

Annex 4

Tender reference no: FCA-SUPPLY OF LEARNING MATERIALS P5 /2018

Title: SUPPLY OF LEARNING MATERIALS

Contracting Authority: Finn Church Aid (FCA) – South Sudan

Deadline for submission of bids: 06/06/2018

### INVITATION TO TENDER

FCA is launching a “Tender”– sealed bids” and invites suppliers for learning materials for Finn Church Aid offices in New Fangak and Old Fangak – Jonglei State. The learning material will be supplied to FCA warehouse in Juba.

ITEM / LOT	DESCRIPTION	QTY	UNIT	LOCATION REQUIRED
SUB LOT1 (a)				
1	Solar Lumps (Samples pictures of the required solar lamps are attached)	595	Pcs	Juba

### Solar lamps/specifications



- Up to 16 hours of bright light and 100 hours of soft light on a full charge
  - Water resistant
  - USB phone charging capability.
  - Weather, Dust and Impact Resistant
  - Solar Powered
  - With carrying handle strap
  - Colour: Luminous green (if possible)
- Number required  
**123 pieces**



- Up to 4 hours of bright light and 50 hours of soft light on a full charge
  - Weather and UV resistant
  - Solar Powered
  - With neck carrying strap
  - Colour: Luminous green (if possible)
- Number required  
**472 pieces**

SUB LOT 1 (b)

1	Blackboards – 80x120cm	32	pce	Juba
2	Box files – Alba (Big size)	250	pce	Juba
3	White Chalk - Big Box containing 20 pkts	16	box	Juba
4	Clear bags	250	pce	Juba
5	Counter books/Manuscript books 4Q	100	pce	Juba
6	Exercise books, 120 Pages, Arabic ruling	9000	pce	Juba
7	Pencils HB	2000	pce	Juba
8	Biro pens (red) (50 pce/pkts)	12	pkt	Juba
9	Biro pens (blue) (50 pce/pkts)	180	pkt	Juba
10	Rubber	400	pce	Juba
11	Sharpener - Plastic	400	pce	Juba
12	Spring files	216	pce	Juba
13	Crayons	100	pce	Juba
14	Drawing books – A3	100	pce	Juba
15	Stick notes – 7.6x12.7 (3”x5”)	5	pkt	Juba
16	Small clips (black) - Binder clips	5	pkt	Juba
17	Printing paper –Double A	30	boxes	Juba
18	Printer tonner – Laserjet Pro MFP M125a	10	pce	Juba
19	Black Toner refill – Powder 1Litre	15	bottles	Juba

Vendors shall submit bids to the address below;

**Finn Church Aid (FCA)**

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

**Juba - South Sudan**

**Tel: +211 924 173 956**

**Note:**

1. All prices must include applicable government taxes, transportation and delivery cost to FCA warehouse in Juba.
2. The vendor shall provide fixed prices for the duration of a contract period of 30 days from the initial date of the invitation to tender.
3. Interested tenderers may quote for one sub lot e.g. Sub Lot 1 (a), (b) or may quote for all the three sub lots. FCA reserves the right to split the award according to the sub lots.

**Bidding will be conducted through an open tender procedure.**

1. The tender is for a humanitarian project in New & Old Fangak – Jonglei State, an intervention supported by ECHO.
2. All logistics handling and transport of the learning materials from the location of the supplier/manufacture to FCA Juba warehouse will be under the responsibility of the successful bidder.
3. The bidder must have a permanent office in Juba South Sudan.
4. All bid prices shall be quoted in USD only.

**TENDER SUBMISSION**

1. Bids shall be by hand delivery to the Tender Box. The bidder shall register in the tender submission book and clearly register the official email address and other contact details.
2. All bids (sealed), in English language only must be delivered to the office mentioned above by 4:00PM, Wednesday 6<sup>th</sup> June, 2018 and signed for indicating date and time of delivery. Late bids will not be considered. Bid documents must be marked "Invitation to Tender – FCA-SUPPLY OF LEARNING P5 /2018"
3. Tenderers with questions regarding this tender should be sent in writing to email [admin.ssuco@kua.fi](mailto:admin.ssuco@kua.fi) or in a sealed envelope to the address mentioned above by Wednesday 6<sup>th</sup> June, 2018.

4. Tenderers will be notified only if they are required to be present on the date and time for opening of the bid documents.
5. Any envelope that may be submitted unsealed and not marked as required will be rejected during the opening session by the procurement committee.

**NOTE:**

1. Bidders must attach all valid company registration documents as listed below
  - a. Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back of the certificate.
  - b. Membership Certificate
  - c. Tax Identification Certificate
  - d. Tax Clearance Certificate
  - e. Operation Licence from the State Ministry of Finance & Economic Development.
2. This Invitation to Tender document and Instructions for tenderers document must be completed and returned together with your bid document.
3. Companies that will not duly complete the required documentation will be disqualified.
4. Bidders must clearly indicate minimum delivery time (date).

Thank you,

FCA Procurement Committee

## ***INVITATION TO TENDER (SUPPLIES)***

<b>Date of issue:</b>	18/05/2018
<b>Tender no.:</b>	FCA-2018P5
<b>Contract title:</b>	Supply of Learning materials
<b>Closing date:</b>	06/06/2018
<b>Tender opening:</b>	By FCA Procurement Committee
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office  E-Mail: <a href="mailto:Admin.Ssuco@Kua.fi">Admin.Ssuco@Kua.fi</a>

### **INVITATION TO TENDER**

### **SUPPLY OF LEARNING MATERIALS**

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 of learning materials. Delivery by the Supplier of the above supplies:

#### **a) Delivery:**

The learning materials will be delivered FCA Warehouse in Juba and the transportation cost should be factored within the required items.

#### **b) Specifications:**

Suppliers 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 learning material will be for Humanitarian use by the Contracting Authority in its Education in Emergence project in New and Old Fangak, Jonglei State.

### **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.

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	04/06/2018	4.00PM
Last date on which clarifications are issued by the Contracting Authority	04/06/2018	5.00PM
Deadline for submission of tenders (closing date)	06/06/2018	4.00PM
Tender opening session ( <b>Only FCA procurement committee</b> )	07/06/2018	2.30PM
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 whose 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 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.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.

Prices shall be quoted in USD only.

**A.12. Validity:**

Tenders shall remain valid and open for acceptance for a period specified above 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.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 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 and currency to be inserted by tenderer)**

<Item/ Lot>	Description of supplies	Qty	Currency: USD	
			Unit Price	Total Price
<b>SUB LOT1 (a)</b>				
1	Solar Lumps (Samples pictures of the required solar lamps are attached)	595 Pcs		
<b>SUB LOT 1 (b)</b>				
1	Blackboards - 80x120cm	32 Pcs		
2	Box files - Alba (Big size)	250 Pcs		
3	White Chalk - Big Box containing 20 pkts	16 Box		
4	Clear bags	250 Pcs		
5	Counter books/Manuscript books 4Q	100 Pcs		
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7	Pencils HB	2000 Pcs		
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10	Rubber	400 Pcs		
11	Sharpener - Plastic	400 Pcs		
12	Spring files	216 Pcs		
13	Crayons	100 Pcs		
14	Drawing books – A3	100 Pcs		
15	Stick notes – Size 7.6*12.7cm (3"*5")	5 Pkt		
16	Small clips (black) - Binder clips	5 Pkt		
17	Printing paper –Double A	30 Boxes		
18	Printer tonner – Laserjet Pro MFP M125a	10 Pcs		
19	Black Toner refill – HP 1 Litre (Powder)	15 Bottles		
<b>Total price FCA</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	
Company experience	
Implementation for 12 months	

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”**