

Annex 4

## INVITATION TO TENDER

06/06/2018

Tender Reference no.	FCA-VEHICLE HIRE SERVICE - P6 /2018 – 2019
Title	Vehicle Hire Service/ Transport
Contracting Authority	Finn Church Aid (FCA) – South Sudan
Deadline for submission of bids	16 <sup>th</sup> June 2018 at 12.30pm
Location for tender opening	FCA office in Juba Na Bari, Behind Mindan Rembo

FCA is launching a “Tender”– sealed bids” and invites potential registered vehicle hire companies to provide regular on call vehicle hire service, pick up and drop-offs for Finn Church Aid staff in Juba. Staff transportation will originate from the following points/locations as per below table to and from FCA office situated at **Juba Nabari Area, Bilpam road:**

Locations
US Residence-Tongping
Mia Saba Bus stop
Goldit Petrol Station-107 road
Bilpham – Newsite Road
River side next to Gumbo Bridge
Hai Amarat
Munuki
Thong Piny, Juba Na Bari
Rock City /Jebel Souk
Gudele 1
Gurei
Nimra Talata, Hai Neem
POC, Yei Road
Kator
Hai Seminary
Atlabara – Facebook Road
Gumbo Shirikart

These locations may change from time to time. Not included in the above specific locations is airport and regular trips within Juba whenever called upon.

**Note:** Price quoted to be US Dollar and should include:

- Daily rate for picking and dropping staff to and from the above mentioned locations – Monday to Friday.
- Fixed rate for unscheduled calls (drops)

The price quoted shall remain fixed for the duration of the contract, which is one-year renewable based on satisfactory performance.

You are required to submit your bid in sealed envelope to the physical address below:

**Finn Church Aid (FCA)**

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

**Juba - South Sudan**

**Tel: +211 924 173 956**

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

1. The tender is for FCA head office in Juba.
2. All other costs for regular service and maintenance, fuel, repairs and drivers salary shall remain the responsibility of the successful bidder.
3. The service provider must have a valid registration and permanent office in Juba South Sudan.
4. Must be duly registered with sufficient fleets able to respond to FCA vehicle hire needs as and when called upon.
5. The fleets must be in good conditions, well fitted with ACs and suitable for the nature of roads in locations listed above.
6. Bidders will be required to submit copies of vehicle Log books. Please do not attach original logbooks.

**TENDER SUBMISSION**

1. Bids shall be by hand delivery to the Tender Box at FCA office in the location mentioned above. The bidder shall register in the tender submission book as per requirements. This book exists with FCA security at the main entrance.
2. All bids (sealed), in English language only must be delivered to the office mentioned above by 12.30PM, Saturday 16<sup>th</sup> June 2018. Late bids beyond this date and time will **NOT** be considered/admitted. Bid documents must be clearly marked "Invitation to Tender – FCA-VEHICLE HIRE SERVICE - P6 /2018 – 2019.
3. Questions regarding this tender shall be sent in writing to email [admin.ssuco@kua.fi](mailto:admin.ssuco@kua.fi) before the deadline indicated in the table A5 below. Tenderers are not allowed to approach the Contracting Authority for any oral clarification about this call.
4. Bid opening will take place on Monday 18<sup>th</sup> June 2018 at 2.30pm and all tenderers are invited to participate in the process. No other invitation will be sent for this initial opening.
5. The procurement committee will reject any unsealed and incorrectly marked envelopes during tender opening.

**NOTE:**

1. Bidders must attach all valid company registration documents as listed below
  - a. Valid registration certificate – Ministry of Justice.
  - b. Tax Identification Certificate
  - c. Tax Clearance Certificate
  - d. 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 quotation document.
3. Failure to provide or complete the documentations as required may lead to disqualification.

The committee shall undertake selection process based on the following criteria:

<b>Criteria</b>	<b>Max Score</b>
Compliance with the tender requirements	30 points
Price based on the current context	30 points
Demonstrated experience and recommendations from appropriate sources	20 point
Availability of the successful bidder	20 points

Thank you,  
 FCA South Sudan Procurement Committee

## INVITATION TO TENDER (SERVICE)

<b>Date of issue:</b>	06/06/2018
<b>Tender no.:</b>	FCA-VEHICLE HIRE SERVICE - P6 /2018 – 2019
<b>Contract title:</b>	Vehicle Hire Service / Transport
<b>Closing date:</b>	16/06/2018
<b>Tender opening:</b>	By FCA Procurement Committee in the presence of Bidders
<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

#### VEHICLE HIRE SERVICE/TRANSPORT

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 service:**

The subject of the contract is the service. Provision of transport service by the vendor as per details and specifications provided under Annex 4 above:

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

The successful bidder will be contracted for a period of one year and will provide transport service to FCA staff from Monday to Friday and from/to the locations specified under Annex 4 above.

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

Bidders 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 service will primarily involve transportation of FCA staff from and to their areas of residences to FCA office in Juba Na Bari area.

### **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 timetable. 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	14/06/2018	12.30PM
Last date on which clarifications are issued by the Contracting Authority	14/06/2018	5.00PM
Deadline for submission of tenders (closing date)	16/06/2018	12.30PM
Tender opening session (all tenderers are invited)	18/06/2018	2.30PM
Contract award	01/07/2018	TBC
Contract start	01/07/2018	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.

Tenderers must quote prices on one of the following bases:

1. Daily rate for staff pick-up and drop-off to and from the locations specified in the table above.
2. Fixed rate for one-off pickup and drop-off if different from 1 above. The vendor is required to make FCA aware of any other costs that in his or her opinion will be necessary for the successful execution of this contract of service failure to which any unexplained costs in the quotation may lead to automatic disqualification.

Prices shall be quoted in USD only.

**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 location above 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.

### 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)**

Daily price for pick up and drop off to and from the locations stated above.

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 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”**