

## **PRE-QUALIFICATION INSTRUCTIONS**

1. ACROSS-South Sudan herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of vendors for pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to ACROSS South Sudan on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of South Sudan are invited to submit their pre-qualification documents to ACROSS South Sudan so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods/works & services to NGOs/Institutions/Government. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods/works and services.
6. This document includes questionnaire forms and documents required of the prospective vendors.
7. The successful applicants will be registered on ACROSS - South Sudan suppliers list for the period Jan 2025 — 31<sup>st</sup> /Dec/2025 and the organization will Only deal with the firms that are registered.

8. Applicants must submit a completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.
9. ACROSS South Sudan reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
10. The Organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
11. The pre-qualified suppliers are required to directly advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
12. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.
13. Deadline to submit sealed application is on or before 26<sup>th</sup> Feb 2025, 4:00 PM South Sudan local time. Please drop sealed applications to ACROSS South Sudan, Juba office near to UNCHR Office Buluk.

## **ESSENTIAL CRITERIA FOR PRE-QUALIFICATION.**

### **Financial Capability**

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractor's credit position.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

**Experience**

- a. Prospective bidders shall have at least two (2) years' experience in the supply of goods/works and services.
- b. Prospective suppliers require special experience and capability to organize supply and deliver items or services at short notice.
- c. ACROSS South Sudan reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

**Personnel**

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in Part 1.

**Past Performance**

- a. Past performance will be given due consideration for pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

The Firm must have a registered and fixed business premise in South Sudan, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

**Statutory Obligations**

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the South Sudan authorities.

## **PRE-QUALIFICATION EVALUATION CRITERIA**

### **MANDATORY REQUIREMENTS**

<b>No.</b>	<b>Requirement</b>	<b>Score</b>
1.	Certified Co of Certificate of Registration/incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Air Travel Firms must be registered with International Air Travel Association TA and other relevant bodies.	Mandatory
4.	Transport Hire Firms, Taxis, etc. must attach evidence of having vehicles.	Mandatory
5.	Outside Catering services — Bidders to avail a certificate of health for handling from respective authorities	Mandatory
6.	Evidence of physical Registered office— Please attach utility bill e.g. Electricity, Water bill etc. or signed agreement with the name of the firm.	Mandatory
7.	Financial statement for the last three years in the name of the firm	Mandatory
8.	A minimum of three reference letters from current clients may be obtained if necessary.	Mandatory
9	Updated company profile min 15 pages. Inclusive the product catalogue	Mandatory

## TECHNICAL EVALUATION

NO.	Requirements (submit evidence)	SCORE
I.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin Value Added Tax VA	25%
2.	Evidence Of physical Registered office— Attach utility bill e.g. Electricity /Water bill etc. or tenant ‘agreements with the name of the firm.	10%
3.	Other certification	5%
4.	Man Power/ Staffing	20%
6.	Past Performance & Experience e.g. provide contracts/Local Purchase orders POs /Recommendation letter	25%
7.	Financial capability	10%
8.	Litigation history	5%
	<b>TOTAL</b>	<b>100%</b>
	<b>PASS MARK</b>	<b>75%</b>

**PART 1. SUPPLIER REGISTRATION QUESTIONNAIRE**

1. Business Name

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Pin No..... VAT Reg. No.....

(Attach Copy Registration Certificate)

2. Category applied for (Maximum of 3 Categories based on your capacity & experience only, adequate supporting documents required for verification)

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3. Experience:

a) State the number of years the company has been in similar business.

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State names of five major clients, references and contact persons  
(Attach list and evidence e.g. Purchase Orders, Contract Agreements  
Invoices, etc.)

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List ongoing contracts/projects (goods services) and values of contract/orders.

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4. Submit organizational structure and CV profiles of relevant management and technical staff

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- 5 a) Have you previously dealt with ACROSS- South Sudan? If yes, state nature of business.

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- b) State whether you have, at any one time, been blacklisted by ACROSS- South Sudan. If yes, give reasons.....

6. Financial Strength.

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Provide copies of the company's audited accounts for the last three (3) years.

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7. Delivery Logistics

- a) State location of registered office, warehouse and space whether owned/rented indicating:

- Building.....  
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- Street/road.....  
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- City/town.....  
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- b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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8. State whether your company is a:

- a) Manufacture,

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- b) Authorized agent (Attach principal/manufacture's authorization letter)

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- c) StockList.....

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- d) Other (Please specify).

II. Specify the amount of business you can handle at any one time

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12 Give any Other information that you feel is relevant for purpose of the Pre-qualification as a supplier.

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## ADDITIONAL INFORMATION

### 1. Bank details:

Bank Name	Account Number	Bank Address

## PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services or works you are bidding for, performed over the last 2 years. The referees can both sign and stamp below.

1, Client name (Organization)

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Address.....

Tel Number.....

Contact person.....

Position in the organization.....

Value of the contract.....

Duration of the contract.....

Signature and stamp of the client

(Attach Documentary Evidence of Existence of Contract)

2, Client name (Organization) .....

Address.....

Tel Number.....

Contact person.....

Position in the organization.....

Value of the contract.....

Duration of the contract.....

Signature and stamp of the client.....

(Attach Documentary Evidence of Existence of Contract).

### **3, Client name**

(Organization).....

Address.....

Tel Number.....

Contact person.....

Position in the organization.....

Value of the contract.....

Duration of the contract.....

Signature and stamp of the client.....

(Attach Documentary Evidence of Existence of Contract.

## PART 11. CONFIDENTIAL BUSINESS QUESTIONNAIRE

Appendix Declaration Form Appendix "B" and Conflict of Interest Form  
Appendix C»

### APPENDIX "A" CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in part 1), 2(a) or 2(b) whichever applies to your business.

You are advised that it is a serious offence to give false information on this Form.

#### Part 1 General

Business Name.....  
Location of business premises; Country/Town. ....  
Plot No..... Street/Road.....  
Postal Address.....  
Tel No.....  
Fax No....  
E-mail.....  
Nature of Business.....  
Current Trade License No.....Expiring date.....  
Name of your bankers.....  
Branch.....

#### Part 2 (a) — Sole Proprietor.

Your name in full... Age.....  
Nationality.....  
Country of origin.....  
Citizenship details.....

#### Part 2(b) - Registered Company

Private or Public.....  
State the nominal and issued capital of the company  
Nominal  
SSP.....  
Issued  
USD.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares.

- 1).....  
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- 2).....  
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- 3).....  
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- 4).....  
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Date..... . Signature of Applicant.....

\*If South Sudan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

#### LITIGATION HISTORY

Name of contractor or supplier. Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

S/N	year	Award for or against	Name of the client cause of litigation and the matter of dispute	Dispute amount (current value, equivalent and currency)
1				
2				
3				
4				
5				

## APPENDIX "B" DECLARATION FORM

I/We.....hereby  
declare:

- ✓ That the information given above is true and further state that I/We also understand this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/ social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give ACROSS South Sudan, authority to seek any other references concerning my/our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name .....

Designation.....  
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Signature.....

Official stamp..... rubber

Date.....

<b>No.</b>	<b>REF NO</b>	<b>CATERGORIES INTENDED FOR PURPOSE OF PREQUALIFICATION ONLY</b>
1.	ACR-001	Supply of General hard ware & Construction materials & tools
2.	ACR-002	Supply of Agricultural Inputs, Seeds, Tools & Equipment's
3.	ACR-003	Borehole Rehabilitation & Drilling, Supply of spare parts, tool kits and equipment's.
4.	ACR-004	Provision of Building and Civil Engineering Contractors
5.	ACR-005	Supply & Installation of Electrical Appliances, solar equipment's and accessories
6.	ACR-006	Supply & Installation/Repairs of ICT Supplies for example Computers, Printers, Copiers, Scanners, Cameras & Accessories
7.	ACR-007	Provision of Road Transportation Services (Light & Heavy)
8.	ACR-008	Supply of Vehicle Spare Parts, Accessories & Maintenance
9	ACR-009	Supply of Vehicles, Quade bikes, Motor cycles bicycles & Accessories
10	ACR-010	Printing & Visibility Materials
11	ACR-011	Supply of General Food Items
12	ACR-012	Supply of NFIs Eg Blankets, mosquito nets, mattresses, bedsheets
13	ACR-013	Supply of Wash Items, house hold hygiene & cleaning materials (hard soap, power soap, liquid Dettol, sanitizers, toilet papers, soft tissue & hard brooms, toilet balls, Harpic, air fresheners, doom, mops, plastic cleaning buckets, table serviettes, tissue papers etc.
14	ACR-014	Supply of Office & General Furniture
15	ACR-015	Provision of Local Charter flight services & International flight bookings
16	ACR-016	Provision of vehicle hire services
17	ACR-017	Supply & provision of Internet Equipment's & services
18	ACR-018	Provision of Insurance Services
19	ACR-019	Supply of Office & General Stationery
20	ACR-020	Supply of Fuel (Diesel, Petrol and Lubricants)
21	ACR-021	Provision of Plumbing services and spare parts

22	ACR-022	Hospitality and hotel services
23	ACR-023	Supply of Beverages & Mineral water (18Liters,600Mls & 300ml
24	ACR-024	Supply of Medical supplies and Equipments.
25	ACR-025	Provision of cash transfers and distribution services
26	ACR-026	Provision of consultancy services
27	ACR-027	Supply and maintenance /refilling of Acs, fire extinguishers & water dispensers
28	ACR-028	Provision of Security Services.

Offers/EOI can be submitted in hardcopy dropped in the tender box at reception, ACROSS Head Office Juba, Buluk Area, Approx.130m off Ministry Road Opposite State House Near UNHCR Office.

Deadline for Submission is Friday 28<sup>th</sup>.Feb.2025 Before 4:00PM South Sudan Local Time. Expression of Interest submitted after the closing date & time, and those incorrectly labeled shall automatically be rejected

For Inquires please email: [procurement@across-ssd.org](mailto:procurement@across-ssd.org), [headoffinance@across-ssd.org](mailto:headoffinance@across-ssd.org)

**THIS PREQUALIFICATION PROCESS DOES NOT GUARANTEE AWARD OF CONTRACT AND ACROSS RESERVES THE RIGHT TO CHANGE OR CANCEL THE REQUIREMENT AT ANY TIME DURING THE PREQUALIFICATION PROCESS WITHOUT PRIOR NOTICE TO BIDDERS**

**NB:** If you don't not receive any notification email or call from ACROSS within 21 days, consider your submission successful.