

21st August 2019

INVITATION TO TENDER - TAXI SERVICES IN YEI

FCA is launching a “Tender”– sealed bids” and invites potential registered taxi vehicle hire service companies to provide bid documents for vehicle hire service for Finn Church Aid office in Yei. The preferred locations/destinations are as per the table below. The successful service provider will enter into a 1 year framework agreement with FCA.

S/N	Locations	S/N	Locations
1	FCA Office Location Is At The SSUHA Compound, Lasu Road	12	State RRC Office
2	ECS	13	Country RR Office
3	Spc Lomuku	14	Municipality Office
4	St. Peter/Mary	15	National Security Office
5	Christ The King	16	Commissioner’s Office
6	Merkule	17	UMCOR Office
7	Jigomoni	18	UNHCR Office
8	Luzira	19	Yei Airstrip
9	African Inland Church (Aic)	20	Free waiting time allowed
10	Sobe	21	Charges for waiting time
11	De-El-Salaam Market	22	Taxi hire on Full day from 8:00am to 7:00pm

Technical Specifications Data Form:

#	Loading/departure point	Quantity	Unit	Unit Price in USD	Type of vehicle
1	FCA Office Location Is At The SSUHA Compound, Lasu Road	1	Drop		
2	ECS	1	Drop		
3	Spc Lomuku	1	Drop		
4	St. Peter/Mary	1	Drop		
5	Christ The King	1	Drop		
6	Merkule	1	Drop		
7	Jigomoni	1	Drop		
8	Luzira	1	Drop		
9	African Inland Church (Aic)	1	Drop		
10	Sobe	1	Drop		
11	De –El – Salaam Market	1	Drop		
12	State RRC Office	1	Drop		
13	Country RR Office	1	Drop		
14	Municipality Office	1	Drop		
15	National Security Office	1	Drop		
16	Commissioner’s Office	1	Drop		
17	UMCOR Office	1	Drop		
18	UNHCR Office	1	Drop		
19	Yei Airstrip	1	Drop		
20	Free waiting time allowed		Minutes		
21	Charges for waiting time		Minutes		
22	Taxi hire on Full day from 8:00am to 7:00pm	1	Day		

Tender Submission and closing date:

Tenders MUST be hand delivered at the reception areas at the office address below on or before 29th August 2019 at 4:00pm. Bid documents sent via email will be rejected.

Tenders MUST be submitted in a plain sealed envelope and clearly marked “Invitation to Tender– FCA/SSUCO009/2019” bearing the information below to FCA offices **in Juba Na Bari, behind Midan Rembo, Bilpham road or to FCA office in Yei at the SSUHA compound, Lasu road.** A copy of this tender document can be collected at the same locations.

Procurement Committee
Finn Church Aid (FCA)
Juba Na Bari Area, Bilpham Road
Juba - South Sudan
Yei Taxi Services
Tender no.: FCA/SSUCO009/2019

No other markings than stated above should be on the sealed envelope. Failure to adhere to this practice will result in rejection of the bid.

The tenderer shall register and sign for submission of the tender.

Any envelope submitted unsealed or not marked as required will be rejected/disqualified during the opening session by the procurement committee.

Bidding will be conducted through an open tender procedure.

- The tender is for FCA field office in Yei, Central Equatorial State.
- All other costs for regular service and maintenance, fuel, repairs and drivers salary shall remain the responsibility of the successful bidder.
- The service provider must have a valid registration and permanent office in Juba South Sudan.
- Must be duly registered with sufficient fleets able to respond to FCA vehicle hire needs as and when called upon.
- The fleets must be in good conditions, well fitted with ACs and suitable for the nature of roads in locations above.
- Bidders are **MUST** enclose copies of three contracts for taxi services with reputable NGOs within the last 12months (July 2018 to August 2019)
- Sub-contractors/brokers and companies without an operational office in Yei are strictly **NOT** allowed to bid. Only contractors with an operational office in Yei are encouraged to participate in this invitation to tender.

Legal Compliance

Submission of tenders should include valid company registration and operation documents below:

- Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back of the certificate.
- Membership Certificate from the Ministry of Chambers
- Tax Identification Certificate
- Tax Clearance Certificate
- Operation Licence from the State Ministry of Finance & Economic Development
- Or registration documents from the relevant state government offices Yei.
- Copies of valid vehicle Log books. Please do not attach original logbooks.

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

Criteria	Max Score
Legal Compliance. Validity of all the legal compliance documents will be awarded 15 points	15 points
Price based on the current context. Tenderer that offers best value for money will be awarded 75 points.	75 points
Demonstrated experience. Enclosing of 3 previous contracts will be awarded 10 points. 2 contracts will be awarded 4 points and 1 contract 2 points.	10 point

Disclaimer: FCA South Sudan reserves the right to accept or reject any bid, amend or annul bidding process at anytime prior to contract award without thereby incurring any liability to Bidders. The decision of the FCA South Sudan Procurement Committee shall be final.

Tender closing date is not later than 29th August 2019 at 4:00pm.

Signature & stamp:

Signed by the tenderer:

Name of the company :
Address :
Telephone no. :
E-mail: :
Name of contact person :
Date: :