

VENDOR PRE-QUALIFICATION FOR GOODS/SERVICES/WORKS

Background:

ZO-Dorcas South Sudan is an international NGO that was established in March 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA-Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA-Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei States as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

Invitation to pre-qualify

ZOA-Dorcas hereby invites your company to participate in this pre-qualification process. The purpose of the Vendor Pre-qualification process is to identify experienced & trustworthy companies/firms in supporting our organizational objectives through entering into Framework Agreements within the following vendor category;

Reference Number	Category A: General Supplies
ZOA-Dorcas/Supplies/22-23/001	Supply and Delivery of Office Stationeries
ZOA-Dorcas/Supplies/22-23/002	Supply and Delivery of Office Furniture & Fittings
ZOA-Dorcas/Supplies/22-23/003	Supply and Delivery of Office/ICT Equipment & Electronics + Accessories (Photocopiers/printers/cartridges/Beamers/Computers/USB/Phones e.t.c)
ZOA-Dorcas/Supplies/22-23/004	Supply and Delivery of Vehicles/Vehicle spare parts
ZOA-Dorcas/Supplies/22-23/005	Supply & Delivery of Motor boat spare parts/Repairs & Servicing
ZOA-Dorcas/Supplies/22-23/006	Supply & Delivery of Motorcycles/Motorcycle spare parts
ZOA-Dorcas/Supplies/22-23/007	Supply and Delivery of Construction materials & Electricals
ZOA-Dorcas/Supplies/22-23/008	Supply and Delivery of Agricultural Machineries, tools, and inputs (Grinding mills, Ground nut paste machines, hand tractors, Ox-ploughs, e.t.c)
ZOA-Dorcas/Supplies/22-23/009	Supply and Delivery of visibility/promotional items & other branded clothing (Printing materials).
ZOA-Dorcas/Supplies/22-23/010	Supply and Delivery of Medical Equipment (Assistive Devices, e.t.c)
ZOA-Dorcas/Supplies/22-23/011	Supply and Delivery of Bottled Drinking water & Water for Laundry Services
ZOA-Dorcas/Supplies/22-23/012	Supply and Delivery of kitchen accessories (Cutleries, Crockeries, and related Kitchen equipment).
ZOA-Dorcas/Supplies/22-23/013	Supply and Delivery of fuel (Diesel & Petrol)/Oils/Lubricants/LPG.
ZOA-Dorcas/Supplies/22-23/014	Supply and Delivery of Office Consumables/Cleaning materials (Sugar, tea, laundry detergents, multipurpose detergents, tissue paper, mosquito kills, e.t.c)

ZOA-Dorcas/Supplies/22-23/015	Supply and Hire of tents, Tarpaulins, chairs, tables, handwashing containers, pallets, e.t.c
ZOA-Dorcas/Supplies/22-23/016	Supply & Delivery of Generators, Solar equipment, batteries, and accessories/parts.
ZOA-Dorcas/Supplies/22-23/017	Supply and Delivery of Agricultural tools and seeds
ZOA-Dorcas/Supplies/22-23/018	Supply and Delivery of relief Non Food Items (Sanitary kits, Gloves, Masks, Mosquito nets, beds, beddings, mattresses, sandals, blankets, bar soap, aqua tabs, plastic sheets, kitchen sets, sleeping mats, solar lamps, jerricans, buckets, e.t.c)
Reference Number	CATEGORY B: SERVICES
ZOA-Dorcas/Services/22-23/001	ash transfer and Cash Distribution services to beneficiaries, and biometric registration
ZOA-Dorcas/Services/22-23/002	Provision of Audit Services
ZOA-Dorcas/Services/22-23/003	Provision of Legal Services
ZOA-Dorcas/Services/22-23/004	Provision of Medical Insurance Services
ZOA-Dorcas/Services/22-23/005	Provision of Insurance Underwriting Services (Comprehensive/3 rd party/property/ e.t.c)
ZOA-Dorcas/Services/22-23/006	Provision of Internet equipment/Services (ISP)
ZOA-Dorcas/Services/22-23/007	Provision of Publishing and Designing/Printing/Copying/scanning/laminating services
ZOA-Dorcas/Services/22-23/008	Provision of Hotel/Accommodation Services
ZOA-Dorcas/Services/22-23/009	Provision of Conference Facilities and catering services
ZOA-Dorcas/Services/22-23/010	Provision of Transportation (Cargo)/Vehicle Hire Services
ZOA-Dorcas/Services/22-23/011	Provision of Air travel agency and ticketing services including charter flights
ZOA-Dorcas/Services/22-23/012	Provision of Professional Consultancy Services (Staff/beneficiary/partners/stakeholder Trainings, Mentorships, Workshops etc on different program, finance, and operation subjects as they arise)
ZOA-Dorcas/Services/22-23/013	Provision of Videography/photography Services
ZOA-Dorcas/Services/22-23/014	Provision of Fumigation & pest control services
ZOA-Dorcas/Services/22-23/015	Provision of Security Services, Maintenance of safety material and firefighting equipment.
ZOA-Dorcas/Services/22-	Provision of Sewage Emptying Services (Cesspool)

23/016	
Reference Number	CATEGORY C: WORKS
ZOA-Dorcas/Works/22-23/001	Building and Construction Contractors including Repairs and Maintenance of Civil works
ZOA-Dorcas/Works/22-23/002	Repair and Maintenance of Electrical Works (Solar & Alternating Current)
ZOA-Dorcas/Works/22-23/003	Provision of Electrical wiring and maintenance Services
ZOA-Dorcas/Works/22-23/004	Painting, Interior Décor, and Landscaping/Paving
ZOA-Dorcas/Works/22-23/005	Hydrological Survey, Drilling, rehabilitation, and repairs of Boreholes and Mini water yards
ZOA-Dorcas/Works/22-23/006	Repair and Maintenance/Serviceing of Motor Vehicles/Motorcycles
ZOA-Dorcas/Works/22-23/007	Repair and Maintenance/Serviceing of Generators
ZOA-Dorcas/Works/22-23/008	Plumbing works
ZOA-Dorcas/Works/22-23/009	Repair and Maintenance/Serviceing of Air Conditioners (ACs)

PRE-QUALIFICATION INSTRUCTIONS TO VENDORS

1. ZOA-Dorcas South Sudan herein referred to as the organization, requests Companies/Firms who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to support ZOA-Dorcas through the provision of activity categories above under the relevant tenders/quotations to ZOA-Dorcas on and as when required during the stated period.
3. Duly registered Vendors of goods, services and works under the Laws of South Sudan are invited to submit their pre-qualification documents to ZOA-Dorcas so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers, Service providers, and contractors must have carried out successful supply and delivery of similar items/services/works to NGOs/Corporations/Embassies/Institutions/Government of similar size. Potential suppliers/service providers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of proposal for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to provide the listed category of supplies/services/works.
6. This document includes vendor Registration form, Supplier Code of Conduct, and documents required of prospective suppliers.
7. The successful applicants will be registered on ZOA-Dorcas supplier Database for the period **2022 – 2024** and the organization will only deal with the firms that are registered.
8. A Framework Agreement shall be entered into with successful vendors under a definite period.
9. Applicants must submit a dully completed and signed Supplier registration form provided herein as Annex 'A'.
10. ZOA-Dorcas South Sudan reserves the right to request the submission of additional information from applicants or from any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
11. ZOA-Dorcas will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of ZOA-Dorcas.
12. The pre-qualified vendors are required to immediately advise the ZOA-Dorcas of any significant change in its financial, technical capacity, ownership or holdings it may have undergone.
13. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.
14. All vendors shall be subjected to a mandatory Vetting through a ZOA-Dorcas MemberCheck App against EU, UN, OFAC, & South Sudan list of Sanctions for Terrorism and Money Laundering.
15. ZOA-Dorcas has a Zero tolerance to Sexual Exploitation, Abuse and Harassment (PSEAH). Any Vendor or its staff known to have committed such crime before, during, and/or in the future while doing business with ZOA-Dorcas shall lead to automatic disqualification and thus blacklisting of the vendor.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Experience

- a. Prospective vendors shall have at least one (1) year experience in the provision of similar goods services, and works.
- b. Prospective vendors must demonstrate experience and capability to organize deliverables at short notice.
- c. ZOA-Dorcas reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.
- d. Vendors must share contracts of previous works done and/or recommendation letters.

Financial Capability

- a. The vendor's financial capability will be determined by the latest financial statement submitted

- with the pre-qualification documents.
- b. Potential vendors/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

Past Performance

- a. Past performance will be given due consideration for any pre-qualifying vendor.
- b. Letters of reference/recommendation from past customers should be attached.
- c. A vendor can apply for more than one category of activity as long as it falls within its expertise. For each category, the vendor is required to submit a separate proposal with distinct reference number.

Premises

The Vendor must have a **registered** and **fixed** business premise in South Sudan, with a Certificate of Registration, incorporation and all other certificates, copies of which must be attached.

Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid E-Tax compliance certificate from the South Sudan Revenue Authority (NRA).

MANDATORY REQUIREMENTS

No	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Evidence Of physical Registered office– Please attach utility bill e.g., Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
4.	Financial statement for the last six months in the name of the firm i.e. (April 2022- Septemeber 2022)	Mandatory
5.	A minimum of three reference letters from clients i.e. For the period 2018 – 2022.	Mandatory
6.	Company Profile and/or CVs	Mandatory

TECHNICAL EVALUATION

S/No.	Requirement (Submit Evidence)	% Score
1.	Registration documentation e.g. Certificate of Incorporation, Valid trading license, Chamber of Commerce, Valid Tax Compliance Certificate and TIN	35
2.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Waterbill etc. or tenancy agreements with the name of the firm.	10
3.	Manpower/Staffing	10
4.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	30
5.	Financial capability-Bank statement for the last 6 months	15
	TOTAL	100

Submission Criteria

The Vendor pre-qualification documents can be sent by email via procurement.southsudan@zoadorcas.ngo or enclosed in sealed envelope(s) marked "Vendor Pre-Qualification 2022-2023", clearly indicating the appropriate **reference number(s)** and **category name (s)** being applied for, and placed in the tender boxes by Wednesday, 02November 2022 at 5.00pm South Sudan time at the following ZOA-Dorcass South Sudan Offices;

I. Country Office – Juba

Nyakuron West, Plot No. 85, Block GII,
 Behind the National Security Building in Hai Jebel,
 Juba, South Sudan
 Tel: +211 929 000 079 for delivery direction only

2. Wau Office

Sikka Haddid,
Wau – Western Bhar el Ghazal, South Sudan
Tel: +211 927 005 060 for delivery direction only

3. Bor Office

Langbaar Area, Plot No. 18/19,
Bor Town, South Sudan
Tel: +211 924 620 939 for delivery direction only

4. Pibor Office

Plan International Compound,
Pibor Town, GPAA - South Sudan
Tel: +211 922 751 460 for delivery direction only

Bids containing any other external markings that cannot identify the vendor or that are addressed to individuals will be disqualified. For any inquiries / clarifications, please email us on procurement.southsudan@zoadorcas.ngo by 28th October, 2022 at the latest. Any need of clarification after this date shall not be attended to.

ZOA-Dorcas South Sudan reserves the right to accept or reject any proposal either in whole or in part and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Every applicant shall be informed of the status of their application when this process is completed.