

REPUBLIC OF SOUTH SUDAN

PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY



INSTRUCTIONS FOR REGISTRATION OF PROVIDERS

INTRODUCTION

PPDAA is mandated by the PPDA Act of 2018 to regulate and monitor Public Procurement and Disposal of Assets in South Sudan and to advise Government Institutions on issues relating to Procurement. Section 8(1)(k) of the Act requires that PPDAA maintain a register of providers of supplies, works, and services. In this regard, PPDAA has set up a Provider's registration process to accomplish this requirement. In essence, businesses are required by law to register with the Authority if they are to conduct any business proceedings with the Governments Ministries, Departments, Agencies, States and Administrative Areas

The registration of providers is aimed at building a profile for each provider regarding information on general particulars of the company to ensure its eligibility to participate in procurement opportunities offered through the public procurement.

REGISTRATION REQUIREMENTS

For initial registration, suppliers and bidders will be required to avail the following documentations to the Authority:

- a) Name of company;
- b) Postal and Physical address;
- c) Phone/Mobile Numbers;
- d) Email Address;
- e) Names of Directors and contact person(s);
- f) Certified Copy of Business Registration Certificate or Certificate of Incorporation
- g) Certified Copy of Certificate of registration with relevant body where applicable;
- h) Certified Copy of TIN Certificate
- i) Names of bankers.
- j) Type of services/businesses offered by the provider;
- k) Information evidencing compliance with the registration requirements for the Registration Category applied for ;
- l) Copy of the previous PPDAA Registration Certificate¹;
- m) Evidence of having paid the non-refundable application processing fee (Copy of Receipt).

¹ For providers seeking re-registration

CONDITIONS FOR REGISTRATION

Registration shall be granted for a period of one (01) year upon payment of Registration Fee. Firms may apply for renewal of their registration three (03) months before the expiry of the Certificate. Payment will be required for each renewal. It should be noted that registration as a provider does not constitute automatic offer of business. It only gives the provider the eligibility to participate in bid opportunities offered by the procuring entities.

Application for registration will be processed within 21 working days. The processing time include the time for reviewing and approving of a complete application, issuing of a registration certificate and listing of providers at the PPDA website

REGISTRATION CATEGORIES AND FEES STRUCTURE

Providers will be required to pay an application processing fee in SSP equivalent to 10 USD and if the application for registration is accepted, pay the registration fees as per attached fee structure based on the Category of Applied for. This is shown in Table 1: **Providers Registration Categories, Fees and Minimum Registration Requirements for Each category**. A provider can have multiple registration for provision Goods, Consultancy services, Non-Consultancy Services and Works.

REGISTRATIONS CRITERIA/REQUIREMENTS

To register in a particular category providers will be required to meet criteria with respect to their contracting and financial capability as described below. A provider applying for multiple registration must meet combined minimum registration requirements for each of the registration categories he/she is applying for.

For example, if he/she is applying for LG2 and LNC3 – then he/she must meet the combined minimum registration requirements for LG2 and LNC3, and must pay fees for each registration category

Contracting Capability: Is intended to establish if a provider can execute contracts within the range that he is applying for registration. It will be based on the

- (a) Maximum single largest contract executed by the provider two years preceding the date of applying for registration.
- (b) Average size of at least three contracts executed by the provider two years preceding the date of applying for registration.

The following information will be required to be submitted by the provider to justify their track record:

a. Letter of Award: An award letter must be on a letterhead of the client, must be addressed to the provider who was awarded the contract and must include the bid/contract number and the contract amount. The award letter must be signed and dated by an official from the client.

b. Certificate of Completion: The Certificate of Completion/delivery must be on a letterhead of the client, must be addressed to the provider who was awarded the contract and must include the tender/service order number and the contract amount. The Letter of Completion must be signed and dated by an official from the client.

Financial Capability:

Depending on the providers' registration category applied for, the financial capability will be determined from:

- (a) Average annual turnover from three (3) financial years immediately preceding the application;
- (b) Liquidity (cash in bank or redeemable securities)

The following information will be required to be submitted by the provider to justify their financial Standing:

Average annual turnover: Certified Financial Statements for the last three years;

Liquidity (cash in bank or redeemable securities): Bank statement or any credit facilities the company has with Banks and/or reputable suppliers.

SUBMISSION OF APPLICATION

Applications shall be made online through the tender portal which provides step by step instructions for the Registration. An application shall not be processed is not accompanied with evidence of payment of an application processing fee of 10 USD equivalent.

PROVIDERS DATA BASE

The provider's applications that meet the minimum requirements for the Registration Category applied for shall be notified through the email address provided with the application and shall be required to pay the requisite Annual Registration Fee. The Provider will then be entered in the PPDA's Data Base of Providers upon presentation of evidence of payment of the Fees.

BANK DETAILS FOR PAYMENTS

	LOCAL CURRENCY (SSP)	FOREIGN CURRENCY (USD)
BANK NAME	BANK OF SOUTH SUDAN	BANK OF SOUTH SUDAN
BRANCH	JUBA MAIN BRANCH	JUBA MAIN BRANCH
ACCOUNT NAME	PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY	PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY
ACCOUNT NUMBER	00269122293232 .	00269211285275

Should you require any assistance, please do not hesitate to contact us via email at info@ppdaa.gov.ss

Table 1- Providers Registration Categories, Fees and Minimum Registration Requirements for Each category

Registration Category	Description	Annual Registration Fees in USD Equivalent	Minimum Registration Requirements for each Category			
			Contracting Capability		Financial Capability	
			Largest Contract Executed in the category applied for within two Years Preceding Date of Application in USD Equivalent ² (Not less Than)	Average size of at least three contracts in the category applied for executed two years preceding date of Application in USD Equivalent ³ (Not less than)	Best Annual Turnover for Three Years Preceding Date of Application USD Equivalent ⁴ (Not Less than)	Liquidity (Cash in bank or redeemable securities) USD Equivalent ⁵ (Not less than)
SUPPLIERS OF GOODS						
LG1	Local Firm-eligible to bid for Supply contracts up to 10,000 USD equivalent	30	Nil	Nil	Nil	1,500
LG2	Local Firm -eligible to bid for Supply contracts up to 50,000 USD equivalent	150	37,500	25,000	25,000	5,000
LG3	Local Firm-eligible to bid for Supply contracts up to 200,000 USD equivalent	200	150,000	100,000	100,000	20,000
LG4	Local Firm-eligible to bid for Supply contracts up to 500,000 USD equivalent	400	375,000	250,000	250,000	50,000
LG5	Local Firm-eligible to bid for Supply contracts up to 1,000,000 USD equivalent	1,000	750,000	500,000	500,000	100,000
LG6	Local Firm-eligible to bid for Supply contracts above 1,000,000 USD equivalent	2,000	1,125,000	750,000	750,000	150,000
FG	Foreign Firm– not eligible to bid for Supply contracts below USD	4,000	1,125,000	750,000	750,000	150,000

² 75% of the Maximum Amount Eligible to Bid³ 50% of the Maximum Amount Eligible to Bid⁴ 50% of the Maximum Amount Eligible to Bid⁵ 15% of the Maximum Amount Eligible to Bid

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	400,000 equivalent (reserved for Exclusive Preference)					
PROVIDERS OF NON-CONSULTING SERVICES						
LNC1	Local Firm-eligible to bid for Non-Consultancy Services contracts up to 10,000 USD equivalent	30	Nil	Nil	Nil	1,500
LNC2	Local Firm -eligible to bid for Non-Consultancy Services contracts up to 50,000 USD equivalent	150	37,500	25,000	25,000	5,000
LNC3	Local Firm-eligible to bid for Non-Consultancy Services contracts up to 200,000 USD equivalent	200	150,000	100,000	100,000	20,000
LNC4	Local Firm-eligible to bid for Non-Consultancy Services contracts up to 500,000 USD equivalent	400	375,000	250,000	250,000	50,000
LNC5	Local Firm-eligible to bid for Non-Consultancy Services contracts up to 1,000,000 USD equivalent	1,000	750,000	500,000	500,000	100,000
LNC6	Local Firm-eligible to bid for Non-Consultancy Services contracts above 1,000,000 USD equivalent	2,000	1,125,000	750,000	750,000	150,000
FNC	Foreign Firm– not eligible to bid for Non-Consultancy Services contracts below USD 400,000 equivalent (reserved for Exclusive Preference)	4,000	1,125,000	750,000	750,000	150,000

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PROVIDERS OF CONSULTING SERVICES						
LC1	Local Firm-eligible to bid for Consultancy Services contracts up to 10,000 USD equivalent	30	Nil	Nil	Nil	1,500
LC2	Local Firm -eligible to bid for Consultancy Services contracts up to 50,000 USD equivalent	150	37,500	25,000	25,000	5,000
LC3	Local Firm-eligible to bid for Consultancy Services contracts up to 200,000 USD equivalent	200	150,000	100,000	100,000	20,000
LC4	Local Firm-eligible to bid for Consultancy Services contracts up to 500,000 USD equivalent	400	375,000	250,000	250,000	50,000
LC5	Local Firm-eligible to bid for Consultancy Services contracts up to 1,000,000 USD equivalent	1,000	750,000	500,000	500,000	100,000
LC6	Local Firm-eligible to bid for Consultancy Services contracts above 1,000,000 USD equivalent	2,000	1,125,000	750,000	750,000	150,000
FC	Foreign Firm– not eligible to bid for Consultancy Services contracts below USD 500,000 equivalent (reserved for Exclusive Preference),	4,000	1,125,000	750,000	750,000	150,000

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CONTRACTORS						
LW1	Local Firm-eligible to bid for works contracts up to 20,000 USD equivalent	50	Nil	Nil	Nil	3,000
LW2	Local Firm -eligible to bid works contracts up to 100,000 USD equivalent	100	75,000	50,000	50,000	10,000
LW3	Local Firm-eligible to bid for works contracts up to 400,000 USD equivalent	200	300,000	200,000	200,000	40,000
LW4	Local Firm-eligible to bid for works contracts up to 1,000,000 USD equivalent	1,000	750,000	500,000	500,000	100,000
LW5	Local Firm-eligible to bid for works contracts up to 2,000,000 USD equivalent	2,000	1,500,000	1,000,000	1,000,000	200,000
LW6	Local Firm-eligible to bid for works contracts above 2,000,000 USD equivalent	3,000	2,250,000	1,500,000	1,500,000	300,000
FW	Foreign Firm– not eligible to bid works contracts below USD 1,000,000 equivalent (reserved for Exclusive Preference)	5,000	2,250,000	1,500,000	1,500,000	300,000