

## Annex 4

**INVITATION TO TENDER**

28/07/2018

Tender Reference no.	FCA-SUPPLY OF CONSTRUCTION MATERIALS - 2018P10
Title	CONSTRUCTION MATERIAL
Contracting Authority	Finn Church Aid (FCA) – South Sudan
Deadline for submission of bids	9 <sup>th</sup> August 2018 at 4:00pm
Location date and time for tender opening	FCA Office in Juba Na Bari, Behind Mindan Rembo, 10 <sup>th</sup> August 2018 at 2:30pm

Fin Church Aid South Sudan (FCA) is launching a “Local Open Tender– sealed bids” for the supply of construction materials for its Education in Emergency Programme in South Sudan. Finn Church Aid implements this project in partnership with UNICEF. The project has also attracted other private donors. FCA invites reputable suppliers to supply assorted construction materials as per the below bill of quantity.

ITEM / LOT	DESCRIPTION	QUANTITY
1.	Construction materials	Various
2.	Construction materials transportation and handling fee (offloading) at FCA warehouse in Juba	1

**ITEM:**

- Construction Materials, transportation and handling fee (offloading) at FCA warehouse in Juba as detailed below:**

**Bill of Quantities**

S/N	Description of Work	Qty	Unit	Rate in USD	Total Amount	Remarks
1	Teak poles – straight (4m)	534	pcs			
2	Bamboo stick (piled in bundles)	440	Bundles			
3	CGI sheets 28 Gauge 300x90cm	1,218	pcs			
4	Ridge caps 28 gauge	92	pcs			
5	Roofing nails	555	kgs			
6	Timber 6x2"	104	pcs			
7	Timber 4x2"	830	pcs			
8	Timber 3x2"	1,625	pcs			
9	Timber 8x1" for facial board	162	pcs			
10	Timber 4X3"	8	pcs			
11	Nails 6"	170	kgs			
12	Nails 5"	80	kgs			
13	Nails 4"	340	kgs			
14	Nails 3"	113	kgs			
15	Nails 2"	93	kgs			
16	Nails 1.5"	40	kgs			
17	Hoop Iron	32	Rolls			

18	Pad bolts 6"	70	pcs			
19	Hinges 4"	120	pairs			
20	Tower bolts 6" for windows and doors	120	Pairs			
21	Standard type plastic slabs for WASH latrines 120cm x 80 cm (vendor to indicate type)	12	pcs			
22	Empty drums 250 litre capacity (Plastic)	24	pcs			
23	Square wire mesh	36	pcs			
24	Anti-termite chemical for wood (1 litre pack)	10	pcs			
25	Cement 50kgs	59	Bags			
26	Gravel/Aggregate ¾ (Packed in 50kg sacks)	12	Bags			
27	River Sand (for mixing cement) packed in 50kg sacks	18	Bags			
28	Steel poles (diameter 7.5cmx3"x 6m)	14	pcs			
29	Angle bars (7.5x7.5cm) x (3x3") x6m	1	pc			
30	Hollow bar (4x8cm) x 2mm x 6m	10	pcs			
31	Angle bar (5x5cm) x 3mm x 6m	27	pcs			
32	Angle bar (2.5 x 2.5cm) x 6m	48	pcs			
33	Wire mesh 244 x 122cm	20	pcs			
34	Red oxide paint	2	tins			
35	Painting brush 3"	2	pcs			
36	Welding rods	5	packs			
37	Cutting discs 350/50	10	pcs			
38	Self drilling screw 1"	5	kgs			
39	Electric screw driver	1	pc			
40	Spade with wooden handle	5	pcs			
41	Pick axe	2	pcs			
42	Cutter for iron sheet	1	pc			
GRAND TOTAL						
2	Materials transportation and handling fee (offloading costs) at FCA warehouse in Juba (at FCA offices)					

Please complete the table below:

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

Vendors to submit bids to the address below;

**Finn Church Aid (FCA)**  
**Juba Na Bari, Bilpham Road, Behind Midan Rembo**  
**Juba - South Sudan**  
**Tel: +211 924 173 956**  
**Note:**

1. All prices must include applicable government taxes, transportation and delivery cost.
2. The vendor shall provide fixed prices for the duration of at least 3 months from the initial date of signing the contract/ Purchase Order.
3. The above is to be accompanied by a vendor's proforma invoice
4. Your bid should contain a maximum of 25 pages inclusive of FCA tender dossier. Do not attach company profile at this stage.
5. For ease of analysis and comparison, reputable bidders are required to quote for all the items.

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

1. The tender is for FCA Education in emergency programme, an intervention supported by UNICEF in partnership with Finn Church Aid.
2. All logistics, handling and transport of the construction material from the location of origin to FCA Juba warehouse 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.

**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, Thursday 9<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 – Construction Material - 2018P10**"
3. Questions regarding this tender shall be sent in writing by email to: [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 Friday 10<sup>th</sup> August 2018 at 2.30pm and all bidders 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 recent Tax Clearance Certificate
  - e. Operation Licence from the State Ministry of Finance & Economic Development.
  - f. Documents for evidence of previous similar supplies should be attached.
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 required may lead to disqualification.

The committee shall undertake selection process based on the following parameters

Selection Criteria
Compliance with the tender requirements and instructions
Value for money (price)
Demonstrated experience in delivering similar supplies/materials in right quality
Reputation and capacity to deliver the materials within the timelines especially

Thank you,

FCA South Sudan Procurement Committee

## INVITATION TO TENDER (SUPPLY OF CONSTRUCTION MATERIAL)

<b>Date of issue:</b>	28/07/2018
<b>Tender no.:</b>	FCA-CONSTRUCTION MATERIAL-2018P10
<b>Contract title:</b>	CONSTRUCTION MATERIAL
<b>Closing date:</b>	09/08/2018
<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.Ssuko@Kua.fi">Procurement.Ssuko@Kua.fi</a>

### INVITATION TO TENDER CONSTRUCTION MATERIAL.

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 construction material.

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

The construction materials will be supplied at FCA warehouse in Juba. The cost of materials transportation 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 construction material will be supplied for the implementation of FCA Education in Emergency project in South Sudan.

**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. 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	07/08/2018	4:00PM
Last date on which clarifications are issued by the Contracting Authority	08/08/2018	5.00PM
Deadline for submission of tenders (closing date)	09/08/2018	4:00PM
Tender opening session (all tenderers invited)	10/08/2018	2.30PM
Contract award	TBC	TBC
Contract start	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 detailed/itemized proforma invoice

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

<Item/ Lot>	Description of supplies	Currency: USD	Total Price
1	Construction materials Grand total amount		
2	Materials transportation and handling cost to FCA warehouse in Juba Na Bari		
	<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”**