



SUBJECT: PRE- QUALIFICATION OF SUPPLIERS FOR THE YEAR 2022/2023

Humanity Care Initiative invites suppliers/service providers for pre-qualification/registration. Interested, eligible and competent bidders with relevant experience in similar undertakings to apply for the supply of the listed goods and services under the following categories for financial years 2022/2023.

CATEGORY NO.	ITEM DESCRIPTION
A	SUPPLY OF GOODS
HCI/A/01/22	Supply of construction & Hardware materials
HCI/A/02/22	Supply of Office and Stationery
HCI/A/03/22	Supply of Food items
HCI/A/04/22	Supply of Printing & Supply material
HCI/A/05/22	Supply of fuel
HCI/A/06/22	Supply of Agricultural seeds and tools
HCI/A/07/22	Supply of Household Items
B	PROVISION OF SERVICES
HCI/B/01/22	Provision of Air charter flight
HCI/B/02/22	Provision of Road Transport
HCI/B/03/22	Provision of River Transport
HCI/B/04/22	Provision of Car Hire Within Juba
HCI/B/05/22	Provision of Internet Service

Mandatory Qualification Requirements

1. Updated Company Profile min 15 pages.
2. Valid Memorandum/Articles of Association
3. Certificate of Registration/Incorporation
4. Tax Identification Certificate (TIN Number)
5. Valid Tax Clearance Certificate
6. Valid Chamber of commerce membership certificate.
7. Valid Trading / Operation License/certificate
8. Valid Petroleum Certificate for Fuel Suppliers
9. Bank account details on the Bank letter head dully stamped.
10. A reference list with current contact information; minimum of 3 referees.
11. A track record and experience in the requested Category(s); minimum of 3 purchase orders/contracts in the past 2 years





Manner of Submission

By Email to the following address (Tender committee email): procurement.hciss@gmail.com with formal bid & additional supporting documentation indicated above. The subject line should be category number followed by Item description e.g **HCI/B/02/22-Provision of Road Transport**

Deadline for submissions is **Monday 6th December 2021 before 3.00pm, South Sudan Local Time**. Expressions of Interest submitted after the closing date & time, and those incorrectly label **Subject on the email** shall automatically be rejected. Eligible bidders/service providers should apply **for a maximum of 3 categories per supplier/service provider**.

THIS PREQUALIFICATION PROCESS DOES NOT GUARANTEE AWARD OF CONTRACT AND HUMANITY CARE INITIATIVE RESERVES THE RIGHT TO CHANGE OR CANCEL THE REQUIREMENT AT ANY TIME DURING THE PREQUALIFICATION PROCESS WITHOUT PRIOR NOTICE TO BIDDERS/SUPPLIERS.

Appendices

Appendix 1: Supplier Registration Form

Appendix 2: Code of Conduct

Appendix 3: General Terms and Condition

Appendix 4: Detail Price Matrix [Excel Booklet with several Sheet]



NOTE: *In the excel booklet, fill the prices for the services/goods that you can provide/offer and submit in the excel format.*

All the remaining appendices should be completed, signed and stamped using the official company stamp.