

Invitation to tender (supplies)

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| Date of issue: | 25/05/2017 |
| Tender no.: | FCA-2017P4 |
| Contract title: | Cloth Bags, 100% cotton Hang Bags |
| Closing date: | 05/06/2017 |
| Tender opening: | By FCA Procurement Committee |
| Contracting authority: | Finn Church Aid, South Sudan Country Office E-Mail: Admin.Ssuco@Kua.fi |

INVITATION TO TENDER

SUPPLY OF AFRIC 100% COTTON CLOTH BAGS (HANG BAG)

Dear Sir/Madam,

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

A – Instructions to tenderers

Annex 3: Tender Submission form (to be completed by the tenderer)

Annex 4: Invitation to bid

In order to enable the tenderer to complete the forms (Tender submission form and Technical data form) electronically a copy of these documents can be forwarded in a PDF word format upon request. It is strictly forbidden to make alterations in the in the printed text. The tenderer will be bound to the original text in accordance with the document forwarded in PDF format or by letter.

A. INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

A.1. Scope of supply and related services:

The subject of the contract is the supply. Delivery by the Supplier of the following supplies:

| Lot no. | Description | Quantity | Required Delivery in Juba |
|---------|--|-----------|---------------------------|
| 1 | Cloth Bags, 100% cotton Hang Bags | 2,500 pcs | 10 July 2017 |
| 2 | Transport cost for transporting the bags to Juba (Only if applicable) | | |

a) Delivery:

All cloth bags to be delivered in Juba, FCA premises and the transportation price should be separately mentioned in the bid documents (air and/or road) not furnished in Juba.

b) Specifications:

The suppliers must comply fully with the technical specifications set out in the tender dossier (technical data form) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Measurements:

- Width = 14 inches (Ruler measurement)
- Length = 17 inches (Ruler measurements)
- Colour = FCA shade luminous green colour or White with FCA Logo

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Tenders for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

A.2. General:

The bags to be purchased are for use by the Contracting Authority in its Education in Emergency (EiE) in Fangak, Jonglei State under 11729.

A.3. Cost of Tender:

The tenderer shall bear all costs associated with the preparation and submission of his tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

A.4. Clarification of tender documents and additional information:

Tenderers may submit questions in writing at the latest on the date specified in the time table in article A.5., specifying the tender no. and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for oral clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the time table. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

A.5. Planned time table:

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

| | Date | Time |
|--|-------------|-------------|
| Deadline for request for any clarifications from the Contracting Authority | 31/06/2017 | 4.00PM |
| Last date on which clarifications are issued by the Contracting Authority | 01/05/2017 | 4.00PM |
| Deadline for submission of tenders (closing date) | 05/06/2017 | 4.00PM |
| Tender opening session | TBC | TBC |
| Contract award | TBC | TBC |
| Contract start | TBC | TBC |

All times are in the time zone of South Sudan.

A.6. Eligibility and qualification requirements:

A.7.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers shall also be requested to certify that they comply with article 13. "Child Labour & Forced Labour" and article 14. "Mines" of the General Terms and Conditions for Supply Contracts.

To give evidence of their capability and adequate resources Tenderers shall provide the information and the documents requested in the Tender Dossier.

If the tenderer was selected through prequalification, the tenderer must only declare that he still conforms with the eligibility and qualification (selection) criteria applied in the course of that prequalification.

A.8. Exclusion from award of contracts

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure;
- (d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

A.9. Language of Tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English. Supporting documents and printed literature furnished by the tenderer may be in local language.

A.10. Documents comprising the Tender:

The Tenderer shall complete and submit the following documents with his tender:

- a) Tender submission form (annex 3) with supporting documents

The following documents shall in addition be submitted with the tender

- b) Manufacturers technical specifications
- c) Manufacturer's Authorization (if the supplier is not the Manufacturer)

and other relevant information that should be made known to the Contracting Authority.

A.11. Price:

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

Tenderers must quote prices on one of the following bases:

1. for supplies manufactured locally, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, excluding all domestic taxation applicable to their manufacture and sale including VAT;
2. for supplies to be imported into the country of the Beneficiary, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, excluding all duties and taxes applicable to their importation and VAT¹, from which they are exempt.)

Priced shall be quoted in USD only.

A.12. Validity:

Tenders shall remain valid and open for acceptance for a period of 11 days after the closing date for the submission of tenders.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

A.13. Submission of tenders and closing date:

Tenders MUST be hand delivered to the office below on or before the closing date and time as specified in the time table article A.5. Any tenders received after that time will not be considered. Tenders MUST be submitted in a sealed envelope bearing the following information:

***Finn Church Aid (FCA)
Juba Nabari Area, Bilpham Road***

¹ Value added tax

ANNEX 3: TENDER SUBMISSION FORM

| | |
|---------------------------------|--|
| Submitted by (name of company): | |
| Contact Person: | |

NB: To be accompanied by a proforma invoice

PRICE SCHEDULE (Price and currency to be inserted by tenderer)

| <Item/ Lot> | Description of supplies | Qty | Currency: USD | Total Price |
|------------------------|--|-----------|---------------|-------------|
| | | | Unit Price | |
| 1 | Cloth bags (Hang Bags) 100% cotton with FCA logo | 2,500 Pcs | | |
| | | | | |
| | | | | |
| | | | | |
| Total price FCA | | | | |

| Information required by the contracting authority: | Information to be entered by tenderer in the below columns: |
|---|---|
| Warranty service: | |
| Please state full contact details of the Tenderer | |
| We certify that the bags will be fit for use for at least 5 years | |
| Warranty period during which any repairs will be free | N/A |
| Delivery date: | |
| Completion date of Assignment | days |

| Company information | |
|------------------------------|--|
| Parent company (legal name) | |
| Street name and no. | |
| City | |
| Postal code | |
| Country | |
| Phone no.: | |
| Fax. no.: | |
| E-mail: | |
| web-site: | |
| Sales Manager (name) | |
| Director (Name) | |
| Other contact (Title & Name) | |

| General information | |
|--|--|
| Nature of business – please enclose complete product information in English. | |
| Year of Establishment | |
| Number of full-time employees | |
| Licensing Authority | |
| Licence number (VAT no./TAX I.D.) | |
| Does your company have a written statement of its environmental policy? | |
| Please state in which languages technical documents are available: | |
| Working language: | |

Signature & stamp:

Signed by:

The Tenderer :
Name of the company :
Address :
Telephone no. :
Fax no. :
E-mail: :
Name of contact person :
Date: :

NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”