



VENDORS PREQUALIFICATION REGISTRATIONS FORM

Prequalification for the year 2025/2026.

Background.

Coalition for Humanity (CH) is a Not-for-Profit organization, committed to finding lasting solutions to humanitarian and development challenges facing the people of South Sudan. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition

CH has its headquarters in Juba, with presence in Leer, Panyijiar, Mayendit, Koch, Mayom and Rubkona counties in Unity State, Maiwut Renk and Longechuk in Upper Nile state, Juba County in Central Equatoria, Ruweng Administrative Area and Aweil West in Northern Bahr El Ghazal. CH is also presence in Greater Pibor Administrative with physical office in Pochalla County. The organization's ultimate goal is to reach out to people across the entire South Sudan.

Purpose

Coalition for Humanity (CH) operates in complex and dynamic environments, providing essential humanitarian support and development assistance to vulnerable populations in South Sudan. To effectively deliver these services, CH relies on a robust network of suppliers for goods, services, and works that meet high standards of quality, reliability, and compliance. For the fiscal year 2025-2026, CH seeks to establish a comprehensive prequalified supplier database to streamline procurement processes, promote operational efficiency, and ensure compliance with organizational policies and donor requirements. This prequalification process will enable CH to identify and engage reputable, capable, and compliant suppliers across various categories such as supply of Goods, provision of services, construction and works.

Coalition for Humanity (CH) invites qualified and reputable suppliers to submit proposals for prequalification in various categories for the fiscal year 2025-2026. If your organization specializes in the supply of goods, provision of services, or construction and civil works, we welcome you to participate in this process to become an integral part of our mission to deliver high-quality humanitarian assistance.

Categories

Coalition for Humanity (CH) invites qualified and reputable suppliers to submit proposals for prequalification in various categories for the fiscal year 2025-2026. If your organization specializes in the supply of goods, provision of services, or construction and works, we welcome you to participate in this process to become an integral part of our mission to deliver high-quality humanitarian assistance.

PRE-QUALIFICATION OF SUPPLIERS FOR FY2025-2026

Category number	Description	Ticket as appropriate
LOT-CH-SS.01	<u>Office Equipment Supply and Maintenance Services</u> - Office Furniture and Fittings: Provision and delivery of office furniture, including desks, chairs, filing cabinets, shelves, and ergonomic fittings to create a comfortable and functional workspace. - Stationery Supplies: Comprehensive supply of general office stationery, such as paper, pens, folders, binders, and other essential items for daily office operations. - Computers and Accessories: Supply of computers, laptops, printers, and accessories like keyboards, mice, and monitors, ensuring efficient and reliable office technology. - Solar Supplies: Provision of solar-powered equipment and systems, including solar panels, inverters, and batteries, for energy-efficient solutions in the office environment. - Repair and Maintenance Services: Ongoing support for the repair and maintenance of office furniture, equipment, and solar systems, ensuring long-term functionality and minimal downtime.	
LOT-CH-SS.02	<u>Hotel and Event Services</u> - Event Management: Comprehensive event planning and coordination for seminars, conferences, and special events. - Conferencing and Training Facilities: Well-equipped halls for meetings, training sessions, and conferences. - Catering Services: On-site food and beverage options tailored to event needs, including meals, refreshments, and special dietary options. - Accommodation: Comfortable lodging options for event attendees, with amenities suited for both short-term and extended stays.	
LOT-CH-SS.03	<u>Supply and Delivery of IT Hardware, Software, and ICT Services</u> - IT Hardware: Laptops, desktops, scanners, printers, copiers, UPS units, hard disks, and related accessories. - Consumables: Toners, cartridges, and other printer supplies. - Software Solutions: Licensed software including antivirus programs, Microsoft Office Suite, and other productivity tools. - ICT Equipment: Comprehensive ICT devices and components to support organizational technology needs. - Maintenance and Support Services: Regular ICT maintenance, troubleshooting, and technical support for all supplied hardware and software	
LOT-CH-SS.04	<u>Transportation and Logistics Services</u> - Ground Transportation: Vehicle rentals, including trucks, taxis, and motorbikes (boda-bodas) for cargo and passenger services. - Loading and Offloading: Skilled labor for efficient handling of goods during transport. - Courier and Delivery Services: Local courier services via riders, national and international shipping options.	

	• Air Transportation: Charter flights, cargo air transport, and flight ticketing services for both national and international travel. • Waterway Transportation: Boat and canoe rentals for river transport, especially in remote or inaccessible areas.	
LOT-CH-SS.05	<u>Advertising and Media Services</u> • Digital Advertising: Online marketing, social media campaigns, and digital content creation. • Print Advertising and Materials: Design and production of printed materials, including brochures, flyers, posters, and newspaper ads. • Broadcast Advertising: Radio and TV advertisement placement, script development, and production. • Outdoor and Other Media: Billboards, banners, and other physical advertising media options.	
LOT-CH-SS.06	<u>Motor and Motorcycle Sales, Spare Parts, Repairs, and Maintenance</u> • Motor and Motorcycle Sales: Supply and sale of new and used vehicles and motorcycles, including various models and types. • Spare Parts: Provision of genuine and high-quality spare parts for motor vehicles and motorcycles. • Repairs and Maintenance: Comprehensive repair and maintenance services for both motor vehicles and motorcycles, including routine servicing, diagnostics, and repairs.	
LOT-CH-SS.07	<u>Medical Supplies and Equipment</u> • Pharmaceuticals: Human drugs, including prescription and over-the-counter medications. • Medical Equipment: Surgical instruments, diagnostic tools, and medical devices. • Medical Consumables: Supplies such as bandages, syringes, gloves, and other essential healthcare products. • Healthcare Accessories: Personal protective equipment (PPE), first aid kits, and other related medical items.	
LOT-CH-SS.08	<u>Electrical and Electronic Goods, Solar Systems, and Repairs</u> • Electrical and Electronic Goods: Supply of electrical equipment, appliances, and electronic devices such as lighting, wiring, circuit breakers, and more. • Solar Systems: Provision and installation of solar energy solutions, including solar panels, batteries, and inverters for sustainable power. • Repairs and Maintenance: Services for the repair and maintenance of electrical, electronic, and solar equipment to ensure continued functionality and efficiency.	
LOT-CH-SS.09	<u>Office Expenses and Facility Maintenance Services</u> Utilities and Security: Provision of essential utilities (electricity, water) and security services to ensure a safe and functional work environment. • Janitorial and Cleaning Services: • Routine Cleaning: Comprehensive cleaning services, including office areas, compounds, and facilities to maintain hygiene and order. • Garbage Collection and Waste Management: Scheduled waste removal services to maintain cleanliness and environmental standards.	

	- Fumigation and Pest Control: Regular fumigation and pest control to ensure a healthy and pest-free workspace. General Maintenance and Repairs: - Office Repairs: Maintenance and repair services covering office infrastructure, including furniture, plumbing, electrical fittings, and general appliances. - Routine Servicing: Periodic servicing for office equipment (computers, printers, HVAC systems) to ensure efficient and reliable performance. - Facility Upkeep: General upkeep of office premises, including painting, plumbing repairs, and minor structural work for a well-maintained and safe environment.	
LOT-CH-SS.10	<u>Supply of Drinking Water, Food, and Beverages</u> - Portable Bottled Drinking Water: Provision of safe, clean bottled water for office and event use. - Food and Beverages: Catering services offering a variety of meals, snacks, and drinks for events, meetings, and staff needs. - Bulk Water Supply: Delivery of bulk water via tanker for larger-scale requirements/office operations	
LOT-CH-SS.11	<u>Printing and Branding Services</u> - Design Services: Custom graphic design for branding materials, including logos, brochures, posters, banners, and promotional materials. - Printing Services: High-quality printing for various materials such as business cards, flyers, banners, stationery, and marketing collateral. - Copying Services: Document copying, scanning, and reproduction services for both small and large volumes.	
LOT-CH-SS.12	<u>Fuel Supplies and Lubricants</u> - Diesel: Supply of high-quality diesel fuel for vehicles, generators, and equipment. - Petrol: Provision of petrol for cars, motorcycles, and other petrol-powered machinery. - Lubricants: Supply of engine oils, greases, and other lubricants for vehicle and machinery maintenance.	
LOT-CH-SS.13	<u>Books and Publications</u> - Protection: Books and materials focused on safeguarding individuals and communities, including child protection, gender-based violence, and human rights resources. - Health: Publications related to health education, disease prevention, medical guides, and wellness materials. - Child Welfare: Books and resources focusing on child development, education, and child rights advocacy. - Advocacy: Materials supporting advocacy efforts on various social issues, including policy papers, reports, and educational resources.	
LOT-CH-SS.14	<u>Visibility and Promotional Items</u> Apparel: Branded T-shirts, caps, jackets, and other clothing items for promotional use.	

	• Office and Event Materials: Branded pens, notebooks, and other stationery items for marketing and visibility. • Drinkware: Custom-branded cups, mugs, and water bottles for corporate giveaways or events. • Printed Collateral: Brochures, flyers, banners, and posters to promote organizational visibility and awareness.	
LOT-CH-SS.15	<u>General Construction Materials</u> • Timber: High-quality wood for construction, including framing, flooring, and finishing. • Pipes and Plumbing: Vent pipes, drainage pipes, and other essential plumbing materials for construction projects. • Sanitary Products: Toilets, sinks, faucets, and other bathroom fixtures for construction and renovation. • Cement and Concrete: Various types of cement, concrete, and additives for building foundations, walls, and other structural elements. • Steel and Reinforcements: Iron bars, steel rods, and mesh for reinforcing concrete structures and ensuring structural integrity.	
LOT-CH-SS.16	<u>Agriculture Equipment and Products</u> • Seeds: High-quality seeds for various crops, including vegetables, grains, and legumes, tailored to local agricultural conditions. • Agricultural Tools: Essential tools for farming, such as hoes, spades, rakes, and pruning shears. • Machinery and Equipment: Supply of agricultural machinery including tractors, tillers, harvesters, and irrigation systems. • Generators: Backup power solutions for agricultural operations, ensuring consistent energy supply for irrigation, processing, and other activities. • Fertilizers and Soil Enhancers: Products to improve soil quality and promote plant growth, including organic and chemical fertilizers.	
LOT-CH-SS.17	<u>Construction Works and Infrastructure Development</u> • VIP Latrines: Construction of high-quality, environmentally sustainable VIP (Ventilated Improved Pit) latrines for sanitation purposes. • Hospital Construction: Building and equipping healthcare facilities, including hospitals, clinics, and health posts. • Staff Housing: Design and construction of staff accommodation, including houses and dormitories, to meet organizational and residential needs. • Rainwater Harvesting Systems: Installation of rainwater collection and storage systems for sustainable water use. • Fencing and Perimeter Security: Construction of secure fencing, walls, and gates for property protection. • Mould Fabrication: Custom fabrication of molds for concrete and other construction materials to support building processes.	
LOT-CH-SS.18	<u>Construction and Maintenance Services</u> • Electrical Services: Installation, repair, and maintenance of electrical systems, including wiring, lighting, and power distribution. • Masonry Services: Bricklaying, plastering, and other masonry work for building structures, walls, and foundations.	

	• Plumbing Services: Installation, repair, and maintenance of plumbing systems, including water supply, drainage, and sewage systems. • Carpentry Services: Woodworking for construction, including framing, furniture making, and custom carpentry. • Air Conditioning (AC) Maintenance: Installation, servicing, and maintenance of air conditioning systems to ensure optimal performance and energy efficiency.	
LOT-CH-SS.19	<u>Money Transfer and Foreign Exchange Services</u> • Money Transfer Services: Secure and reliable domestic and international money transfer solutions for individuals and businesses, including remittances and fund transfers. • Foreign Exchange Services: Currency exchange for local and international transactions, offering competitive rates for buying and selling foreign currencies.	
LOT-CH-SS.20	<u>Insurance Services</u> • Motor Insurance: Coverage for vehicles, including comprehensive, third-party, and third-party fire and theft policies.	
LOT-CH-SS.21	<u>Airtime and Telecommunications Services</u> • Airtime Top-Ups*: Prepaid airtime for major telecom providers, including Zain, MTN, and Digital, available in various denominations for personal and business use. • Data Bundles: Internet data packages tailored for different usage needs, available across multiple networks.	
LOT-CH-SS.22	<u>IT and Consultancy Services</u> • Website Design and Hosting: Professional website design, development, and hosting services to enhance online presence and functionality. • Editing and Translation Services: Professional editing, proofreading, and translation across various languages for documents, reports, and publications. • Videography and Documentation: High-quality video production, photography, and documentation services for events, projects, and programs.	
LOT-CH-SS.23	<u>Audit Services</u> • Audit Services: Comprehensive financial, compliance, and operational audits to ensure accountability, transparency, and best practices.	
LOT-CH-SS.24	<u>Warehousing and Bulk Storage Services</u> • Warehouse Facilities: Secure and spacious warehousing solutions for long-term and short-term storage needs, including temperature-controlled options. • Bulk Storage Solutions: Specialized storage for large quantities of goods, materials, or supplies to support operational and logistical requirements. • Inventory Management: Services for inventory tracking, handling, and organizing to ensure efficient storage and easy access to stored items.	

	• Loading and Unloading Support: Assistance with loading and unloading goods, including equipment for handling bulk and heavy items safely.	
LOT-CH-SS.25	<u>Forwarding and Clearing Services</u> • Customs Clearance: Efficient processing and clearance of goods through customs to ensure compliance with regulatory requirements and timely delivery. • Freight Forwarding: Coordination of international and domestic shipments, including air, sea, and land freight, to facilitate smooth transportation of goods. • Document Preparation and Processing: Handling all necessary documentation for import/export, including bills of lading, invoices, and permits, to streamline the clearance process. • Logistics Coordination: Comprehensive support for tracking shipments, managing logistics, and coordinating with carriers to ensure efficient and secure delivery of goods. • Duty and Tax Consultancy: Assistance with understanding and managing duties, taxes, and fees associated with forwarding and clearing.	
LOT-CH-SS.26	<u>Water and Irrigation Systems Services</u> • Borehole Drilling: Professional drilling services for boreholes to provide reliable water sources for communities, farms, and facilities. • Hand Pump Installation: Installation and maintenance of hand pumps for easy and accessible water retrieval from boreholes. • Solar-Powered Pumps: Installation of solarized water pumps for sustainable, energy-efficient water supply solutions. • Drip Irrigation Systems: Design and installation of drip irrigation systems to optimize water use for agricultural needs, enhancing crop yield and efficiency. • Water System Rehabilitation: Repair and rehabilitation of existing water infrastructure, including boreholes, pumps, and irrigation systems, to restore functionality and ensure longevity.	
LOT-CH-SS.27	<u>Non-Food Items (NFI) and Relief Supplies</u> • Shelter and Protection: Provision of essential items like blankets, tents, and mosquito nets to support immediate shelter and protection needs in emergency situations. • Safety and Protection Equipment: Distribution of safety gear, including personal protective equipment (PPE) for crisis response and community support. • Hygiene and Sanitation Kits: Comprehensive hygiene kits with soap, disinfectants, sanitary items, and other essential supplies to maintain health and hygiene in challenging conditions. • Emergency Relief Supplies: Quick-response relief packages designed to provide immediate aid and meet basic needs during disasters and humanitarian crises.	
LOT-CH-SS.28	<u>Fishing Equipment Supply and Delivery</u>	

	• Fishing Gear and Accessories: Provision of essential fishing tools, including fishing hooks, nets, twine, scrapers, and floats, tailored for various fishing needs • Nets and Twine: Durable and high-quality nets and twine for effective fishing, suited to different types of catch and fishing environments. • Floats and Markers: Supply of floats and markers for clear net positioning and efficient fishing operations. • Specialized Tools: Additional tools like scrapers and other essential fishing accessories to support sustainable and productive fishing practices.	
LOT-CH-SS.29	<u>Supply and Delivery of Food Items</u> • Grains and Staples: Provision of essential food staples, including sorghum, maize flour, and rice, to meet dietary needs and support food security. • Legumes and Pulses: Supply of lentils and beans, rich in protein and nutrients, to ensure balanced nutrition. • Cooking Essentials: Delivery of key ingredients such as sugar, salt, and cooking oil for everyday meal preparation. • Bulk and Packaged Food: Both bulk and packaged options for convenient and cost-effective food supply.	

Submission of Tenders

All tenders must be submitted by Friday, 10th January 2025, 4:00 PM Local Time in accordance with the attached guidelines for submitting a prequalification document. Tenders should be sent via email to procurement.juba@ch-int.org

For any clarifications or inquiries, please reach out via email. If necessary and unavoidable, you may call or send an SMS to +211-924-140-005 or +211-914-990-017 during working hours only.

For any issues regarding the tender or its contents, kindly email procurement.juba@ch-int.org directly.