

Tender number:

TF-SS-2018-2103-JUBA
TF-COUNTRY-YEAR-TENDER NO

TEARFUND

Invitation to Tender

Tearfund is a Relief and Development charity. Our operational teams are based in several geographical locations in South Sudan. There is a need for supply of Emergency food items to different locations in Western Equatorial.

Tearfund is seeking for an experienced LAW FIRM with the required skills, financial capacity and the required labour force to provide legal services to Tearfund in South Sudan. With South Sudan, we mean being able to represent or provide its legal services to Tearfund any where within South Sudan when ever the need arises

This tender is from the International NGO Tearfund. For bid submission and any questions please contact us at the below address:

Items	Legal Advisory Services - 12 Month Contract	Tender ref no:
Date of tender launch	12 April 2018	TF-SS-2018-2103-JUBA
Deadline for submission of tender	25 April 2018 @ 5:00pm local Juba time	
Contact person:	Mokili Mustafa, Logistics Officer	
Office address: (for submission)	Tearfund, Hai Jerusalem, ECSSS Compound, Juba, South Sudan	
Telephone number:	0920714835 / 0924844448 / 0925003637	
Email: (for queries)	southsudan-alm@tearfund.org/juba-log-po@tearfund.org	

Instructions to suppliers

Dear Supplier,

If you are interested in this tender please do the following:

1. Read the item specification and the evaluation criteria
2. Read the Terms and Conditions of the Contract, Ethical Code of Conduct & ECHO Principles
3. Complete the Supplier Form
4. Prepare your Tender offer and include all the information and documentation requested (including copies of your company's registration documents). Failure to do so may result in the rejection of your bid. All prices quoted for the service should be in USD and should be inclusive of any locally applicable taxes.
5. Put all of your Tender information in a closed envelope and return to the above address to arrive no later than the deadline date and time specified above. Envelopes are to be clearly marked with the reference: TF-SS-2018-2103 and deposited into the tender receipt box at the reception in the Tearfund Juba office.
6. Any queries about this tender should be addressed in writing to southsudan-alm@tearfund.org AND juba-logs-po@tearfund.org and all answers will be available to all bidders as far as is possible
7. Tearfund is in no way responsible for any costs associated with preparing the tender response.
8. Tearfund is not obliged to received any bid and reserves the right to reject any bid

How does Tearfund decide who wins the Contract?

1. Tearfund holds an Evaluation Committee made up of at least 3 members
2. Tearfund evaluates Tender responses on the evaluation criteria set out below, as per the information requested on tab 2.
3. Following completion of the evaluation procedure, the successful supplier is contacted and a contract is signed
4. The unsuccessful suppliers will also be notified. Tearfund are not obliged to justify or explain selection to any respondent.

Evaluation Criteria

The criteria used to judge your tender submission against that of other providers is the list of questions provided in the Item Specifications & Questions section.