful supplier's applicants will be informed by Procurement committee via email by focal point of ARDF within (2) weeks from date of closure of receipt of applications. In case you submit an application form for pre-qualification but don't hear from us 3 weeks after the closing date, please consider your application unsuccessful

**Disclaimer:**

- (a) This is only an invitation for prequalification and ARDF South Sudan may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and ARDF South Sudan.
- (b) ARDF South Sudan is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final.

