



23.07.2026

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR THE YEAR 2026-2028

Jesuit Refugee Service is a catholic church based international humanitarian organization, with a mission to ACCOMPANY, SERVE and ADVOCATE for the rights of Refugees and other forcibly displaced persons.

Now, JRS JUBA Office is seeking to prequalify suppliers, contractors and service providers for the provision of various goods, works, and services for the fiscal year 2026-2028, in furtherance to its Programme needs and in line with donor requirements. This process is open to all qualified suppliers, contractors and service providers as under:

Tender Number	Category of Goods, Works and Services
JRS-R26-021	Fund Transfer and Distribution (Form below for pricing)
JRS-R26-022	Cargo delivery/Passenger flights (Form Below for pricing)
JRS-R26-023	Security Services (Form Below for pricing)

Interested and suitably qualified Suppliers, Contractors and Service Providers share the below documents together with the questionnaire form through james.ladu@jrs.net and Cc moses.amoko@jrs.net or drop your documents at JRS Juba Office at HAI TONGPING, JUBA, CENTRAL EQUATORIA STATE by 5th August 2026 5:00PM

The Applicant must also enclose the following documents:

- COMPANY PROFILE
- CERTIFICATE OF INCORPORATION /BUSINESS REGISTRATION CERTIFICATE
- BUSINESS PERMIT
- TAX COMPLIANCE/CLEARANCE CERTIFICATE
- 6 MONTHS' CERTIFIED RECENT BANK STATEMENT IN THE NAME OF THE BIDDING COMPANY
- FOOD, DRUGS AND CHEMICAL SUBSTANCE LICENCE WHERE APPLICABLE
- RECOMMENDATIONS FROM 3 (THREE) NGOS SERVED
- ANY OTHER RELEVANT DOCUMENTATION

Any form of canvassing either directly or indirectly will lead to automatic disqualification.

Application FORM and GENERAL INSTRUCTIONS FOR THE INTERESTED VENDORS:

- Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
- Response to the prequalification questionnaire must be in accordance with the requirements for information in the document.
- Answers to questionnaires should be relevant to the goods and services to be supplied and should be as clear and concise as possible.
- The supplier should prepare a table of contents as per given below on their letterhead, proper document separators and section labels to be done.
- Submission of documents: The application for prequalification should be in a single sealed envelope properly labelled with the category number and the category description. The application must be submitted one original and one copy, and the envelope must be marked Original and Copy as



appropriate. If there are any discrepancies between the original and the copy, the original governs.

- The documents should be signed by authorized representative of the company, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates and any other information that the applicant wish to be considered.
- Application may be modified or amended in writing, prior to the closing time specified in this Document. Applications shall not be withdrawn before the deadline.
- The applicants shall bear all costs associated with the preparation and submission of application and JRS will not in any case be responsible and liable for the costs incurred.
- All information given in writing to or verbally shared with the service provider in connection with this prequalification is to be treated as strictly confidential. The contractor shall not share or invoke such information with any third party without the prior written approval of JRS. This obligation shall continue after the prequalification process has been completed, whether the contractor is selected.

JRS-R26-0021

Fund Transfer and Distribution

ITEM DESCRIPTION:	Quantity	Location	Price
Delivery Cost/Drop	1	Uppernile	
Delivery Cost/Drop	1	Western Equatoria	
Delivery Cost/Drop	1	Juba	
Cash distribution(Paying Vendor/Beneficiary)	1	Uppernile	
Cash distribution(Paying Vendor/Beneficiary)	1	Western Equatoria	
Cash distribution(Paying Vendor/Beneficiary)	1	Juba	
SUB-TOTAL:			
TRANSPORT/SHIPPING/TAX			
TOTAL (USD)			

JRS-R26-0022

<u>Cargo delivery/Passenger flights</u>			
ITEM DESCRIPTION:	Quantity	Unit	Price/USD
Delivery Cost			
Maban	1	KG	
Yambio	1	KG	
Renk	1	KG	
Passenger Flights			
Maban	1	Person	
Yambio	1	Person	
Renk	1	Person	
SUB-TOTAL:			
TRANSPORT/SHIPPING/TAX			
TOTAL (USD)			

JRS-R26-0023

<u>Security Services</u>			
ITEM DESCRIPTION:	Quantity	Unit	Prices/USD
Security Services (One guard during the day and 2 guards at night)	3	Monthly	
Alarm Services	1	Monthly	
SUB-TOTAL:			
TRANSPORT/SHIPPING/TAX			
TOTAL (USD)			

Prequalification Form/Questionnaire

Company name			
Address	Name of the City and Area	City / State	Postal code
Owner(s)	Name: _____	Official _____	Position: _____
Tax and registration no.	Tax number: _____	Registration number: _____	
Type of Company	Ltd., Inc. etc: _____		
Contact person	Full Name	Official Position	Contact information Phone: _____
			E-Mail: _____
Which category of goods or services does the company offer?			
Have you already worked with NGOs?	Yes ☐	No ☐	If yes: Name(s) <i>(Provide references and evidence of work completed)</i>
Value of Annual Turnover for the last 12 months. (Provide evidence)			

Number of employees			
Average delivery time of goods/services offered per annum in USD	<i>(Specify for various categories of goods/services when different)</i>		
Standard terms of payment			
Do you offer follow up and support services for the goods/services provided	Yes ☐	No ☐	If yes, please specify:
Do you give a guarantee for your goods/services?	Yes ☐	No ☐	If yes, how long and in which scale: <i>(Specify for various categories of goods/services when different)</i>
How do you ensure the quality of the goods/services offered?	☐ Sample inspection ☐ Quality agreements ☐ Product know-how ☐ Supplier visits ☐ Reference check ☐ Work trials ☐ Others (explain):		
Do you offer a standard price list for your goods/services?	Yes ☐	No ☐	Attached to file ☐
Are there ties between you and any employee of JRS?	Yes ☐	No ☐	If yes, whom and in what relationship:

WE DECLARE that

- The information given above is correct,
- Our products and/or services are produced without the labor of children below age 18,
- We fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided in the countries of incorporation and operation,
- We have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement,
- there are no international sanctions against the owner(s) and/or company in place,
- we do not fund or support terrorism in any way,
- We have received a copy of JRS Whistle Blowing Guidelines.

WE FURTHER DECLARE

our interest to be included in the JRS database for prequalified providers of supplies, services and works.

Date

Signature of Authorized Company Representative

Approved by Country Director

Signed:

