



Invitation for Tender

Issued: 3rd December, 2020

ADVENTIST DEVELOPMENT RELIEF AGENCY (ADRA) INVITS TENDOR FOR PREQUALIFICATION SUPPLIERS FOR SERVICES FOR THE YEAR 2021 -2022 FOR THE FOLLOWING BELOW SERVICES CATOGARIES.

SUBMISSION DATE: NOT LATER THEN 15th of December, 2020 at 5:00PM

Organization Description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender.

KEY INFORMATION TO BE AWARE OF:

1. Vendors are expected to be very specific and in details in describing of the kind of goods and services they offer. Please do not just mention General supplier it should be in details.
2. Include detailed price list of the items you supply as per the categories of the goods on the list.
3. Supplier contacts (email address, Telephone and address)
4. Company's profile

Vendors shall enclose all renewed relevant legal registration documents, including latest bank statements, valid Tax clearance certificate in well-sealed envelopes.

**Submit to The Committee, for procurement
ADRA SOUTH SUDAN, JUBA.**

For any clarification or inquiry, you can reach the organization through:

ADRA South Sudan Office in Juba located at Munuki SDA Church Compound, Juba; or jobs@adrasouthsudan.org

c) The envelop shall bear the warning “**not to be open before the time and date for bid**” opening. If any envelope is not sealed and marked as required, ADRA South Sudan will not assume responsibility for the misplacement or premature opening of the application which will be rejected.



**Table of Forms
Tender Information Form**

This is a sample for the price list Venders shall PROVIDE all the requirements of goods they have listed as indicated below. No alterations to the requirements shall be permitted and no substitutions shall be accepted.]

S/N	Item Description printing	Qty	Unit	Unit/ Price	Total





ADRA



ADRA South Sudan invites interested firms (bidders) to apply for Pre-qualification as Suppliers of goods, works and services for the period 2020 – 2022 under the following categories.

ADVERTISEMENT FOR PREQUALIFICATION OF SUPPLIERS

CATEGORY A

NO PREQUALIFICATION FOR SUPPLY OF GOODS

REF. No

ADRA/PQA/202021/01

Supply of office Furniture and Fittings

ADRA/PQA/202021/02

Supply and Delivery of Office Equipment (Photocopiers, ICT Equipment)

ADRA/PQA/202021/03

Supply and Delivery of Office Stationery and Cartridges

ADRA/PQA/202021/04

Supply of Vehicle / Vehicle spare parts

ADRA/PQA/202021/05

Supply of Motor Boats/ Motor Boats spare parts

ADRA/PQA/202021/06

Supply and Delivery of construction materials and electrical tools

ADRA/PQA/202021/07

Supply of IT Equipment and Electronics

ADRA/PQA/202021/08

Supply of Vegetables, Crops and Fruits seeds

ADRA/PQA/202021/09

Supply and Delivery of Agricultural machineries, tools and inputs (Grinding mills)

ADRA/PQA/202021/10

Supply of visibility materials and Other Branded Clothing (Printing Materials)

ADRA/PQA/202021/11

Supply and Delivery of Medical & Veterinary supplies

ADRA/PQA/202021/12

Supply and Delivery of Water (inclusive of drinking water)

ADRA/PQA/202021/13

Supply and Delivery of Cutlery, Crockery and Related Kitchen Equipment

ADRA/PQA/202021/14

Supply and Delivery of Laundry Detergents, Multipurpose Detergents,

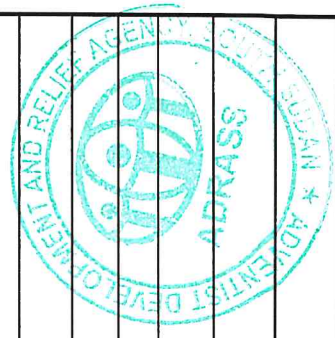
ADRA/PQA/202021/15

Tissue Paper, cleaning supplies and services

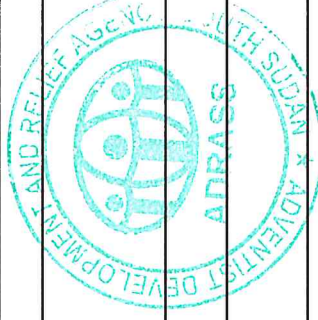
ADRA/PQA/202021/16

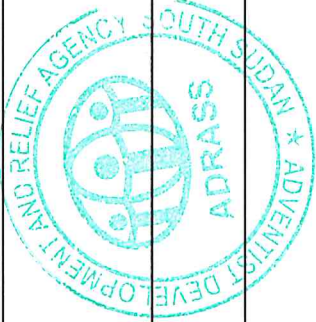
Supply and Hire of Tents, Tarpaulins, Chairs Etc

17	Supply and Delivery of Generators, Solar equipment, Batteries, & Parts, Water pumps	ADRA/PQA/202021/17
19	Supply of Sanitary Kits	ADRA/PQA/202021/19
20	Supply of COVID 19 Equipments, materials	ADRA/PQA/202021/20
21	Construction, supply and writings of sign posts	ADRA/PQA/202021/21
22	Supply and Delivery of Fuel, Oils, Lubricants and LPG	ADRA/PQA/202021/22
23	Supply and Delivery of Beds, Bedding, Linen, Mattresses, Mosquito Nets	ADRA/PQA/202021/23
24	Supply of Relief items (Blankets, soap bars, aqua tabs, plastic sheets, kitchen set, Sleeping mat, solar lamps, collapsible Jerrycan and buckets)	ADRA/PQA/202021/24
CATEGORY B		
NO	PREQUALIFICATION FOR SUPPLY OF WORKS	REF. No
1	Repair & Maintenance of Electrical Works	ADRA/PQB/202022/01
2	Building & Construction Contractors	ADRA/PQB/202022/02
3	Construction/ Maintenance of School Desks, Benches, Chair & Tables	ADRA/PQB/202022/03
4	Painting, Interior Decor & Landscaping Services	ADRA/PQB/202022/04
5	Drilling of boreholes, borehole rehabilitation and repairs related works	ADRA/PQB/202022/05
6	Repairs & Maintenance of Civil Works	ADRA/PQB/202022/06
7	Repair and Maintenance/Service of Motor Vehicles/ Motor Cycles	ADRA/PQB/202022/07
8	Provision of Architectural and Engineering consultancy Services	ADRA/PQB/202022/08
9	Provision of Electrical Engineering Services	ADRA/PQB/202022/09
10		
11	PREQUALIFICATION FOR PROVISION OF SERVICES	REF. No
12	Provision of Air Travel Agency, Accommodation/hotel services and Car Hires Services	ADRA/PQC/202022/01
13	Supply and Maintenance of Sanitary Bins and Related Services	ADRA/PQC/202022/02



14	Provision of Garbage Collection Services	ADRA/PQC/202022/03	
15	Provision of Fumigation and Pest Control Services	ADRA/PQC/202022/04	
16	Service and Maintenance of Gas Appliances (Catering Equipment)	ADRA/PQC/202022/05	
17	Service and Maintenance of AC Appliances Equipment	ADRA/PQC/202022/06	
18	Security Service and Maintenance safety materials and Firefighting Equipment,	ADRA/PQC/202022/07	
19	Provision of Publishing and Printing Services	ADRA/PQC/202022/08	
20	Provision for Internet Equipment/Services	ADRA/PQC/202022/09	
21	Provision of Legal Services	ADRA/PQC/202022/09	
22	Provision of Insurance Underwriting Services	ADRA/PQC/202022/10	
23	Provision of Medical Services	ADRA/PQC/202022/11	
24	Provision of Audit Services	ADRA/PQC/202022/12	
25	Provision of banking and Cash transfer & distribution services	ADRA/PQC/202022/13	
26	Provision of cargo shipment services (Road, water and air)	ADRA/PQC/202022/14	
ATORY REQUIREMENTS			
No.	Requirement	Score	
1	Certified Copy of Certificate of Registration/Incorporation	Mandatory	
2	Valid Tax Compliance Certificate & Import License	Mandatory	
3	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory	
4	Transport Hire Firms, Taxis, etc. must attach evidence of having taken all the necessary insurance covers.	Mandatory	
5	Valid Operation License	Mandatory	
6	ADRA Suppliers declaration form	Mandatory	
7	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	
8	agreements with the name of the firm.	Mandatory	



9	A minimum of three reference letters from current clients. i.e. For the period 2019-2020	Mandatory	
10	Financial statement for the last three months in the name of the firm i.e. (Aug-Oct 2020)	Mandatory	
TECHNICAL EVALUATION			
Requirements (Submit evidence)	Score	No.	
	(%)		
Registration documentation e.g. Certificate of Incorporation, Valid Tax Evidence Of physical Registered office – Attach utility bill e.g. the name of the firm.	25	1	
Other certification	5	2	
Man Power/Staffing Past	10	3	
Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation Letters	20	4	
	25	6	

Financial capability	10	7	
Litigation history	5	8	
TOTAL	100		
PASS MARK	75		
The pre-qualification documents must be enclosed in a properly sealed envelope marked "Pre-Qualification of Suppliers 2020", in the tender boxes by Tuesday, 15th December 2020 at 5.00 pm at the WHH offices below:			
ADRA Operations Department SDA Church Compound Munuki			
For any clarifications you can send an email to the Operations & Security Manager at: opsmanager@adrasouthsudan.org or call # +211 928272350			

