



YOUTH AGAINST POVERTY

**SECTION 1:
PRE-QUALIFICATION OF SUPPLIERS AND
SERVICE PROVIDERS ADVERT**

PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

Smile Again Africa Development Organization (SAADO) is a national non-profit humanitarian and development organization dedicated to working with the youth and their communities to reach their full potential. Founded in 2011, SAADO works across all the states of South Sudan promoting social cohesion and empowering communities to tackle the causes of poverty and injustice. We provide humanitarian assistance to families affected by disaster & conflict while partnering with communities for long-term solutions to alleviate poverty. Motivated by the potential in the youth, we optimize their role to foster peaceful co-existence and economic empowerment in South Sudan.

SAADO intends to update its list of suppliers for goods and services and hence invites eligible and interested bidders to apply for prequalification for provision of the listed goods and services for the financial year January – December 2020.

CATEGORY A PROVISION OF SERVICES AND GOODS

CATEGORY NO A	ITEM DESCRIPTION
SAADO/PQ/001/2020	Repair and Maintenance of Motor Vehicle
SAADO /PQ/002/2020	Hotel services e.g. Accommodation and conference services
SAADO /PQ/003/2020	Repair and Maintenance of Building e.g. plumbing, painting, renovation, electrical and masonry
SAADO /PQ/004/2020	Provision of Tents, chairs, tables
SAADO /PQ/005/2020	Service and Maintenance of Medical Equipment
SAADO /PQ/005/2020	Provision of Newspaper adverts, radio adverts and Campaign
SAADO /PQ/006/2020	Provision of Dignity Sanitary kits for school
SAADO /PQ/007/2020	Provision of Agricultural tools, seeds etc
SAADO /PQ/008/2020	Provision of Generator and Spare parts

CATEGORY B ICT EQUIPMENT AND SERVICE

CATEGORY NO B	ITEM DESCRIPTION
SAADO /PQ/009/2020	Repair and Maintenance of Computer equipment, printers, photocopiers, Laptops, Desktops and Scanner.

CATEGORY C HIGH VALUE SUPPLIES

CATEGORY C	ITEM DESCRIPTION
SAADO /PQ/010/2020	Supply of promotion materials e.g. T. shirt, Banners, caps, bags, Design and printing of calendar, diaries, ID cards, and Business card
SAADO /PQ/011/2020	Supply of Tires and Tubes
SAADO /PQ/012/2020	Construction of building, Classrooms ,VIP Latrines
SAADO /PQ/013/2020	Air travel Agency Service both Local and International flights
SAADO /PQ/014/2020	Transport Services e.g. hiring truckers
SAADO /PQ/015/2020	Supply of office equipment e.g. laptops, Desktops, Photocopier, printer, and Scanner
SAADO /PQ/016/2020	Supply of Fuel (petrol, and Diesel
SAADO /PQ/017/2020	Supply of Stationaries & beverage for office

Interested and eligible candidates may obtain a complete set of prequalification documents at SAADO Head Office in UAP Equatorial Tower, 6 Floor Wing B, Hai Neem, Juba during normal working hours Monday to Friday except Public Holidays.

A fee of **SSP 2,500 (Two thousand Five Hundred South Sudanese Pounds only)** will be charged for the prequalification documents. Kindly attach the receipt from SAADO Accounts Office.

The prequalification documents may also be downloaded from SAADO's website: www.saado.org

Complete prequalification documents are to be enclosed in a plain sealed envelope, clearly marked on top "Prequalification of suppliers" to be dropped in Tender box at HR & Administration Office or address to;

**The Country Director,
Smile Again Africa Development Organization,
UAP Equatorial Tower, 6 Floor Wing B,
Hai Neem, Juba**

So as to be received on or before Friday, 5th December 2019 at 11:00 a.m. East Africa Standard Time.

NOTE

1. Existing suppliers and service providers need to re-apply afresh.
2. Prequalification documents sent without evidence of payment will NOT be considered.

Country Director.



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**SECTION 2:
PRE-QUALIFICATION INSTRUCTIONS
AND REQUIREMENTS**



Tender No. SAADO/PQ/01-18/2020

PRE-QUALIFICATION FOR PROVISION OF GOODS AND SERVICES

HR AND ADMINISTRATION MANAGER
Smile Again Africa Development Organization (SAADO)
UAP Equatorial Tower, 6 Floor Wing B,
Hai Neem, Juba

HR AND ADMINISTRATION MANAGER
Smile Again Africa Development Organization (SAADO)
UAP Equatorial Tower, 6 Floor Wing B,
Hai Neem, Juba

INVITATION FOR PRE-QUALIFICATION

12th November 2019

TENDER No: SAADO/PQ/01-17/2020:

TENDER NAME: INVITATION FOR PRE-QUALIFICATION FOR PROVISION OF GOODS & SERVICES.

Smile Again Africa Development Organization (SAADO) intends to update its list of suppliers hence invites applications from competent firms for pre-qualification for **provision of various goods and services.**

Interested and eligible applicants may obtain further information from SAADO's Head Office at UAP Equatoria Towers, 6th Floor, Wing B, Hai Neem, Juba, during normal working hours Monday – Friday excluding weekends and public holidays. The document can also be download from SAADO Website: www.saado.org. The documents are issued at a fee of SSP 2,500 (Two thousand Five Hundred South Sudanese Pounds only).

Completed pre-qualification documents enclosed in plain sealed envelopes, clearly marked Prequalification for "Name good or service" should be sent to;

**The Country Director,
Smile Again Africa Development Organization,
UAP Equatorial Tower, 6 Floor Wing B,
Hai Neem, Juba**

OR dropped in the **Tender Box at SAADO HR & Admin. Office**, so as to reach the US **NOT LATER THAN 11:00 HRS on Friday, 6^h December 2019**. Opening of the documents will be done on 9th December 2019 at 11:00 HRS thereafter and successful bidders notified.

HR & Admin. Manager
For: **COUNTRY DIRECTOR**

SECTION 2: INSTRUCTIONS TO SUPPLIERS

2.1 FORMAT AND SIGNING OF APPLICATIONS

- 2.2.1 The applicant shall prepare one original document comprising the prequalification document, as described in Instructions to Candidates, bound and clearly marked "ORIGINAL".
- 2.2.2 The original of the prequalification document shall be typed or written in indelible ink (photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the prequalification document.

2.2 SUBMISSION OF APPLICATIONS

Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification document name and reference number and deposited in the tender box at SAADO Head Office in UAP Equatorial Tower, 6 Floor Wing B, Hai Neem, Juba to be received on or before **Friday, 6^h December 2019 at 11.00 Hrs.**

- 2.2.1 Applications received after the closing date shall be rejected.
- 2.2.2 The Candidate shall seal the original of the prequalification document duly marking the envelopes "ORIGINAL".
The envelopes shall:
 - (a) Be addressed and delivered to SAADO HR & Admin. Office as provided in the invitation for prequalification and the prequalification advertisement.
 - (b) Bear the name and identification number of the prequalification document.
- 2.2.3 If the envelope is not sealed and marked as instructed above, SAADO will assume no responsibility for the misplacement or premature opening of the prequalification document.
- 2.2.4 All the information requested for prequalification shall be provided in the English language.

2.2.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3 ELIGIBLE SUPPLIERS

2.3.1 Suppliers must have legal registration in respective merchandise or services the prospective suppliers are required to supply mandatory information for pre-qualification - Form PQ-1.

2.3.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the SAADO, as reasonably requested.

2.4 QUALIFICATION CRITERIA

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, are must be completed.

2.4.2 The pre-qualified application forms not filled out completely and submitted in the prescribed manner will not be considered. All the documents must be written in English and in ink.

2.4.3 Experience:

(a) Prospective bidders shall have at least 12 months experience in the supply of goods, services and allied items. All potential suppliers should show competence, willingness and capacity to service the contract.

(b) Prospective suppliers requires special experience and capability to organize supply and delivery of items, or services at short notice.

2.4.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers/Show of evidence should be included. Vendors SHALL also attach delivery notes, invoices and payment clearance certificates to support LPO's and recommendation letters.

2.5 COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its tender and SAADO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

2.6 CLARIFICATION OF PREQUALIFICATION DOCUMENTS

- 2.6.1 The prospective applicant requiring any clarification of the prequalification documents may contact the HR. & Admin. Manager at the provided address or email procurement@saado.org and must be received on or before **25nd November 2019** at 11:00HRS. Feedback will be given not later than 30th November 2019 by email only.
- 2.6.2 SAADO will respond in writing to any request for clarification that is received 7 days prior to the deadline for the submission of applications. Copies of the SAADO's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the prequalification documents.

2.7 AMENDMENT OF PREQUALIFICATION DOCUMENTS

- 2.7.1 At any time prior to the deadline for submission of applications, SAADO, for any reason, whether at her own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.
- 2.7.2 The Addendum thus issued shall be part of the prequalification documents and shall be communicated in writing to all purchasers of the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by writing to SAADO.
- 2.7.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, SAADO may, at its discretion, extend the deadline for the submission of applications.

2.8 DEADLINE FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS

- 2.8.1 Applications must be received by SAADO at the address specified in Sub-Clause 2.2, no later than the time and date stipulated in the notice for pre-qualification.
- 2.8.2 SAADO may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.7 in which case all rights and obligations of SAADO and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.9 OPENING OF PREQUALIFICATION DOCUMENTS

2.9.1 SAADO will open the applications within one week of close of applications.

2.9.2 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.10 PROCESS TO BE CONFIDENTIAL

Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence SAADO's processing of applications or approval decisions may result in the rejection of the applications.

2.11 NOTIFICATION OF QUALIFIED APPLICANTS

Applicants whose applications are determined to be successful in will be notified by SAADO within thirty (30) days from the date of opening of prequalification documents. Similarly, applicants whose applications will be determined to be unsuccessful will be notified by SAADO within 30 days from the date of opening the Prequalification Documents.

2.12 EVALUATION AND COMPARISON OF APPLICATIONS

2.12.1 SAADO shall evaluate and compare only the applications determined to be substantially responsive.

2.12.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

2.13 SAADO'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

SAADO reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the SAADO's action.

2.14 NOTIFICATION OF RENEWAL

Prior to expiration of the period of prequalification validity prescribed by the SAADO, SAADO shall notify successful applicants.

2.15 ACCEPTANCE OF THE APPROVAL

The successful candidates shall be required to acknowledge in writing the acceptance of their prequalification terms and conditions to SAADO.

3.0 EVALUATION OF APPLICATIONS

3.1 Evaluation and comparison of applications shall follow the below set out criteria,

A: MANDATORY REQUIREMENTS

No.	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of Revenue Authority Tax Registration Certificate (indicating TIN)	Mandatory
3.	Certificate of Registration with South Sudan Chamber of Commerce	Mandatory
4.	Evidence of physical registered office (Proven physical location with an attached copy of lease and address of firm, Business Permit from Local Authorities) Postal, Telephone and email address.	Mandatory
5.	Duly filled signed Confidential Business Questionnaire	Mandatory
6.	Dully Filled prequalification Data	Mandatory
7.	Police Clearance Certificates for Transport Providers	Mandatory
8.	Valid Operation and/or Trading License (whichever is applicable)	Mandatory
9.	Valid Tax Clearance Certificate	Mandatory
10.	Articles of Memorandum of Association (entire document)	Mandatory
11.	Audited Accounts for the past 3 years (in case of joint venture or partnership, audited accounts of the two principal partners will suffice)	Mandatory
12.	Twelve months' certified bank statements for the period ended 31 st October 2019.	Mandatory
13.	Reference and recommendation from at least 5 present and 5 past client with whom you firm have done business for category being bided for.	Mandatory
14.	Proof of substantial contracts/orders complete in the last 18 months for the specific category you are bidding for.	Mandatory

Vendors have to provide all the mandatory requirements to proceed for Technical Evaluation.

B: TECHNICAL EVALUATION FOR PROVISION OF GOODS AND SERVICES.

Item No.	Evaluation Criteria	Max Score	Score Awarded
1.	Company Profile: a) Provide company profile(brief) b) Proof of legality of company's existence	20	
2.	Experience: a) Attach one (1) copies of LPOs/LSOs/contract documents as evidence of doing similar/related business b) Provide recommendation letters/List of suppliers from institutions/clients within or without Juba	10 10	
3.	Satisfactory Proof of Tax Compliance	10	
4.	Statement(s) that demonstrate an understanding of the category of interest	10	
5.	Catalogues or price lists of goods/ services and other marketing materials	20	
6.	Satisfactory proof of financial health of the company	20	
	TOTAL SCORE	100	

The minimum score to qualify for prequalification shall be 75%. Applicants who will not meet this minimum score shall be disqualified at this stage.



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**SECTION 3:
APPLICATION FORM**

INSTRUCTION FOR COMPLETION OF THE PRE-QUALIFICATION FORM

The form should be complete in upper case (either hard written or typed) and completed clearly and correctly ensuring that all question is answered. The numbers below correspond to item number on the registration form.

- 1- Full name of company
- 2- Profile of your company and specialization (major trade for which company was formed
- 3- Full legal address
- 4- Telephone, number, including cored country and areas codes
- 5- Fax number, including country and area codes if any
- 6- Email address
- 7- Website, if any
- 8- Provide name of person (including title) or department to whom correspondence should be addressed.
- 9- Fully legal name of present company if any
- 10- Provides names and addresses of all subsidiaries, associates, and oversee representation, if any (on a separate sheet if necessary).
- 11- A) Nature of business B) types of business. Tick one box only if other is ticked, please specify
- 12- Indicate the year in which the company was established under the name shown in item
- 13- Indicate the total number of full-time personal in the company.
- 14- Provide **VAT** number and validity period, if any
- 15- Provides license number under which company is registered and validity period of the license.
- 16- Provide **TIN** numbers
- 17- Tax clearance certificate number (must have been issued within the last six month or less)
- 18- Provide the total annual volume of works in us USD dollars (m,l) of the company. For the last 3 financial years
- 19- Provide full names and address of the bank(s) used by the company.
- 20- Provide company's bank account number and name of account (must be company account)
- 21- Provide copy of the company most recent annual report or audited financial report, if available
- 22- List all countries where the company has local office or representation.
- 23- Please list up to 10 of your most recently complete (at least up to 60 %) project. List the national/ international qualify standard to which each item conforms
- 24- This form should be signed by the person completely it, and their name and title should be typed along with the date.

10- SUBSIDIARIES, ASSOCIATES AND/ OR OVERSEAS REPRESENTATIVE (S) (ATTACHED LIST OF NECESSARY)_____

-

11- A. NATURE OF BUSINESS (TICK ONE BOX ONLY)

Manufacturer Authorized Agent Trader

Other

(Specify)_____

B. TYPES OF BUSINESS

Company Partnership Group/Sole Proprietor

Other

(Specify)_____

12- YEARS OF ESTABLISHED _____

13- NUMBER OF FULL-TIME EMPLOYEE _____

14- TRADING OR /OPERATION LICENCE NO: _____ VALID TILL _____

15- VAT NUMBER _____ VALID TILL _____

16- TAX IDENTIFICATION _____ VALID TILL _____

17- TAX CLEARANCE CERTIFICATE NO _____

18- ANNUAL VALUE OF TOTAL REVENUE FOR THE LAST 3 YEARS.

2016 _____ USD (2) 2017 _____ USD 2018 _____ USD

19- BANK NAME (WITH BRANCH) _____

ADDRESS: _____

SWIFT/BIC ADDRESS _____

20- BANK ACCOUNT NAME _____

BANK ACCOUNT NUMBER _____

FORM PQ2 - FINANCIAL INFORMATION

21- PLEASE PROVIDE COPIES OF THE COMPANY 'S LAST 3 YEARS ANNUAL OR AUDITED FINANCIAL REPORT. IF AVAILABLE.

FORM PQ3 - TECHNICAL CAPABILITY AND INFORMATION ON SERVICE OFFERED &

22- INTERNATIONAL OFFICE/ REPRESENTATION (countries, where the company has local office/ representation) _____

23- LIST BELOW UP TO 10 OF YOUR MOST RECENT RELEVANT SUCCESSFULLY COMPLETED PROJECTS

NO	Description (one line for each item)	National/international quality standard to which item conform
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

NAME OF AT LEAST THREE CLIENT

1. Name of 1st Client (organization)

- a) Name of Client (organization) _____
- b) Address of Client (organization) _____
- c) Name of Contact Person at the client (organization) _____
- d) Telephone No. of Client _____
- e) Value of Contract _____
- f) Duration of Contract (date) _____
- g) (Please attach documentary evidence of contract if any e.g LPOs, LSOs, Prequalification, Invoices etc)

2. Name of 2nd Client (organization)

- a) Name of Client (organization) _____
- b) Address of Client (organization) _____
- c) Name of Contact Person at the client (organization) _____
- d) Telephone No. of Client _____
- e) Value of Contract _____
- f) Duration of Contract (date) _____
- g) (Please attach documentary evidence of contract if any e.g LPOs, LSOs, Prequalification, Invoices etc)

3. Name of 3rd Client (organization)

a) Name of Client (organization) _____

b) Address of Client (organization) _____

c) Name of Contact Person at the client (organization) _____

d) Telephone No. of Client _____

e) Value of Contract _____

f) Duration of Contract (date) _____

g) (Please attach documentary evidence of contract if any e.g LPOs, LSOs, Prequalification, Invoices etc)

FORM PQ-4 - SWORN STATEMENT FOR PRE-QUALIFICATION OF SUPPLIERS FOR GOODS & SERVICES.

SAADO intends to update its register for service providers for provision of assorted goods and services for the period ending 31st December, 2019. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works or services they wish to supply.

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a quotation on the basis of provisions in the quotation documents to follow.
- c) We have enclosed all the documents and information required for the pre-qualification evaluation.
- d) Understand that pre-qualification does not amount to being contracted to supply the said goods and services unless a specific order is placed from time to time.
- e) That I/we have the capacity and the wherewithal to supply quality goods and services whenever ordered in a timely manner.
- f) That being prequalified does not limit SAADO in its decision to use whichever supplier of her choice.
- g) That any breach in the stated terms and conditions may lead to cancellation of my/our prequalification by SAADO without any reference to me.

Date _____

Applicant's Name / Company's Name _____

Represented by _____

Signature & Stamp _____

(Full name and designation of the person signing and stamp or seal)