

Annex 4

Tender reference no: FCA-AIR CHARTERP3/2018-2019

Title: Air Charter Plane Services

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

Deadline for submission of bids: 24/08/2018

INVITATION TO TENDER

To support's Finn Church Aid's operations in South Sudan, FCA is launching a "Tender"– sealed bids" and invites reputable and interested air companies to provide detailed written quotations for provision of the following air services.

S/N	SERVICE DESCRIPTION	LOCATION	Maximum Kilograms	Cost per Round Trip
LOT 1				
1	1MT - Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba - Yei		
2	2MT - Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba - Yei		
3	5.5MT – Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba - Yei		
4	6.5MT – Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba - Yei		
5	Cost per kilogram	Juba – Old Fangak, Jongle State		N/A
		Juba- New Fangak, Jonglei State		N/A
		Juba - Pibor, Jonglei State		N/A
		Juba - Pochalla, Jonglei State		N/A
		Juba - Yei		N/A
LOT 2				
1	Emergency evacuation	Juba – Nairobi, Kenya		
2	Emergency evacuation	Juba – Entebbe, Uganda		

Vendors shall 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: All prices must include applicable government taxes and any other additional fees must be specified.

The vendor shall provide fixed prices for the duration of a contract period of 12 months from the initial date of signing the contract.

Bidding will be conducted through an open tender procedure.

1. The tender is for a humanitarian project in South Sudan, an intervention supported by the Ministry of Foreign Affairs, Finland Government and other FCA donors.
2. All logistics handling from the location of the departure to FCA field offices in the locations specified in the table above will be under the responsibility of the successful bidder.
3. The service provider 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 shall be in sealed envelopes, in English language only and must be delivered to the office mentioned above by 12:00PM, Friday 24th August, 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-AIR CHARTERP2/2018-2019"
3. Tenderers with questions regarding this tender should be sent in writing to email Procurement.Ssuko@kua.fi or in a sealed envelope to the address mentioned above by Friday 24th August, 2018.
4. Any envelope that may be submitted unsealed and marked as required will be rejected during the opening session by the procurement committee.
5. **Bid opening will take place on Friday 24th August 2018 at 2.30pm and all tenderers are invited to participate in the process.**

Evaluation Criteria

- a. Provide a summary of the company's fleet including specifications of aircraft type, registration number, date of manufacture, major modifications, incidents of accident history, maximum payload etc.
- b. Approved maintenance organization. Proof of certified copy of maintenance organisation issued by the responsible institution body.
- c. Air Operation certificate. The air operator's certificate must be in accordance with the international aviation standards and in compliance with all aviation requirements of South Sudan.
- d. Insurance: the service provider shall details of the insurance carrier and recognized and acceptable by Finn Church Aid. Comprehensive insurance coverage to cover all the

company's liabilities. The air charter company shall provide copies of the insurance policies as follows:-

- Workers' Compensation insurance (Please Indicate coverage limits)
- Comprehensive 3rd party general aviation, general liability insurance, passenger legal liability sufficient to cover cargo and persons authorized by FCA to be airlifted.
- The service provider should indicate whether shall transport diesel, petrol and lubricants to the operational locations.

1. Also, Bidders must attach all 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. Tax Clearance Certificate
 - e. Operation Licence from the State Ministry of Finance & Economic Development.
 - f. Records/experience of humanitarian charter flight services.
 - g. Copy of your South Sudan Air Operator Certificates (AOC) & Operations Specifications – (OPS)
 - h. Copy of your valid service License for South Sudan
 - i. Copy of valid Insurance certificate
 - j. Copy of valid aircraft documents operating in South Sudan
 - k. Copy of valid Insurance coverage
 - l. Latest airworthiness report conducted by your state of registry
 - m. If available, latest airworthiness and/or operations audit report conducted by an external auditor (IATA, OGP, WFP ASU, VERITAS, APAVE, etc.)
 - n. If available latest service certificate/records for fleets
 - o. Description of all accidents and serious incidents that have occurred in the last five years
 - p. Fleet tonnage specifications (min and max tonnage in the fleet) and cost variations
 - q. List of references

This Invitation to Tender document and Instructions for tenderers document must be completed and returned together with your quotation document.

Companies that will not duly complete the required documentation will be disqualified.

Note:

The air charter service provider should indicate whether the require services shall involve any service interruptions for example due to busy schedules, regularly scheduled maintenance of aircrafts, weather conditions.

The service provider must specify and indicate working hours and aircraft booking deadlines

Thank you,

FCA Procurement Committee

INVITATION TO TENDER (AIR SERVICES)

Date of issue:	15/08/2018
Tender no.:	FCA-2018P3
Contract title:	Air Charter Plane Services
Closing date:	24/08/2018
Tender opening:	24/08/2018@2:30pm
Contracting authority:	Finn Church Aid, South Sudan Country Office E-Mail: Procurement.Ssuco@Kua.fi

INVITATION TO TENDER

Air Charter Services

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 Service provision and related services:

The subject of the contract is the provision of air services by the Service Provider for the locations specified in the table below:

S/N	SERVICE DESCRIPTION	LOCATION	Maximum Kilograms	Cost per Round Trip
LOT 1				
1	1MT - Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba – Yei		
2	2MT - Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba – Yei		
3	5.5MT – Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba – Yei		
4	6.5MT – Charter Plane	Juba – Old Fangak, Jongle State		
		Juba- New Fangak, Jonglei State		
		Juba - Pibor, Jonglei State		
		Juba - Pochalla, Jonglei State		
		Juba – Yei		
5	Cost per kilogram	Juba – Old Fangak, Jongle State		N/A
		Juba- New Fangak, Jonglei State		N/A
		Juba - Pibor, Jonglei State		N/A
		Juba - Pochalla, Jonglei State		N/A
		Juba – Yei		N/A
LOT 2				
1	Emergency evacuation	Juba – Nairobi, Kenya		
2	Emergency evacuation	Juba – Entebbe, Uganda		

a) Delivery:

The Air Charter services are required for the locations specified in the table above in FCA locations for transportation of FCA Humanitarian cargo and passenger/ Humanitarian workers.

b) Specifications:

Service providers 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 air charter services are purely to be for Humanitarian use by the Contracting Authority in its Education in Emergency (EiE), Peace and Reconciliation and Livelihood in Fangak, Jonglei State, Pibor, Mingkaman and Juba.

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.

	Date	Time
Deadline for request for any clarifications from the Contracting Authority	22/08/2018	4.00PM
Last date on which clarifications are issued by the Contracting Authority	23/08/2018	4.00PM
Deadline for submission of tenders (closing date)	24/08/2018	12.00PM
Tender opening session (All bidders are invited)	24/08/2018	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:

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. for local air services, unit prices and overall prices must be quoted for delivery to the final place of destination and in accordance with the above conditions, including all domestic taxes applicable;
2. For international air services, unit prices and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, including all duties and taxes applicable and VAT¹, from which they are exempt.)

Prices shall be quoted in USD only.

A.11. Validity:

Tenders shall remain valid and open for acceptance for a period of 14 days 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:

¹ Value added tax

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)

S/N	SERVICE DESCRIPTION	LOCATION	Maximum Kilograms	Currency: USD	
				Unit Price (Round Trip)	Total Price
LOT 1					
1	1MT - Charter Plane	Juba – Old Fangak, Jongle State			
		Juba- New Fangak, Jonglei State			
		Juba - Pibor, Jonglei State			
		Juba - Pochalla, Jonglei State			
		Juba - Yei			
2	2MT - Charter Plane	Juba – Old Fangak, Jongle State			
		Juba- New Fangak, Jonglei State			
		Juba - Pibor, Jonglei State			
		Juba - Pochalla, Jonglei State			
		Juba - Yei			
3	5.5MT – Charter Plane	Juba – Old Fangak, Jongle State			
		Juba- New Fangak, Jonglei State			
		Juba - Pibor, Jonglei State			
		Juba - Pochalla, Jonglei State			
		Juba - Yei			
4	6.5MT – Charter Plane	Juba – Old Fangak, Jongle State			
		Juba- New Fangak, Jonglei State			
		Juba - Pibor, Jonglei State			
		Juba - Pochalla, Jonglei State			
		Juba - Yei			
5	Cost per kilogram	Juba – Old Fangak, Jongle State			
		Juba- New Fangak, Jonglei State			
		Juba - Pibor, Jonglei State			
		Juba - Pochalla, Jonglei State			
		Juba - Yei			
LOT 2 { Emergency evacuation (EE) }					
1	1MT - Charter Plane	Juba – Nairobi, Kenya (EE)			
2	2MT - Charter Plane	Juba – Nairobi, Kenya (EE)			
3	5.5MT – Charter Plane	Juba – Nairobi, Kenya (EE)			
4	1MT - Charter Plane	Juba – Entebbe, Uganda (EE)			
5	2MT - Charter Plane	Juba – Entebbe, Uganda (EE)			
6	5.5MT – Charter Plane	Juba – Entebbe, Uganda (EE)			
Total price FCA					

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”