



"We serve the needs of the most vulnerable"

Shortlisting of suppliers

The Organization.

Mother and Children Development Aid (MaCDA) is a non-profit making Humanitarian and Development Organization, legally registered and mandated to operate in South Sudan by South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, section 10 of the NGO Act 2016 with registration certificate number 1,447 and 215 respectively. MaCDA implements emergency and development projects in five States of South Sudan. MaCDA is also a bona-fide member of the South Sudan NGO forum. We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

MaCDA is reviewing its supplier database used for invitation of tender/ bids/request for quotations. Interested suppliers and service providers, including printing firms, wholesalers, retailers, management and other consulting firms are invited to submit their Expression of Interest if they wish to do business with MaCDA. The interested suppliers/consulting firms must meet the following requirements.

- Complete and sign a Supplier Profile Form. The link to download the form is given below
Submit certificate of incorporation as business concern duly registered to conduct business in South Sudan
- Demonstrate that the company has a minimum of two years' experience in the concerned business area.
- Prove that it holds valid registration certificate
- Evidence of warehousing/business facilities (for goods suppliers)
- Prepared to accept MACDA's General Terms and Conditions
- Provide at least three (3) references of customers procuring similar products (name and contract number)
- Evidence of a bank account.



In order to verify the correctness of the information provided, MaCDA will visit and assess the supplier/service provider. The qualified supplier/service providers will be included in the pre-qualified list of suppliers. The suppliers in the pre-qualified list will be invited for bids/ tenders and quotations as and when required.

Products and services range

The suppliers, wholesalers and consulting firms of the following supply and services category (but not limited to) are requested to submit their EOIs:

– Suppliers of:

Office stationery, supplies and equipment; office furniture; ICT supplies and equipment; office furniture; tents, tarpaulin, blankets and plastic sheets; motor vehicle spare parts, motor bike spare parts, toilet slabs; plastic utensils (buckets, jerry cans, etc.), soap, transport equipment (vehicles, motorcycles, bicycles); offset and digital printing.

– Logistics service providers:

Clearing & forwarding, warehousing and transportation

– Research and Management Consulting Firms:

Professional consulting services on auditing, research, survey, evaluation, assessment, KAP study, capacity development in Nutrition, Education, Water and Sanitation, Child Protection, Social Protection, Social and behavioral change, Communication for Development.

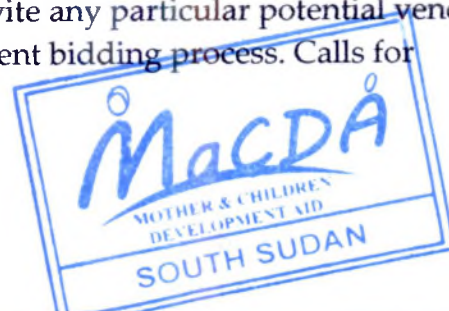
– Other service providers:

Conference and accommodation services, activation services; design & artwork.

Interested suppliers/service providers and consulting firms who meet above requirements should fill Vendor Profile form attached to the advert or physically collect a copy of MaCDA supplier profile form, General Terms and Conditions and a list of products and services from the MaCDA office in Juba.

Existing MaCDA suppliers and suppliers who have participated in MaCDA invitation to bids/tenders/submission of quotations in the past but have not received awards or orders from MaCDA are also requested to renew their interest by submitting the updated documents as above including the updated Supplier Profile Form.

It should be noted that MaCDA is not obliged to invite any particular potential vendor that has expressed interest to participate in any subsequent bidding process. Calls for



bids/tenders/quotations and any subsequent purchase order will be issued in accordance with the procurement procedures of MaCDA.

Please note that all MaCDA bidding/tendering/quoting documents including the Supplier Profile Form are free of charge and suppliers/service providers are NOT required to pay for any pre-qualification and bidding/tendering/quoting processes.

Deadline for return of documents

Duly completed supplier profile form together with all relevant supporting documents should be submitted:

a) by email (with attachments not exceeding 10 MB) with subject heading EXPERESSION OF INTEREST.

Email addressed to: Procurement, MaCDA.

Contact:

info@macdassudan.org

CC

onyangoonyango@yahoo.com

komai@macdassudan.org

OR

b) by courier service or hand delivery (name and ID details of individual delivering to be communicated by email at least **10 working days** from the date of this Advertisement) to the following address:

Procurement, MaCDA
Gudele Road, Near Hai Seminary Gate,
Opposite Jur River Petrol Station
Juba, South Sudan.

