

Tender Dossier ITB-WJ-23-324

Juba, 1st November 2023

Invitation to Bid; reference: ITB-WJ-23-324 River Transportation Services for Two Years, 2024-2024.

Dear Sir/Madam,

Please find enclosed the Invitation to Bid which follows the publication of the Open Procurement Notice with reference ITB-WJ-23-324. For any queries or clarification, please contact:

Linus Oyite, Supply Chain Manager
+211 923910012
tender-sds@medair.org

Please submit your tender by 21st November 2023, 17:00 Juba Time, in a sealed envelope and stating the abovementioned reference number to:

Medair South Sudan
Plot No. 147, Block No. 3-K South,
Bilpham Road, Hai Tongping,
Juba, South Sudan

Please inform the above-mentioned contact person if you decide not to submit a tender or if you have any reservations regarding this Tender.

Yours sincerely,

Linus Oyite.

Tender Dossier ITB-WJ-23-324

Description: River Transportation Services, 2024-2025.
Location: South Sudan

Tender Main Facts Table	
Tender reference	ITB-WJ-23-324
Supplies	River Transportation Services for Two Years, 2024-2025
Tender launch date	1 st November 2023
Deadline to request any clarifications from Medair	18 th November 2023
Last day on which clarifications are issued by the Contracting Authority	19 th November 2023
Deadline for submission of tenders	21 st November 2023, 17:00, Juba Time
Tender opening session	22 nd November 2023, 10:00
Notification of award to the successful tenderer	15 th December 2023
Queries to	tender-sds@medair.org
Address for submission	Medair South Sudan, Bilpham Road, Hai Tongping, Juba, South Sudan

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1. Introduction

Medair is issuing this call for tender to select a service provider for River Transportation Services as specified in Annex A. Successful Bidder(s) will be expected to enter into a formal Framework Agreement with Medair.

The required river transportation by use of cargo boats is for transportation of bulky beneficiary supplies to Medair's field project locations that are inaccessible by road and river transport is an alternate means of transport. These locations include: Juba to Adok, Bor to Adok, Juba to Malakal, Juba to Melut to Renk and Bor to Melut to Renk.

Although the successful Bidder will become the service provider this tender will not constitute an exclusive contract and, in the event, that the service provider cannot meet the stipulated lead time or specification then another service provider shall be sought by Medair for that particular purchase.

Medair reserves the right to enter into Framework Agreements with more than one service provider. The Framework Agreement will not specify any minimum quantity of value of services that will be obtained from a contracted party.

This tender dossier has been issued for the sole purpose of obtaining offers for the River Transportation Services against the specification contained within this document and the Annexes. Medair reserves the right not to enter into or award a contract as a result of this invitation to tender.

The Bidders will not be entitled to claim from Medair any costs or expenses which may be incurred in preparing and / or submitting the tender. This condition applies irrespective of the success of the proposal. It also applies to any additional cost that may incur as part of this competition should Medair modify or amend the tender requirements or the service design.

Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Medair during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of contract where applicable.

Medair reserves the right to reject any proposal or to terminate the contract, if it is determined that the supplier is engaged in corrupt, fraudulent, collusive or coercive practices.

Medair shall NOT be bound to accept the lowest priced or any tender proposal and reserves the power to accept any part of any tender proposal, unless the Bidder expressly stipulates to the contrary at the time of tendering.

Medair reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all bidders. No remuneration will be made for suppliers for preparation and submission of their tenders.

Tender proposals not meeting the qualifying criteria will not be considered for inclusion in the full evaluation process.

If there is any conflict, it is a fundamental term of the Tender that the Bidder acknowledges and accepts that the terms and conditions of Medair shall prevail.

2. Background Information on Medair

Medair is a Swiss-based international humanitarian organisation founded in 1989. Medair is an independent non-governmental organisation whose aim is to respond to crisis situations by running international relief and rehabilitation projects.

Medair has programmes in Afghanistan, Bangladesh, D.R. Congo, Jordan, Lebanon, Madagascar, Sudan, South Sudan, Somalia, Syria, and Yemen, and has provided assistance to millions of vulnerable people.

Medair has worked in some of the most volatile and isolated places in the world, helping to save lives and to alleviate suffering.

Medair works with local authorities and communities, helping them to address immediate needs as well as building their capacity to cope with future crises.

Medair is currently supporting the people of South Sudan by undertaking emergency operations and rehabilitation. To carry out the humanitarian assistance to the beneficiaries in South Sudan, Medair must regularly transport staff and cargo by air to remote locations that would otherwise be cut off from the outside world.

For more information about the organisation, please visit our website at www.medair.org.

3. Medair Principles and Ethics

An important aspect of the good stewardship principle at Medair is accountability throughout the supply chain – ensuring that the money paid to suppliers is an appropriate and effective use of the resources entrusted to Medair. Medair requires bidders and candidates to observe the highest ethical standards during the procurement and execution of contracts throughout all aspects, ensuring respect of basic social rights, working conditions and non-exploitation of child labour.

Medair Ethical Procurement Principles are further described in the Medair Code of Ethics (Annex C).

Medair's rules and procedures are responding to the following principles:

- Transparency in the procurement process

- Proportionality between the procedures followed for awarding contracts and the value of the contracts
- Equal treatment and non-discrimination of bidders

4. Eligibility

Participation in tendering is open on equal terms to natural and legal companies and persons who are citizens of the South Sudan.

To be eligible for participation in this tender procedure, tenderers must prove to the satisfaction of the contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

Medair will exclude any candidate from participation in the tender procedure who fall into any of the following categories. Candidates will be requested by any relevant means that they are not in one of the situations listed below:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment that has the force of *res judicata*;
- They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- (When ECHO funded) They have been declared in serious breach of contract for failure to comply with their contractual obligations, following another procurement procedure or grant award procedure financed by the European Commission budget.

Contracts will not be awarded to candidates or Bidders who during the procurement procedure fall into these categories:

- They have been guilty of misrepresentation in supplying the information required by Medair as a condition of participation in the contract procedure;

- They have failed to supply the information required by Medair as a condition of participation in the contract procedure;
- They have been subject to a conflict of interest;
- They have been blacklisted.

5. Selection and Award Criteria

The contract shall be awarded to the tender offering the best quality guarantees and the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential service providers, care being taken to avoid any conflict of interests.

The selection criteria are available in the evaluation matrixes (c.f. annexes D & E):

A. Initial Evaluation Matrix (Annex D)

This matrix will be used for the public opening of the tender (c.f. 9. Opening). The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier and that all documents are submitted. If the tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it. Tenders not meeting those criteria will not be admitted for the technical specification evaluation.

B. Technical Specification Matrix (Annex E)

The bids that met the criteria of the Initial Evaluation Matrix will be assessed on the technical specifications.

6. Submission of Tenders

The following instructions are designed to ensure that all tenders are given equal and fair consideration:

- Tenders should be submitted by returning the completed information in time to:

Medair South Sudan
Attention: Linus Oyite, Supply Chain Manager
Plot No. 147, Block No. 3-K South,
Bilpham Road, Hai Tongping,
Juba, South Sudan

- Tenders must be sent in a sealed envelope quoting Medair's reference number: **ITB-WJ-23-324** River Transportation Services, **2024-2025**. The tenders shall be sent by registered mail, by private courier service or personal delivery to the Tender Box located at our Main Office Gate at the address given above. **Bids sent via email will not be accepted.**
- The envelopes must contain hard copy documents and include PDFs (.pdf) of the same on a USB drive. Whereas there's any difference between the paper and the electronic version in the Flash disk, the paper version prevails.

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- Tenders should be received in Medair Juba **not later than 21st of November 2023 at 17:00, Juba Time. Late applications shall not be accepted.**
- The communication between the Bidder and Medair and all documents related to the tender must be written in English.
- Origin of the product: A declaration stating the country of origin of the tendered services must be provided at the time of submission of the tender.
- Currency of the tender: Tenders must be presented in United States Dollars (USD). Period of validity: Suppliers shall be bound by their tenders for a period of 45 days from the deadline for submission of tenders.
- All information contained within this Invitation To Bid including all Annexes, must be kept in the strictest confidence and should not be disclosed to any employee of the Bidder or any third party other than is strictly necessary for the purposes of submitting your tender.
- The tenders should not retain copies of any written information or prototypes supplied and undertake neither to assist nor be associated with any prospective Bidder in the above-mentioned tender.
- The tenders should fully respect the principles of fair competition, in particular by avoiding terms or conditions favoring any one product, manufacturer or service provider.

7. Clarifications

- The tender dossier should be clear enough to preclude the need for bidders to request additional information during the procedure. If Medair, either on its own initiative or in response to a request from a prospective Bidder, provided additional information on the tender dossier, it must send such information in writing to all other prospective bidders at the same time.
- Bidders may submit questions in writing up to 3 days before the deadline for submission of tenders. Medair has no obligation to provide clarifications after this date.

8. Requested Documents

The Bidders should submit the following documents to Medair: *this list is not exhaustive, to be modified according to the needs.*

Document	Rationale	Form
River Transportation Services, 2024-2025, Tender Dossier	In order to accept the conditions of this tender process, please sign and stamp the tender dossier documents and submit.	River Transportation Services Tender Dossier
Request for Quotation	Duly completed, signed and stamped (Use Medair RFQ format). The bidder should be sure to give a detailed description with all technical specifications.	Annex A
Supplier Registration Form	Duly completed, signed and stamped.	Annex B

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	<p>When filling in this form, the bidder should add the following documents if applicable:</p> <ul style="list-style-type: none"> - Proof of registration in South Sudan. - Proof of professional capacity. - Valid Tax compliance certificate. - Legal registration documents. - CID Letter of no objection. - Valid Operation License. - Listing with a Chamber of Commerce - A sworn declaration or certificates of membership held and details of the certifying body (eg ISO 9001). Up-to-date quality certificates (GMP/ISO, etc.) - Proof of economic and financial capacity - A copy of the bank statement or proof of professional risk - A copy of the audited summaries of the financial accounts for the previous two years, 2022-2023. - Ethical standards - Social labour policy, if any - Environmental policy, if any 	
Code of Ethics	<p>Medair expects its suppliers to follow ethical business practices and to be socially accountable. Those expectations are set out in Annex C. By signing and stamping it the bidder confirms having read the document.</p>	Annex C
Mandatory Requirements	<ul style="list-style-type: none"> - Successful Bidder will be responsible for cargo handling at the port of departure. - No cargo consolidation or sharing of boat space with other NGOs. - Successful Bidder will be responsible for all associated risks of River Transportation. - Successful Bidder's Office location should be near the port or along the main road with clear a signpost. 	
References	<p>Please provide a list of organizations that belong to your customers and/or recommendation letters.</p>	

9. Financial Terms

- All prices shall be in US-Dollars, including all salaries, costs for insurance, taxes and fees.
- Payments, 30 days after invoice.
- Payments shall be made by Bank Transfer.

10. Opening

The Bidders are invited to attend a virtual public meeting for opening all bids on the 22nd of November 2023, 10:00 am Juba time. Please provide your e-mail address to tender-sds@medair.org to receive the Microsoft Teams invitation for the meeting. The purpose is to check whether the tenders are complete, whether the required tender guarantees have been furnished and whether the tenders are generally in order. After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed.

11. Cancellation of the Tender Procedure

In the event of a tender procedure's cancellation, tenderers will be notified by Medair. Cancellation may occur where:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal implementation of the project impossible.
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure, in particular where these have prevented fair competition.
- The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the bidder to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.)

In no event shall Medair be liable for any damages in any way connected with the cancellation of a tender. The publication of a procurement notice does not commit Medair the order.

12. Annexes

Annex A : RFQ

Annex B: Supplier Registration Form

Annex C: Code of Ethics

Annex D: Initial Evaluation Matrix

Annex E: Technical Specification Matrix

Please confirm that you are willing to accept the above conditions:

	AGREED BY BIDDER
NAME OF BIDDER:	
POSITION/TITLE:	
DATE:	
SIGNATURE:	
NAME OF TENDERING ORGANISATION:	
TELEPHONE NUMBER:	
E-MAIL:	