



**Vétérinaires  
Sans Frontières  
Germany**

**Prequalification of Pharmaceutical Suppliers  
VSFG/SSD/PHARM-EQUIP/2024-2026**

**Issue Date:** January 22<sup>nd</sup> 2024

## Introduction

Veterinaires Sans Frontieres Germany (VSF-Germany) is in the process of applying for funding from USAID/BHA for a project in South Sudan; part of which will involve procurement of veterinary Pharmaceuticals, equipment and consumables.

This is an invitation of application for prequalification, from suitable veterinary pharmaceutical and equipment wholesalers with capacity to deliver Veterinary items to South Sudan on DAP Juba(Incoterms 2020)

The result expected from this exercise is a list of Prequalified Suppliers who will in future participate in competitive procurement whenever the need for some or all of the specified pharmaceuticals, equipment and consumables arise.

## General Instructions

1. Only registered veterinary pharmaceutical and equipment wholesalers will be considered
2. This is a new prequalification process whose results will invalidate all previous prequalification under the subject categories. Existing prequalified suppliers are therefore called upon to apply
3. VSF Germany is not obligated to issue any purchase contracts to any supplier who will be prequalified from this process
4. Incomplete applications will not be considered. All availed forms must be filled and required documents provided
5. Information provided by applicants will be treated with confidentiality
6. Applicants are required to maintain highest standards of business ethics through out the prequalification process as well as after.

## Mandatory requirements

Certificate of Business Registration/ Incorporation
Company Profile
Permit for wholesale Veterinary Medicine Dealer
Manufacturer's authorization Letter for the items requested for
Tax compliance Certificate
Pin Certificate(From relevant Revenue Authority)
Proof of Business Ownership (Form CR12)
Country of Registration of Business
Proof of previous supply of similar items to INGOs
Proof of previous supply of similar items to South Sudan projects
Proof of Financial capacity to deliver the estimated quantities
Complete address and contact information of the Pharmaceutical vendor
Product Catalogue and price list
Government documents authorizing the sale of Pharmaceuticals
List of Organizations that have inspected pharmaceutical vendor within the past 24 months
A copy of the vendor standard operating procedures(SOP) related to quality assurance of pharmaceuticals
Procedures or process used to select inventory of vendor
Availability of computerized invoices parking list with batch numbers and delivery notes
Availability of certificate of analysis for each batch of each pharmaceutical product

Assurance from vendor that all pharmaceuticals meet international standards for quality, safety and efficacy
Assurance that the expiration policy states that no pharmaceutical will be sold within 12 months prior to the expiry date
Photographs of exterior of warehouse, interior storage areas, signage, windows, delivery and shipping docks, cold storage facility, temperature monitors, shelving systems and pest control measures

## Evaluation Criteria

VSF Germany will do the initial screening and carry out evaluation based on the criteria below

Evaluation will be based on:

1. Provision of all requested, valid documents
2. Suitability of offered items
3. Capacity of Supplier
4. Due diligence clearance
5. Inspection of Supplier premises and stores using International standards relevant to supply of pharmaceuticals

The Criteria

Item	Criteria	Reference	Max score	Pass score
1	Responsiveness to the requirement of provision of complete company information	Mandatory requirements	30	25
2	Technical capability of the supplier and suitability of items offered	Form 1	20	15
3	Responsiveness to the requirement of financial information and financial capability	Form 4	30	25
4	Relevant experience	Form 5	20	15
	<b>Total</b>		<b>100%</b>	<b>80%</b>

## Request for clarification

Any request for clarification should be sent to [Logistics.RON@vsfg.org](mailto:Logistics.RON@vsfg.org) by January 30<sup>th</sup> 2024

Responses to the request for clarifications will be circulated before February 1<sup>st</sup> 2024

**Note:** *the address above is for clarifications only. Do not send applications to this address*

## Mode of Application

Interested and qualifying pharmaceutical wholesalers should send their application in sealed envelopes marked with the relevant category reference to any of the following addresses by **February 8<sup>th</sup> 2024, 16.00Hrs:**

**Address 1: (Nairobi)**

**Vétérinaires Sans Frontières Germany**

**Regional Office Nairobi**

671 Ngong Road  
Piedmont Plaza, P.O Box 25653 Nairobi  
Kenya

**Address 2: (Juba)****Vétérinaires Sans Frontières Germany  
South Sudan Office**

Plot 27 Block No. 1, Hai Nimra Talata, Next to Horizon Bank, Juba, South Sudan

Email: [juba@vsfg.org](mailto:juba@vsfg.org)

Phone: +211 (0) 920520025

**Address 3: (Email Address)**

[Procurement@vsfg.org](mailto:Procurement@vsfg.org)

**Required Item Categories**

Reference	Item description
VSFG/CCLERP/PHARM/2024-2026	Veterinary Pharmaceuticals
VSFG/CCLERP/EQUIP/2024-2026	Veterinary equipment and Consumables

**Form 1: Detailed item specification and estimated quantities for year 2024/2025****VSFG/CCLERP/PHARM/2024-2026: Veterinary Pharmaceuticals**

<b>Name of Pharmaceutical</b>	<b>Estimated Total quantity (bottles/vials)</b>	<b>Brand, manufacturer</b>	<b>Country of origin</b>	<b>Unit Price(USD) DAP Juba all-inclusive, Tax exempted</b>
Oxytetracycline LA Injectable - 20mg	50,515			
Albendazole Oral Suspension - 10%	54,372			
Homidium Chloride Tablets - 250mg	1,440			
Ivermectin Injection - 10mg/ml	17,819			
Parvaquone, injection - 50mg/ml	288			

**Notes:** *-Please fill the blank spaces on the above table*

*-Price should be in USD, DAP Juba(incoterms 2020), tax exempted*

*-Estimated quantities stated above may vary depending on need, cost and budget and may not be supplied at once*

Signature:

Name:

Position in company:

OFFICIAL RUBBER STAMP OF THE SUPPLIER

**VSFG/CCLERP/EQUIP/2024-2026: Veterinary equipment and Consumables**

Name of Medical Supply	Estimated Total quantity	Size of Container ((Unit of Issue, U/I)	Country of origin	Unit Price(USD) DAP Juba all-inclusive, Tax exempted
Syringe, reusable, 20ml	630	pc		
Needle, screw type, reusable, G18 x 1.5"	1200	pc		
Needle, Luerlock type, reusable, G18 x 1.5"	1150	pc		
Syringe, disposable, 20ml	315	100 pc per box		
Syringe, disposable, 10ml	150	100 pc per box		
Syringe, disposable, 5ml	90	100 pc per box		
Needle, disposable, G18 x 1.5"	630	100 pc per box		
Cotton Wool 50g	315	roll		
Gloves, nonsterile	315	100 pc per box		
Petroleum Jelly 50g	621	Bottle, 50g		
Clinical Thermometer	315	pc		
Hauptner Glass Barrels 30cc	315	pc		
Iodin solution	315	Bottle 500ml		
Syringe, drenching, reusable	315	pc		

**Notes:** *-Please fill the blanks on the table above*

*-Price should be in USD, DAP Juba(incoterms 2020), tax exempted*

*-Estimated quantities stated above may vary depending on need, cost and budget and may not be supplied at once*

Signature:

Name:

Position in company:

OFFICIAL RUBBER STAMP OF THE SUPPLIER

**Form 2: Letter of application**

**LETTER OF APPLICATION**

Date .....

**To:** Veterinaires sans Frontieres Germany,  
671 Ngong Road  
Piedmont Plaza, P.O Box 25653 Nairobi

**From:** \_\_\_\_\_

P.O BOX -----

Telephone:

The Procurement Committee,

With due authorization to represent and act on behalf of-----  
----- (name of business/company) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood the pre-qualification information provided, the undersigned hereby apply to be prequalified by VSF Germany as a supplier of Veterinary pharmaceuticals and equipment to VSF Germany South Sudan operations under Prequalification of Suppliers: **VSFG/SSD/PHARM-EQUIP/2024-2026** and the following category:

No	Category	Item Description

Please find attached to this letter, copies of original documents showing, the Applicant’s legal status, the place(s) of business, place of incorporation/registration and duly filled forms.

This application is made with the full understanding that VSF Germany maintains the explicit prerogative to reject or accept any application, cancel the prequalification process, and reject all applications and shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

On behalf of our entity, the undersigned declares that the statements made and the information provided in this application are true, correct and verifiable.

Signature:

Name:

Position:

Supplier Rubber stamp

**Form 3: Company details and General Information**

**1. Service Provider Identification** \_\_\_\_\_

Legal Name of Firm \_\_\_\_\_

Post Office Address \_\_\_\_\_

Legal Office Address \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

**2. Organization & Business Information** \_\_\_\_\_

**Management Personnel** \_\_\_\_\_

**3. Net Worth Equivalent** \_\_\_\_\_

**4. Bank Reference and Address** \_\_\_\_\_

\_\_\_\_\_

Signature:

Name:

Position in company:

Supplier Rubber stamp



## Form 4: Company Financial Information

### 1. Annual Value of Total Sales for the last 2 Years:

Year 2022: Kshs.----- Year 2023: Kshs. ----- -

### 2. Bank Name: ----- -

Address and Branch:

Bank Account Number:

Account Name:

### 3. Provide a copy of the company's Annual or Audited Financial Report for the last two years.

### 4. Credit period

Please indicate the credit period you are willing to offer VSF Germany:

Signature:

Name:

Position in company:

Supplier Rubber stamp

**Form 5: Company Past Experience and References**

**Names of the Applicants' Clients in the last five years**

**1. Name of 1st Client (Organization)**

- i) Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vi) Date of Contract (Date) \_\_\_\_\_

**2. Name of 2nd Client (Organization)**

- i) Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vi) Date of Contract (Date) \_\_\_\_\_

**3. Name of 3rd Client (Organization)**

- i) Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vii) Date of Contract (Date) \_\_\_\_\_

Signature:

Name:

Position in company:

Supplier Rubber stamp

## Form 6: VENDOR CERTIFICATIONS AND REPRESENTATIONS

### A. TERRORIST FINANCING PROHIBITION/EXECUTIVE ORDER 13224

The applicant (including its employees, consultants and agents) certifies that it does not engage, support or finance individuals and/or organizations associated with terrorism. The applicant is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. A list of entities and individuals subject to restrictions, prohibitions and sanctions can be found at the web site of the Department of Treasury's Office of Foreign Assets Control (OFAC), at <http://treasury.gov/ofac>. It is the legal responsibility of the applicant to ensure compliance with the Executive Order 13224 and other U.S. laws prohibiting terrorist financing.

### B. RESTRICTIONS ON CERTAIN FOREIGN PURCHASE (FAR 52.225-13)

Except as authorized by the Department of Treasury's Office of Foreign Assets Control (OFAC), the applicant shall not acquire for its use in the performance of this subcontract, any supplies or services if any proclamation, U.S. Executive Order, U.S. statute, or OFAC's implementing regulations (31 CFR Chapter V), would prohibit such a transaction by a U.S. person, as defined by law. Except as authorized by OFAC, most transactions involving Cuba, Iran, and North Korea are prohibited, including importing/exporting to/from the United States, engaging in financial transactions, or facilitating any prohibited transactions by third parties. Lists of entities and individuals subject to economic sanctions which are updated routinely are included in OFAC's List of Specially Designated Nationals and Blocked Persons at <http://www.treas.gov/offices/enforcement/ofac/sdn>. It is the applicant's responsibility to remain informed as to sanctioned parties and to ensure compliance with all relevant U.S. sanctions and trade restrictions. More information about these restrictions, as well as updates, is available in the OFAC's regulations at 31 CFR

Chapter V and/or on OFAC's website at <http://www.treas.gov/offices/enforcement/ofac>. This is a flow down clause.

### C. CONFLICT OF INTEREST

The applicant or its personnel shall not engage in any activity that may potentially result into a conflict of interest. If the applicant becomes aware of such potential conflict that may impair the applicant's objectivity, communication must be made in writing to VSF Germany immediately.

### D. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Applicant certifies, to the best of its knowledge and belief, that it and its principals:

- i. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing this Agreement by any U.S. Federal department or agency;
- ii. have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against it or them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of U.S. Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

iii. are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above; and

iv. have not within a three-year period preceding this subcontract had one or more public transactions (Federal, State, or local) terminated for cause or default.

**E. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The organization has not been convicted of a narcotics offense or has not have been engaged in drug trafficking as defined in 22 CFR Part 140.

**F. FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS**

The firm shall comply with the provisions of FAR 52.222-50 for any individual, including a director, an officer, an employee, or an independent contractor, authorized to act on behalf of the organization.

Certified by an Authorized official \_\_\_\_\_

Date: \_\_\_\_\_

Supplier Rubber stamp