



Integrated Development Organization (IDO)

Juba, South Sudan | www.idosouthsudan.org | info@idosouthsudan.org | +211 922 222 906

REF: IDO/TENDERS/001/2017

DATE: SEPTEMBER 18, 2017

REQUEST FOR TENDERS (RfT) FOR THE SUPPLY OF FUEL:

1. Background:

Integrated Development Organization is a national NGO working to promote just and peaceful societies in South Sudan by empowering and working with grassroots communities, vulnerable populations, and excluded societies or groups estranged and uprooted by conflicts. The key objective is for societies and groups to build resilience, to develop and to lead their post-conflict societies. For more information, visit <http://www.idosouthsudan.org>.

2. Purpose of the Tender

In order to facilitate the organization's programmes and operations, IDO would like to invite qualified fuel companies to an open bidding process for the purpose of contracting a suitable company for supplies of **3000 liters of fuel per 60 days** for its general operations i.e:

- 2000 liters of diesels
- 1000 liters of petrol

Submission of tender can be done either inform of quotations delivered to IDO main office to the contact person specified in this tender or through electronic copy send via email to the contact person.

3. Tender process

- 3.1 IDO adhere to its values and guiding principles of fairness in all its business transaction. Outlined below shows important datelines and conditions of this tender. All interested bidders are asked to adhere by the requirements and the datelines to avoid inconveniences.
- 3.2 Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the National Bidding Regulations and Rules
- 3.3 Interested bidders may obtain further information from IDO's office in Juba and inspect the Bidding Documents at the address given below from (2:00 - 5:00 PM) Monday to Thursday.
- 3.4 A complete set of Bidding Documents may be collected by interested Bidders on September 15, 2017 from the address below at no fee for the Bidding Documents. It may also be downloaded free of charge from the website of IDO (<http://www.idosouthsudan.org>).
- 3.5 The IDO Pre-Bid Conference has been waived. For clarification with regards to the technical specification of the Tender, please address to the Contact Officer at the address below.
- 3.6 Tenders are opening/accepted from: **10:00 AM, Monday 18th September.2017**

3.7 TENDER CLOSING TIME

Signature
18/09/2017





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Tenders conforming to this Request for Tender (RFT) must be lodged in accordance with these Conditions no later than 5.00 P.M. On Monday, September 25th, 2017

4. CONTACT OFFICER

For the purposes of this Request for Tenders, the Contact Officer is:

Chris Sarawa

Procurement and Logistic Officer | Integrated Development Organization (IDO)

P. O. Box 433, Juba South Sudan

Website: <http://www.idosouthsudan.org> |

Munuki Block C, Plot No.132, opposite Suk Libya along Munuki 107 road.

E-mail: chris.sarawa@idosouthsudan.org

H/P: +211 954262983

5. RFT TIMETABLE

IDO intended timetable for this RFT is as follows:

- | | |
|--|---|
| a) Opening Date and Time: | 10:00 AM, Monday 18 th . September.2017 |
| b) Closing Date and Time: | 5:00 P.M. On Monday, September 25 th .2017 |
| c) Conclusion of tender evaluation: | Tuesday 26 th . September 2017 |
| d) Payment Terms Agreement with selected Vendor: | Thursday 28 th . September 2017 |
| e) Finalisation and Delivery: | Monday, October.2 nd . 2017 |

6. LATE TENDERS

- Tenders received after the Closing Time ("Late Tenders") will not be accepted into the Tender Process unless IDO, in its absolute discretion, resolves that accepting a Late Tender will not compromise the integrity of the tendering process or provide any unfair advantage to the Tenderer lodging the Late Tender.
- Late Tenders which are not accepted, will be marked on the envelope with the time and date of receipt, and returned unopened to the Tenderer.
- IDO may request a Tenderer to provide evidence to assist it in making its decision as to whether to accept or exclude a Late Tender from the Tender Process.

7. ALTERATION OR ILLEGIBILITY

- A Tenderer must initial any alteration made to a Tender.
- A Tender containing alterations that are not initialled, erasures or illegible information may be excluded from consideration.
- A Tenderer should immediately notify the Contact Officer in writing if it reasonably believes there is a discrepancy, error, ambiguity, inconsistency or omission in this RFT.

8. SUSPENSION OR CESSATION

IDO may cease to proceed with, or suspend the process, or any stage of it, outlined in the RFT or any negotiations being conducted at that time with any Tenderer.

9. REJECTION OF TENDER






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IDO may reject a Tender that does not fully comply with the terms of the RFT.

10. PARTIAL ACCEPTANCE

IDO reserves the right to accept all or part of a Tender at the price or prices tendered unless the Tender states specifically to the contrary.

11. PRICE

- All monetary amounts are to be expressed in United States Dollars (USD)
- The Tenderer must quote all prices with the addition of all relevant costs such as shipment fee, clearance, storage facilities or other legal charges.

12. EVALUATION OF TENDERS

- The evaluation process will be undertaken with the aim of determining which Tender represents best cost effectiveness and quality to IDO. In determining the qualified tender, Tenders will be assessed against the following evaluation criteria:

a) **Compliance Criteria**

Compliance with:

- ✓ Conditions of Tender
- ✓ Payment Terms.
- ✓ Legal requirements to operate in South Sudan and in this (fuel) industry.

b) **Qualitative Criteria**

- ✓ Capability of the Tenderer to fulfil IDO's Requirements, including technical advice, Payment terms or warranty/grantee of the tender.
- ✓ The extent to which the Fees represent value for money

- c) Following the receipt of Tenders, IDO, in its absolute discretion, may:
 - (a) Use any relevant information obtained in relation to a Tender (through this RFT or by independent inquiry) in the evaluation of Tenders;
 - (b) Enter into discussions or negotiations with any one or more Tenderers; and
 - (c) Seek clarification or additional information from any Tenderer.
- d) Tenderers must comply with any requests to provide additional information or clarification in relation to their Tender within the timeframe specified.
- e) IDO may exclude from consideration in the evaluation of Tenders additional information provided by Tenderers, whether received in response to a request or otherwise.
- f) IDO is not obliged to accept the lowest priced or any other Tender.

[Handwritten signature]

18/09/2017

