

Annex 4

**INVITATION TO TENDER**

28/07/2018

Tender Reference no.	FCA-WORKSHOP EQUIPMENTS-2018P11
Title	WORKSHOP EQUIPMENT
Contracting Authority	Finn Church Aid (FCA) – South Sudan
Deadline for submission of bids	13 <sup>th</sup> August 2018 at 4:00pm
Location and date and time for tender opening	FCA Office in Juba Na Bari, Behind Mindan Rembo, 14 <sup>th</sup> August 2018 at 2:30pm

FCA is launching a “Tender– sealed bids” and invites potential suppliers to supply specialized workshop equipment for Juba Technical Secondary School. Juba Technical Secondary School is one of the few functional specialized technical schools under the Ministry of General Education and Instruction in South Sudan. The School is Located in Former Central Equatorial State, Juba City Council, Buluk Quarter Council.

FCA is implementing an EU funded 3 years project “Strengthening civil society and enhancing technical and vocational education and training (TVET) for youth employment in South Sudan”, in a joint consortium with Norwegian Refugee Council, BBC-Media Action, Nile Hope, ACROSS and VOSDO in South Sudan

The workshop equipment will be supplied in preparation for the start of the different technical courses training at Juba Technical Secondary School.

ITEM / LOT	DESCRIPTION	QUANTITY
LOT 1	Equipment for Auto Mechanics	1 set
LOT 2	Welding & Metal Fabrication equipment	1 set
LOT 3	Carpentry and Joinery equipment	1 set
LOT 4	Electricity, Building and Construction kits	1 set
5.	Transpotation, Handling fee at Juba Technical Secondary School.	1

**ITEM/LOT:**
**1. Workshop Equipment**
**Equipment Specification**

S/N	Description of Supplies	Qty	Unit	Rate in USD	Total Amount	Remarks
<b>LOT 1- Equipment for Auto Mechanics</b>						
1	Complete set of tool boxes	2	Boxes			
2	Open end spanners (Fixed)	2	Sets			
3	Ring Spanners	2	sets			
4	Combination Spanners	2	Sets			
5	Ailen keys	2	Sets			
6	Screw Drivers	2	Sets			

7	Tyre levers	3	Pcs			
8	Pliers (Assorted sizes)	2	Sets			
9	T Spanners	2	Sets			
10	Filer Gauge	5	Pcs			
11	Pipe Wrench (18", 14" & 24")	3	Pcs			
12	Spark plug Spanners	2	Sets			
13	Break Pipe Repair Kits	2	Kits			
14	Injector Nozzle Tester	2	Pcs			
15	Pullers (6", 8", 10")	3	Pcs			
16	Valve Spring Compressor	5	Pcs			
17	Tyre Repair Equipment	3	Pcs			
18	Generac 3600 PSI Pressure Washer. Professional power, Model 7122 with 3 cleaning tools.	1	Pc			
19	ACDC Battery charge kit (Portable charger, car Jumper with AC Outlet & Car Charger)	1	Pcs			
20	Hydraulic Jack (12, 15 & 20 tons)	3	Pcs			
21	Axle Stand	10	Pcs			
22	Valve Grinder	4	Pcs			
23	Air Compressor 200Ltrs	1	Pc			
24	Strongway 40 –Ton Hydraulic Shop Press with Gauge and Wich – Model #CP400W	1	PC			
25	Bench Vise	2	Pcs			
26	Filter Wrench	2	Pcs			
27	Battery 70 AH & 100 AH	2	Pcs			
28	Wheel Spanners (Cross types)	2	Pcs			
29	Tap & Die (Internal & External	2	Boxes			
30	Grease Gun	2	Pcs			
31	Box Spanner	2	Sets			
32	Socket Spanners	2	Sets			
SUB LOT 1 (a) GRAND TOTAL AMOUNT						
<b>LOT 2 Welding and Metal Fabrication Equipment</b>						
1	H/S mild steel iron bar 30*30*1.5	10	Pcs			
2	H/S mild steel iron bar 25*25*1.5	10	Pcs			
3	H/S mild steel iron bar 20*20*1.5	10	Pcs			
4	H/S mild steel iron bar 16*16*1.5mm	10	Pcs			
5	H/S mild steel iron bar 25*50*1.2mm	10	Pcs			
6	H/S mild steel iron bar 20*20*1.2mm	10	Pcs			
7	H/S mild steel iron bar 50*50*1.2mm	10	Pcs			
8	Square bar 10mm	10	Pcs			
9	Round bar 14mm	10	Pcs			

10	Round bar 12mm	10	Pcs			
11	Flat bar 1"	10	Pcs			
12	Flat bar 1.5"	10	Pcs			
13	Flat bar 2"	10	Pcs			
14	M/S plate 1mm	10	Pcs			
15	M/S plate 0.8mm	10	Pcs			
16	M/S plate 1.5mm	10	Pcs			
17	L bar 25*25*3mm	10	Pcs			
18	L bar 30*30*3mm	10	Pcs			
19	L bar 40*40*3mm	10	Pcs			
20	Door Frame mild steel	10	Pcs			
21	Z Angle bar 25*25*3mm	10	Pcs			
22	H/S 40*40*1.2mm	10	Pcs			
23	Round Section 60mm mild steel	10	Pcs			
24	Round section 50mm mild steel	10	Pcs			
25	Chop/Cut off saw 14"	2	Pcs			
26	Angle grinder	2	Pcs			
27	Assorted Hand files	10	Sets			
28	Hack Saw Frames	10	Sets			
29	Hack Saw Blades	50	Pcs			
30	Try - Square	10	Pcs			
31	Measuring Tapes 5 Meters	10	Pcs			
32	Welding Electrodes (2.5kg Packets)	10	Packets			
33	Chisel	10	Pcs			
34	Punches	10	Pcs			
35	Cutting Discs 9" & 14"	10	Pcs			
36	Grinding Discs	10	Pcs			
37	Pop Rivet guns	10	Pcs			
38	Heavy Duty Bench Vices 8"	5	Pcs			
39	Assorted Hammers	10	Pcs			
40	Assorted Screw Drivers	4	Sets			
41	Spanners (Open and Fixed)	4	Sets			
42	Steel rulers 10mm	15	Pcs			
43	G/C clamps set of 12	1	Set			
44	Power Hack saw	1	Pc			
45	Pipe Cutter	3	Pcs			
46	Vernier Calipers 30cm	10	Pcs			

### LOT 3 – Carpentry and Joinery Equipment

1	7 Combination machine (Planer, thicknesser, circular saw, mortiser and moulder). <b>See Picture and Specs attached on page 13)</b>	1	Pc			
2	Generator – Jiandong 3 phase 20HP	1	Pc			
3	Hand Power Machine – Router HD	1	Pc			
4	Hand Power Machine - Drilling	2	Pcs			
5	Jack Planes – Hand tool	20	Pcs			
6	Chisel for Jack Planes	20	Sets			
7	Tenon Hand Saws	20	Pcs			

8	Rip Hand Saws	20	Pcs			
9	White Wood Zingo "2*4"*4m	20	Pcs			
10	White Wood Zingo "2*3"*4m	30	Pcs			
11	White Wood Zingo "2*6"*4m	15	Pcs			
12	White Wood Zingo "2*8"*4m	10	Pcs			
13	White Wood Zingo "1*12"*4m	20	Pcs			
14	Wood glue Novel – Novic 1kg package	20	packets			
15	Nails (1", ½", 2", 2.5" & 3") – 3kgs each	15	kgs			
16	Varnish – Light Oak	4	Gallows			

LOT 3 GRAND TOTAL AMOUNT

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**LOT 4 – Electricity, Building & Construction Equipment**

1	Screw Drivers (Flat & Star)	5	Sets			
2	Pliers	15	Pcs			
3	Junior Hack Saw for metal	10	Pcs			
4	Line Testing Screw	10	Sets			
5	Dital Multimeter	10	Pcs			
6	Switches	15	Pcs			
7	Change over switch	2	Pcs			
8	Vaible – out put Bench D.C power	2	Pcs			
9	Digital storage oscillos cope	2	Pcs			
10	Battery Holder for connection	5	Pcs			
11	Wall Drilling Machine (Complete)	1	Pc			
12	Wall cutting Machine (Complete)	2	Pcs			
13	Automatic Circuit Brakers	10	Pcs			
14	Wheel Barrow	10	Pcs			
15	Mortar Pan	15	Pcs			
16	Straight Edge	15	Pcs			
17	Spirit Level (Specify the make)	15	Pcs			
18	Hoes (Specify the make)	15	Pcs			
19	Spade	15	Pcs			
20	Pit Axe	15	Pcs			
21	Trowel	20	Pcs			
22	Builders Square	20	Pcs			
23	Plamb Bob	20	Pcs			
24	Finishing Trowel	20	Pcs			
25	Brick Hammer	20	Pcs			
26	Horse Pipe	2	Pcs			
27	Hoop Iron	2	Rolls			
28	Chalk Line	5	Pcs			
29	Tape Measure	20	Pcs			
30	Building Line	5	Pcs			
31	Panga	15	Pcs			
32	Gloves	50	Pairs			
33	Eye Goggles	30	Pcs			
34	Tile Cutter	5	Pcs			
35	Builder Helmet	30	Pcs			

36	Overall - Blue	30	Pcs			
37	Red Brick (Burned)	2000	Pcs			
38	Cement Block	1000	Pcs			
39	Tiles	10	Cartons			
LOT 4 GRAND TOTAL AMOUNT						
2	Equipment/Material transportation and handling fee (offloading) at Juba Technical Secondary School - Buluk					

Please complete the table below:

Quotation validity	
Delivery time (days)	
Payment terms e.g. Advance payment, After delivery	

Vendors to submit sealed bids to the address below;

**Finn Church Aid (FCA)**

**Juba Na Bari, Bilpham Road, Behind Midan Rembo**

**Juba - South Sudan**

**For information on direction call: Tel: +211 924 173 956; or write to: [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi)**

**Note:**

1. All prices must include applicable government taxes and delivery cost to JTSS in Buluk
2. The vendor shall provide fixed prices valid for at least 3 months
3. The above is to be accompanied by a vendor's proforma invoice
4. Your bid should contain a maximum of 35 pages inclusive of FCA tender dossier. Do not attach company profile at this stage.
5. Tenders can bid for all the lots or selected lots depending on their capacity to deliver.

**Bidding will be conducted through a local open tender procedure.**

1. The tender is for FCA project in Juba, an intervention supported by European Union.
2. All logistics, handling and transport of the workshop equipment from the location of origin to Juba Technical Secondary School is the responsibility of the contractor.
3. The tenderer must have a valid registration and permanent office, which is verifiable in Juba South Sudan.
4. All bid prices shall be quoted in USD only. **Please include a summary page of total cost.**

## TENDER SUBMISSION

1. Bids shall be delivered by hand to FCA office in the location mentioned above. The bidder is required to register upon submission of tender dossier
2. All bids (sealed), in English language only must be delivered to FCA office at the above-mentioned address by 4:00PM, Monday 13<sup>th</sup> August 2018. Late bids beyond this date and time will **NOT** be considered. Bid documents must be clearly marked **"Invitation to Tender – FCA-WORKSHOP EQUIPMENTS-2018P11"**
3. Questions regarding this tender shall be sent in writing to email: [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi) before the deadline. Tenderers are not allowed to approach the Contracting Authority for oral clarification about this call.
4. **Bid opening will take place on Tuesday 14<sup>th</sup> August 2018 at 2.30pm and all tenderers are invited to participate in the bid opening session.**
5. The procurement committee reserves the right to reject unsealed and incorrectly marked bids.

### NOTE:

1. Bidders must attach copies of valid company registration documents as listed below:
  - a. Certificate of Incorporation from the Ministry of Justice including the renewal stamps.
  - b. Membership Certificate
  - c. Tax Identification Certificate
  - d. Most up to date Tax Clearance Certificate
  - e. Operation Licence from the State Ministry of Finance & Economic Development.
2. Evidence of having executed similar supplies of equipment in South Sudan and within the region This Invitation to Tender document and Instructions for tenderers must be completed and returned together with your quotation document.
3. Failure to provide or complete the documentations required may lead to disqualification.

The committee shall undertake selection process on the following parameters and marks awarded based on:

Selection Criteria
Compliance with the tender requirements and instructions
Value for money (price). Where applicable, vendors are advised to include special features that may lead to higher cost depending brand type and quality.
Demonstrated experience in dealing and or expertise in supplying similar equipment
Availability and reasonable delivery period upon issuance with contract or purchase order.

Thank you,  
FCA South Sudan Procurement Committee

## INVITATION TO TENDER (SUPPLY OF SPECIALIZED WORKSHOP EQUIPMENT)

<b>Date of issue:</b>	28/07/2018
<b>Tender no.:</b>	FCA-WORKSHOP EQUIPMENTS-2018P11
<b>Contract title:</b>	WORKSHOP EQUIPMENTS
<b>Closing date:</b>	13/08/2018
<b>Tender opening:</b>	By FCA Procurement Committee
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office E-Mail: <a href="mailto:Procurement.Ssuco@Kua.fi">Procurement.Ssuco@Kua.fi</a>

### INVITATION TO TENDER WORKSHOP EQUIPMENTS

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 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 of workshop equipment for Juba Technical Secondary School.

#### **a) Delivery and Project location:**

The workshop equipment delivery location will be Juba Technical Secondary School at Buluk. The cost of materials transportation cost should be included in the financial proposal.

**b) Specifications:**

Tenderers must comply fully with the requirements set out in the tender dossier (technical data form) and conform in all respects with the other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

**A.2. General:**

The workshop equipment will be supplied for implementation of FCA TVET project.

**A.3. Cost of Tender:**

The tenderer shall bear all costs associated with the preparation and submission of his/her 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 where this is practical.

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.

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	09/08/2018	4:00PM
Last date on which clarifications are issued by the Contracting Authority	10/08/2018	5.00PM
Deadline for submission of tenders (closing date)	13/08/2018	4:00PM
Tender opening session ( <b>all tenderers are invited</b> )	14/08/2018	2.30PM
Contract award/Issuance of Purchase Order	TBC	TBC
Start Date	As soon as possible	TBC

All times are in the time zone of South Sudan.



#### **A.6. Eligibility and qualification requirements:**

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.7. 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.8. 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.9. Documents comprising of the Tender:**

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

- a) Tender submission form (annex 3) with supporting documents and other relevant information that should be made known to the Contracting Authority.

#### **A.10. 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.

**Prices shall be quoted in USD only and should include a breakdown of all applicable domestic taxes i.e. sales tax and VAT.**

**A.11. Validity:**

Tenders shall remain valid and open for acceptance for a period stated above and before the closing date for submission.

Prior to the expiry of the original tender and validity period, the Contracting Authority may ask tenderers in writing to extend this period.

**A.12. 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 Annex 4 above. Any tenders received after that time will not be considered. Tenders MUST be submitted in a sealed envelope bearing the following information:

**Annex 3: Tender submission form**

Submitted by (name of company):	
Contact Person:	

*NB: To be accompanied by a proforma invoice*

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

<Item/ Lot>	Description of supplies	Currency: USD	Total Price
LOT 1	Equipment for Auto Mechanics		
LOT 2	Welding & Metal Fabrication equipment		
LOT 3	Carpentry and Joinery equipment		
LOT 4	Electricity, Building and Construction kits		
5	Transportation, Handling (offloading) at Juba Technical Secondary School, Buluk		
	<b>GRAND TOTAL</b>		

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Quotation Annex	
Company experience	
Implementation for the entire project	

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”**

7 Combination Machine (see  
Specs attached)

