

Tender number: **PR-2018-2297(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 the provision of accommodation for Tearfund staff in Juba, South Sudan. Any interested party should visit the Tearfund office in Juba or contact Tearfund with the contact details below to request the full tender dossier.

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

Items	PROVISION OF A STAFF ACCOMMODATION - 13 FULLY FURNISHED, SELF CONTAINED ROOMS	Tender ref no:
Date of tender launch	12 April 2018	PR-2018-2297(JUBA)
Deadline for submission of tender	9 May 2018 at 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:	924844448 / 0925003637	
Email: (for queries)	southsudan-slo@tearfund.org / juba-logs-po@tearfund.org	

Instructions to suppliers

Dear Supplier,

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

1. Read the "Item specifications & Questions" document of the tender dossier and the evaluation criteria (on this document).
2. Read the Terms and Conditions, Ethical Code of Conduct and ECHO Principles in the "Terms & Conditions" document of the tender dossier.
3. Complete the "Supplier Form" document of the tender dossier.
4. Prepare your tender offer including all requested documentation and responses to each specification and question. (All prices should be quoted in United States Dollars and should be **inclusive** of all locally applicable taxes.)
5. Put your tender proposal in a sealed envelope and deliver to the Tearfund Juba office before the deadline indicated above. Desposit your proposal in the designated tender receipt box at Reception and sign the tender receipt log. (Envelopes should be clearly marked with the tender reference number indicated above.
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. Suppliers may submit a tender for some or all items according to their capacity to supply. Tearfund reserves the right to award to one or more suppliers in any combination. Tearfund are not bound to accept the lowest offer, or any offer.
8. Tearfund are in no way responsible for any costs associated with preparing the tender response.

How does Tearfund decide who wins the Contract?

1. Tearfund holds an Evaluation Committee made up of at least three inter-departmental 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

Evaluation Criteria

The following criteria will be used to judge your proposal against the proposals received from other vendors. This Criteria is broken into three sections, Preliminary Evaluation, Technical Evaluation, Financial Evaluation.

1) Preliminary Evaluation. Only proposals including the following documentation will be reviewed and considered.

a) Legal Certifications.

Attach a copy of valid operation certificate, Certificate of Incorporation in South Sudan, documentation of property ownership, and a tax clearance certificate, all issued by the relevant government authorities.

b) Completion of Tearfund Supplier Form.

Complete the Supplier Form in the tender dossier, filling in all lines, ticking all relevant boxes and sign/date/stamp. Include this document with your proposal submission.

2) Technical Evaluation. Each proposal will be evaluated in reference to the specifications listed on the "Item Specifications & Questions" sheet, which is available upon request of tender documents.

3) Financial Evaluation. Each proposal will be evaluated in terms of value for money, budget availability, etc.