



**Invitation for Prequalification  
Support to Southern Sudan Referendum (SSSR) Project, Sudan  
EOI/JUBA/ SSSR /2010/001  
Office Furniture and Office Equipment**

**Job Description**

UNDP Southern Sudan calls for **Expressions of Interest (EOI) from international and national companies**, who have the capacity to and supply large quantities of **Office Furniture-Lot 1 and Office Equipment-Lot 2**, to support the Southern Sudan Referendum Project. Companies may express interest in one or all Lots. Firms having presence and experience within the region are highly encouraged to participate. UNDP may enter into Long Term Agreements (LTA) with the short-listed firms following a competitive bidding process.

**Background**

The Comprehensive Peace agreement (CPA) that brought to an end two decades of war in Sudan has stipulated that there shall be a referendum on self determination for Southern Sudan to be held in 2011. According to the CPA the referendum on Southern Sudan shall be an internationally monitored referendum, organized jointly by GOSS and the SPLM/A for the people of Southern Sudan to conform to unity of the Sudan by voting to adopt the system of government established under the Peace Agreement or vote for secession.

**Project Objectives:**

The purpose of the Support to Southern Sudan Referendum Project is to enable preparations to be put in place to support the Referendum on self determination for Southern Sudan scheduled for 2011 as stipulated in Comprehensive Peace Agreement (CPA). The United Nations is preparing to support in organizing for the referendum and will work closely with UNMIS and other UN agencies to deliver this support. The UN Security Council has mandated UNMIS to provide guidance and technical assistance to support the preparations for and the conduct of the Referenda. The Government of Southern Sudan (GOSS) has requested the United Nations "for assistance in the areas of Referendum administration and planning review of coordination of donor assistance, preparation of a reliable list of voters and monitoring of the referendum". The support will include: registration of voters, logistical support to organizing referendum, identification of polling stations, comprehensive voter registration, voting operations and election day, verification of results, media capacity building for covering referendum process.

## Scope of the Work

Support to Referendum Project is looking for the services of quality Office Furniture Equipment manufactures or distributors with capacity to deliver in Juba, Southern Sudan. The required furniture will range from high to medium level quality in **multiples of 1000 units for Lot 1 Office Furniture and multiples of 50's for Lot 2, Office equipment:**

### Lot 1, Office Furniture

- Office desks
- Desk extensions
- Office shelves
- Office and visitors chairs
- Plastic chairs stockpile
- Conference tables and chairs
- Sofa
- Meeting round tables

### Lot 2, Office Equipment

- Digital sender/Scanner
- Shredder
- Photocopier/Printer/Fax/Scanner, all in one
- Photocopier HD
- Video Projector
- VCD Player/Recorder
- TV
- Satellite Dish
- Fire Extinguishers
- First Aid Kits
- Air Conditioners 24/18 BTU
- Fans
- Safes
- Refrigerator
- Microwave

### *Qualifications for Lot 1 and Lot 2*

1. Contractor must be a manufacturer and or a distributor of high quality Furniture and or Office Equipment.
2. Contractor must be experienced in commercial production or distribution in the same line of products.
3. Contractor must be able to deliver in Juba, Southern Sudan do installation and provide training of use where required.
4. Contractor have provide manufactures warranty on the products supplied
5. Contractor must guarantee timely delivery of the required furniture and or office equipment.
6. Contractor must be able to set up the products and train staff on the usage and to carry out



small repairs

The framework agreement would cover a period ranging from 10 -20 days of delivery.

## 2. Information Required in the Response:

The provision of the pre-qualification information should include all relevant documents that are essentially required for the meeting the pre-qualification criteria as well as enable the project management to undertake the evaluation. Service providers must provide the information that they are qualified to perform the services required during the course of the proposed project.

### Description of LOTs

#### Lot 1: Office Furniture and office Equipment

### Documents Required

1. Profile of the firm / company
2. List of contracts for similar jobs done with amount and name of client
3. Indicate the scale of the contracts for the last two years
4. Provision of audited reports and / or financial accounts showing the financial strength of the firm for last 2 years
5. List of equipment, name and type of machines for manufacturing, delivery etc
6. Catalogues/Brochures of items supplied by the company
7. Distribution and location network of the company

## Application as a Joint Venture

Service providers may bid in a Joint Venture to enhance their offering. In a joint venture, the companies are jointly and severally responsible for the tasks assigned. The pre-qualification request must identify one member as prime applicant and must clearly state the role to be played by each member of the joint venture in providing the items envisaged in Section 2 under the scope of work.

## 3. Evaluation of the Expression of Interest

For the purposes of pre qualification the following scoring criteria has been developed, which will be applied to the submitted Expression of Interests. **Evaluations for Lot 1 and Lot 2 will be carried independently of each other.**

Company	Detailed Company Profile	Similar jobs done in the last 3 years	Scale of contracts done in the last 3 years (proof of contracts )	Financial audited reports/ balance sheets for the last 3 years-quick ration analysis	List of equipment/ machinery for production and or delivery	Catalogues/ brochures for the company's products	Regional representation or joint venture possibilities	Installation, training, after sales services and warranty for products	Total score	Min' Score
	15	10	5	20	5	10	5	10	100	80

[illegible]

### Important Dates

Activity	Date
Last date of receiving queries	16 <sup>th</sup> June 2010
Last date for submission of the pre-qualification documents	21 <sup>st</sup> June 2010

Reference: EOI/JUBA/ SSSR /2010/001  
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