



PRE-QUALIFICATION INSTRUCTIONS

1. ICAP Global Health - 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 pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to ICAP Global Health - 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 ICAP Global Health - 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 items/services to NGOs/Corporations/Institutions/Governments of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of pre-qualification application is open to potential applicants who can demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
6. This document includes questionnaire forms and documents required of prospective suppliers.
7. The successful applicants will be registered on the ICAP Global Health - South Sudan suppliers list for the period **01/October/ 2024 – 30/Sep/2025** and the organization will only deal with the firms that are registered.
8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.
9. ICAP Global Health - 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 that the information received from companies is treated with the utmost confidentiality and that it is for the sole use of the organisation.
11. The pre-qualified suppliers are required to immediately 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. The deadline to submit a sealed application is on or before **20th August 2024**, 4 PM Juba time. Please drop sealed applications at the ICAP Global Health South Sudan, Juba office next to the **Non-Violence Peace Office on American Resident Road**.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Experience

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

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.

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 I.

Past Performance

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

Premise

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**

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Air Travel Firms must be registered with the 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.	Outside Catering services – Bidders are to avail of 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 tenancy agreements 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

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT)	25
2.	Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	10
3.	Other certification	5
4.	Man Power/Staffing	20
6.	Past Performance & Experience e.g. providing contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
7.	Financial capability	10
8.	Litigation history	5
	TOTAL	100
	PASS MARK	75

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 goods/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

Supplier Pre-Qualification Questionnaire 2024- ICAP

1. Client name (Organization) -----
Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of the Existence of the Contract)
2. Client name (Organization) -----
Address -----
Tel. No -----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of the Existence of the Contract)
3. Client name (Organization) -----
Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of the Existence of the Contract)
4. Client name (Organization) -----
Address-----
Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of the Existence of the Contract

5. Client name (Organization) -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of the Existence of the Contract

PART II. CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB:

Appendix “A”, 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 and part 2(a), 2(b) or 2(c) whichever applies to your type of 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

Supplier Pre-Qualification Questionnaire 2024- ICAP

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(c) - 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)
- 2)
- 3)
- 4)
- 5)

Date.....Signature of Applicant.....

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

LITIGATION HISTORY

Name of contractor/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.

Supplier Pre-Qualification Questionnaire 2024- ICAP

No.	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, Equivalent)
1.				
2.				
3.				
4.				

APPENDIX “B” DECLARATION FORM

I/We.....hereby declare:

- ✓ That the information given above is true and further states 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 the legal capacity to enter into a 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 the purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give ICAP - 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 the submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Supplier Pre-Qualification Questionnaire 2024- ICAP

Signature.....

Official rubber stamp.....

Date.....

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

S/No.	categories	Details
	HOTEL SERVICES	✓ Accommodation ✓ Venue Hire ✓ Catering services (buffet and tea breaks with snacks and refreshments)
	OUTSIDE CATERING SERVICES	✓ Buffet ✓ Tea breaks with snacks ✓ Refreshments (soda and water)
	FUEL	Juba Central Equatoria ✓ Diesel ✓ Petrol Rumbek & Yirol Lake State ✓ Diesel ✓ Petrol Torit Eastern Equatoria ✓ Diesel ✓ Petrol
	OFFICE CONSUMABLES	➤ Brooms (floor & compound) ➤ Mops ➤ Buckets ➤ Heavy duty gloves ➤ Tissues (facial and toilet) ➤ Jik

Supplier Pre-Qualification Questionnaire 2024- ICAP

		➤ Hand-washing liquid soap ➤ Doom ➤ Air fresheners ➤ Glass cleaner ➤ Sugar 50Kgs ➤ Tea leaves (Lipton, hibiscus and green tea) ➤ Coffee (Nescafe) ➤ Milk ➤ Washing liquid soap 5liters ➤ Harpic ➤ Water dispenser
	OFFICE STATIONERIES	➤ General Stationery: ➤ Cartridge size 283A, 278A,205A & 30A 232A,17A 287A ➤ Note Book size A5 & A6 ➤ Pen Bic Blue-black & Red) ➤ Marker Pen ➤ Box file Big size ➤ Box file medium ➤ Flip chart ➤ Name tag ➤ Stapler Kangaroo ➤ Stapler Pin Kangaroo ➤ Printing Paper A4 ➤ Suspension file ➤ Spring file ➤ Envelop A3, A4, A5 & A6 ➤ Highlighter

Supplier Pre-Qualification Questionnaire 2024- ICAP

		➤ Paper Punch ➤ Notebook hard cover ➤ File divider (January – December) ➤ Binding paper A4 ➤ Manila paper A4 ➤ Scissor (Small, Medium & Big) ➤ Pin remover ➤ Whiteboard 90/120, 90/60 & 120/240 ➤ Whiteboard makers ➤ Calculator Casio Citizen size 12 & 14 digits ➤ Scientific calculator ➤ Stick note 3X3, 3X5 & 7.5 X 7.5 ➤ Office glue 15 gm 35gm ➤ Stamp Ink ➤ Signature stickers ➤ Desk Organizer ➤ Signing Book
	OFFICE SUPPLIES/ELECTRONICS	➤ Mobile phones ➤ Laptops (Dell, Lenovo and HP) ➤ Desktop computers ➤ Wireless Mouse ➤ Toner to be specified by the IT officer ➤ Printers ➤ UPS ➤ Hard disks ➤ Flash disks ➤ Extension cables ➤ Monitors

Supplier Pre-Qualification Questionnaire 2024- ICAP

		➤ Tablets ➤ Modems ➤ Switches ➤ Router ➤ Network Cables CAT6
	PRINTING SERVICES	➤ Printing of IDs ➤ Banners ➤ Business cards ➤ Flyers ➤ T-shirts/caps ➤ Brochures ➤ Receipt ➤ Booklets ➤ Certificates ➤ Signpost ➤ Billboard
	IT SERVICING AND REPAIR	➤ Laptops ➤ Desktops ➤ Printers ➤ Photocopiers ➤ Projectors

Supplier Pre-Qualification Questionnaire 2024- ICAP

	FLIGHT AND AIR TICKETING	International flight/Domestic Flight ➤ Domestic flights (Yambio, Yei, Juba, Yirol, Kapoeta, Torit, Wau, Mundri, Nimule, Maridi, Tambura, Rumbek, Kajokeji,
	CAR HIRE TRANSPORT SERVICES	Central Region ➤ Yei, kajo-keji, Lanya, within and outside Juba Eastern Equatoria Region: ➤ Torit, Kapoeta, Abara PHCC, Obbo, Pajok Labone, Magwi PHCC, Narus , Nimule , Kajokeji . Western Equatoria Region: ➤ Bangau, Basukangbi, Bazungua, Gangura, Li-Rangu, Lui Hopsital,Madoro, Masia, Maridi,Mundri, Mvolo ,Naandi,Namaiku Nzara Hospital,Nzara Phcc, Ringasi,Sakure, Sangua, Ezo, Andari,Yangiri,Yeria and Yambio Hospital. Lakes State Regions ➤ Abang, Aluak Luak,Anoul, Dioceses Rumbek,Kiir Mayard Dit, Kuel kuech, Malou, Malual Bab, Mary Immaculate, Nyang, Pacong, Rumbek State Hospital, St. Joseph,Yirol and Wau.
	MEDICAL SUPPLIES	➤ Nitrile Gloves ➤ powder of all sizes.Lab paper towel roll, ➤ Absorbent, ➤ Autoclavable ➤ Bioharzard bags, ➤ Guaze roll, ➤ Hand washing liquid soap, ➤ Distilled water,

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		➤ Face mask, ➤ Sanitizer, ➤ Methylated spirit, ➤ Cotton wool, ➤ clinical thermometer, ➤ Otoscope, ➤ paediatric Muac Tape for children and adult, ➤ Timer, ➤ Pulse oximeter, ➤ Stadiometer, ➤ examination couch. ➤ Room thermometer, ➤ blood pressure machine, ➤ clinic coats, ➤ Length measuring tape, ➤ weighing scale infant hanging, ➤ Weighing scale adult, ➤ Stethoscope.
	OFFICE FURNITURE	➤ Desks ➤ Chairs ➤ File cabinet ➤ Work stations ➤ Conference tables(set) ➤ Office Table

Supplier Pre-Qualification Questionnaire 2024- ICAP

	AIRTIME AND INTERNET BUNDLES	➤ MTN ➤ ZAIN ➤ Digitel
	VEHICLE AND MOTORCYCLE SERVICES	• Juba Central Equatoria • Eastern Equatoria • Lake State ➤ Minor services (changing engine oil, brake pads, air filters, AC refiling, tyre repairs) Major services (as needed)
	GENERATOR SERVICES	➤ Minor and major services of the generator in Public health Laboratory

“Vendors who received service contracts from ICAP in the last two years need to re-apply providing updated company documents”

