



## TERMS OF REFERENCE

### **CALL FOR SERVICE PROVIDERS 2024-2025 (Framework Agreement)**

#### **Background,**

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan. UNKEA was founded in 2002 by a group of concerned men and women of Upper Nile State, to respond to the dire social, economic, livelihoods and health conditions experienced by the South Sudan citizenry. UNKEA's initial purpose was to design strategies and interventions to fight the deadly Kalazaar disease which is highly prevalent in Upper Nile. With time, UNKEA's mandate has expanded to include other interventions such as provision of basic services such as primary health care, nutrition, food security and livelihoods, water and sanitation, education; social development of youth and women; economic development, Access to Justice and peace building.

UNKEA invites qualified vendors to apply for **Framework Agreement**, interested vendors/suppliers can submit their proposal for the below services. The details of the services are in the RFQ.

<b>ITB Clause Reference</b>	<b>Description</b>	<b>Number of Units</b>
<b>FWA2024-001</b>	Supply and Delivery of Fuel (Diesel Petrol and Lubricants to Various Locations	Details on RFQ
<b>FWA2024-002</b>	Supply of assorted Stationary	Details on RFQ
<b>FWA2024-003</b>	Excretion of sewage & collection of garbage from Juba Office	Details on RFQ
<b>FWA2024-004</b>	Accommodation Service-Juba	Details on RFQ

#### **REQUIREMENTS/ESSENTIAL DOCUMENTS**

To be eligible for consideration, interested service providers must meet the following requirements.

- Valid Certified Copy of Certificate of Registration
- Valid Incorporation.
- Updated Full Company profile.
- Tax Registration Certificate (Indicating TIN).
- Valid Tax Clearance Certificate & Import Licenses.
- Valid Certificate of registration with South Sudan Chamber of Commerce.
- Updated Articles, and Memorandum of Association (including name of directors/shareholders).
- Valid Operation License.
- A minimum of three reference letters from current clients.
- Past working experience in the category (Copies of previous contracts, Purchase orders etc.).

## GENERAL NOTICE TO APPLICANTS

- Any Envelope that does not have the details of the service applied for shall be eliminated Rejected.
- Incomplete documents shall not be considered.
- Please note that the publication of this Tender Notice is not to implement or announce procurement.
- Late submission or any misconduct will lead to disqualification.
- No supplier will attend the opening of the tender documents but will be notified by email.

### **HOW TO APPLY:**

This opportunity is open to all qualified companies. For inquiries, please contact UNKEA Committee at tender [procurements@unkea.org](mailto:procurements@unkea.org) copy [mariaka@unkea.org](mailto:mariaka@unkea.org), Between **10 am –4pm** (South Sudan)

### **DETAILS FOR SUBMISSIONS**

The documents must be enclosed in a properly sealed envelope marked "*with the name of the service applying for*", clearly indicating the appropriate reference number(s) and category name (s) being applied for, and placed in the tender boxes between **Monday 23<sup>rd</sup>, November to December 4<sup>th</sup>, 2023, at 5.00 pm** at offices below:

Addressed to:

Tender Committee Chaiman UNKEA

Head Office Location

KATOR STREET 17 AVENUE.

P.O BOX 504 Juba, South Sudan

Cell phone: +211921129868

[www.unkea.org](http://www.unkea.org)