

INVITATION TO TENDER

Background

Action Africa Help International (AAH-I) is a nongovernmental and nonprofit making Organization operating in South Sudan with a mission to support disadvantaged Communities to sustainably improve their standard of living through Community empowerment approach in partnership with stake holders. AAH-I implements Primary Health Care, Agriculture, Humanitarian aid projects and Capacity Building.

The organization now invites bids from competent and reputable drilling companies for provision of drilling services in Jamjang. Ruweng State.

Interested bidders are requested to submit their bids based on the provided BOQ which can be downloaded from AAH – I website while a hardcopy can be picked from AAH Juba Logistic Base.

REQUIREMENTS

Administrative requirement

1. Valid Certificate of Incorporation as a Business in South Sudan
2. Valid Certificate and License to Operate as a contractor in Sudan
3. Registration with Tax Agency
4. Complete and certified Article and Memorandum of Association
5. Proof that bidder is a civil engineering service provider specializing in drilling works

Only firms whose bids meet the above criteria and score all the 15 marks will have their bids qualify for technical evaluation.

Technical requirement

1. Proof of possession of drilling technical personnel (provide list of staff and CVs of proposed technical team).
2. Proof of handling similar project in the past 12 months
3. Proof of having handled drilling projects in Unity or Ruweng State.
4. Contractor's Banker's recommendation Letter stating the financial capacity of the Contractor during the last 18 Months
5. Proposed mobilization, deployment and work completion schedule

Only firms that score above 65% of the obtainable marks from the above stage shall have their financial bids evaluated.

Financial requirement

Complete bill of quantities detailing the costs

Price and Currency: The prices shall be in **United States Dollars (USD)**.

Submission of Quotes

The quotations shall be submitted in **Hard copies in sealed envelopes**, and there shall be no submission of quotes in soft copies. Contractors must adhere to this instruction to avoid inconveniences.

Submission Address

The bids shall be submitted to:

**AAH-I/UNHCR Logistic Base Juba South Sudan
Near JIT Supermarket, the envelope should be labeled
“Drilling Works”
AAH-I South Sudan.**

Registration for submission:

Please ensure that, you register your hand delivered quotation with the Procurement department and drop it in the bid box yourself, before you leave the Procurement department.

Request for clarifications

Any request for clarification must be made in writing through the email:

procurement.southsudan@actionafricahelp.org, Strictly and must be received not later than Monday the 4th of **December 2017 at 4:00 pm Local Time.**

Deadline for the submission of the quotation

The deadline for the submission of the quotes will be strictly on **Wednesday the 6th December, 2017 at 4:00 pm Local Time.**

Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiring of the deadline, consider your bid not successful.

Award of the Contract & Bid validity

The Contract agreement shall be awarded to the selected bidder not later than 11th December, 2017, your bid should remain valid until that day.

Language for the bids

The language for the bids shall be **English** only.

Selection Criteria for contract award

A Comprehensive Criteria will be followed in evaluating the quotations submitted in accordance with the guidelines prescribed above. The criteria will follow a weighting system advised below:

i.	Administrative compliance	15 points
ii	Technical Compliance	70 points
iii.	Financial Proposal	15 points

Disclaimer

This is only a Call for quotations and AAH-I South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH-I South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations. The decision of the AAH-I South Sudan Procurement Review Committee shall be final.