

Call for pre-qualification of suppliers and service providers for the year 2024

1) Introduction

Saferworld (SW)) South Sudan is calling for applications for pre-qualification from competent and qualified suppliers and service providers for the provision of various categories of goods and services for the year 2024. The pre-qualification will be followed by a Request for Quotations (RFQ), Invitation to Bid (ITB) and/or Request for Proposal (RFP) which may result in Long Term Agreements with the successful bidders.

Companies that wish to participate in the process are required to complete the application forms indicating the categories for which the applications are being submitted. In addition to requirements in the pre-qualification application form, the interested applicants must provide the following documents/information:

2) Mandatory documentation and information:

- a) Certificate of registration of business (in the country where company is registered).
- b) Revenue Authority Tax Registration Certificate (Indicating TIN).
- c) Tax Clearance Certificate (Must be Valid for the period ending 31 Dec 2023, Or later).
- d) Certificate of registration with South Sudanese Chamber of Commerce (for South Sudan registered companies).
- e) Valid Operation and/or Trading Licence (whichever is applicable).
- f) Articles and Memorandum of Association (*it is mandatory that you submit the Entire document*).
- g) Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of the principal Partners will suffice).
- h) Official Business physical, postal, telephone and email addresses.
- i) Twelve months' **Certified Bank Statement** for the period ended 31 Nov 2022.
- j) Reference and recommendations from at least three present and three past clients with whom your firm has done business for the category you are bidding for.
- k) Proof of substantial contracts/orders completed in the last **12 months** for the specific category you are bidding for.
- l) Fully and satisfactorily completed Prequalification Form specifying the category your firm is bidding for.

3) Address for submission of applications:

- I. All bid submission should be done in hard copies at the Saferworld office, Juba. All bid submission must be registered at the reception in the bid registration log sheet/book.

4) Labelling and marking of submissions:

Submissions MUST be contained in a single large envelope clearly labelled “Application for pre-qualification as a Supplier/Service provider (whichever is applicable)” and MUST **indicate the category for which you are applying.**

5) Deadline for request for clarification and submission of documentation:

Any requests for clarifications should be made in writing only and addressed to the Procurement Coordinator at the following address: Operation Desk -South Sudan. maruba@saferworld.org.uk / pmachar@saferworld.org.uk; ekoma@saferworld.org.uk and **MUST** be received before or not later than **23 November 2023, 16:00pm.**

The closing date for submitting a complete pre-qualification application is **23 November 2023, 1600hrs, South Sudan time.**

6) Accessing the prequalification forms and details:

Detailed pre-qualification application forms should be requested through the e-mail address: maruba@saferworld.org.uk OR collect **Hard copy at Saferworld office Off-American Residence Road, Opposite Watoto Church – Tong Piny Juba.**

NO.	SUPPLIERS CATEGORIES 2024
1	SUPPLY OF MOTOR VEHICLE SPARE AND SERVICE PARTS - TOYOTA LAND CRUISER
2	SUPPLY OF OFFICE STATIONERY
3	SUPPLY OF CUSTOM-DESIGNED AND PRINTED STATIONARY
4	SUPPLIES OF COMPUTER AND PRINTER HARDWARE, SOFTWARE ACCESSORIES
5	PROVISION OF STAFF TRANSPORT SERVICES -CAR HIRE PICK AND DROP AND FULL DAY
6	SUPPLIES OF OFFICE AND HOUSEHOLD FURNITURE
7	SUPPLY AND INSTALLATION OF SOLAR POWER SYSTEMS
8	PROVISION OF OUTSIDE CATERING SERVICES
9	PROVISION OF HOTEL SERVICES
10	PROVISION OF AIR TICKETING SERVICES (COMMERCIAL) NATIONAL AND INTERNATIONAL
11	PROVISION OF INSURANCE SERVICES FOR (1-MEDICAL, 2 GROUP LIFE, 3 ASSET).
12	PROVISION OF ASSET TRACKING SYSTEMS FOR VEHICLES
13	SUPPLY OF PETROLEUM PRODUCTS (PETROL, DIESEL, ENGINE OIL, GEAR BOX OIL AND BRAKE FLUID)
14	PROVISION OF INTERNET SERVICES
15	SUPPLIES OF OFFICE CONSUMABLES: SUGAR, POWDERED MILK, TEA BAGS, COFFEE, LIQUID SOAP, SOFT FACIAL TISSUE AND DRINKING WATER

