



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) Copy of the previous PPDA Registration Certificate¹;
- l) Evidence of having paid the non-refundable application processing fee (Copy of Receipt).

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 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 following fee structure:

1. Goods Suppliers, Consultancy Services and Non-Consultancy Services

A: Local Firms

Category	Value of Procurement Contract in SSP Equivalent to USD	Fees in SSP Equivalent to USD
1	Up to 10,000	30
2	up to 50,000	150
3	up to 200,000	200
4	up to 500,000	400
5	up to 1,000,000	2,000
6	Above 1,000,000	3,000

B: Foreign Firms –

Fees	Eligibility
USD 4,000	For Goods – Contracts in SSP Equivalent above USD 400,000
	For Non-Consulting Services - Contracts in SSP Equivalent above USD 400,000
	For Consultancy Services - Contracts in SSP Equivalent above USD 500,000

¹ For providers seeking re-registration

2. Works

A: Local Firms

Category	Value of Procurement Contract in SSP Equivalent to USD	Registration fees in SSP Equivalent to USD
1	Up to 20,000	50
2	Up to 100,000	100
3	Up to 400,000	200
4	Up to 1,000,000	2,000
5	Up to 2,000,000	3,000
6	Above 2,000,000	4,000

B: Foreign Firms –

Fees	Eligibility
USD 5,000	Contracts in SSP Equivalent above USD 1,000,000

SUBMISSION OF APPLICATION FORMS

Completed Application Forms in sealed envelopes duly indicated in bold on top “**REGISTRATION OF PROVIDERS**” shall be submitted to the address below:-

The Executive Director,
Public Procurement and Disposal of Assets Authority,
P.O. Box 80,
Juba South Sudan

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