

Annex 4

INVITATION TO TENDER (CIVIL WORKS)

Date of issue:	03/01/2023
Tender no.:	FCA/SSUCO001/2023
Contract title:	Renovation Works
Closing date:	25th January 2023 at 4:00 PM
Tender opening: in Juba.	27th January 2023 @ 2:30 PM
Contracting authority:	Finn Church Aid, South Sudan Country Office. Procurement Office E-Mail: Procurement.Ssuco@kua.fi
Location for tender opening	FCA Office in Juba Na Bari, Behind Mindan Rembo

FCA with funding from the RSRTF is launching a “Tender” and invites potential construction companies to complete the construction of the boys’ and girls’ dormitories at Yei Vocational Training Institute (YVTC) – Yei River County.

Yei Vocational Training Institute – Yei River County is one of the specialized technical and vocational schools under the State Ministry of General Education and Instruction, Central Equatoria, South Sudan. Before the recent crisis broke out in 2016, YVTC was constructing 23.85m x 6.3m boys’ and girls’ dormitories and as a result its completion got affected due to security. It is on this background that FCA invites reputable and potential construction companies to present bids for the completion of the pending construction works. The Vocational training institute will be used for skills training of youths to enhance their livelihood through employment after completion of the training.

A.1. Scope of Civil Works:

ITEM / LOT	DESCRIPTION	QUANTITY
1	Preliminaries and Mobilisation of materials (construction material and material transport cost)	Lump sum
2	Civil works for completion of 2 Blocks with 4 rooms (Boys and Girls Dormitory) i.e. – Fabrication and installation of windows and doors, screeding of damaged floors, repairing cracks on the walls including the apron and re-painting of the two blocks both internally and externally and workshop blocks, plastering, screeding, ceiling and fixing plumbing connections.	2 Blocks

ITEM/LOT:

- Civil Works** – Completion of two dormitories at Yei Vocational Training Institute – Yei River County. **(Pictures of the blocks are attached separately)**

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A.1. Bill of Quantity

S/N	Description of Work	Quantity	Unit	Unit Cost (USD)	Total Cost (USD)	Remarks
	PROPOSED COMPLETION OF (23.85m x 6.3m) YEI VOCATION BOYS AND GIRLS' DORMITORY AT YEI VOCATIONAL COMPOUND					
1	ELEMENT NO. 1: SUBSTRUCTURE (ALL PROVISIONAL)					
A	Preliminaries					
i	Mobilization of materials and manpower	1	Ls			
ii	Removal and cleaning of site of materials that are in the rooms	1	Ls			
B	Ramp construction.					
	Casting a well sloped Ramp, (actual slope to be determined on site) 1000mm wide and 2500mm length at all the main entrance using 1:2:4 plain concrete 100mm thick on well-constructed walls out of bricks of recommended strength and including hand Railings.	3	M ³			
i	Bricks (0.24m x 0.1m x 0.15m medium)	150	Pcs			
ii	Cement	9	Bags			
iii	River sand	0.42	M ³			
iv	Aggregates	0.864	M ³			
v	32mm Ø HS bars	12	Pcs			
Vi	16mm x 16mm HS bars	12	Pcs			
vii	Oil Paint	6	Liters			
	Substructure (All Provisional) Total Amount (A)					
C	Sawn Formwork to:-					
i	Ramp edges size 1200mm x 2400mm	1	Pc			
li	Cement and sand (1:3) Plastering to Build Aprone	59.7	M ²			
lii	Cement	7	Bags			
iv	River Sand	0.752	M ³			
	Total Amount for Sawn Formwork (B)					
2	ELEMENT NO 2: ROOF COVERINGS INCLUDING RAIN WATER GOODS AND CONSTRUCTION					
i	1" x 10" fascia Board 4000mm long fixed to rafters and purlins with 4" nails	65.9	M			
D	Ceiling Work					
	All works shall include supply of materials labour and painting with three coats of white emulsion paints. Supply and construction of ceiling out of 50mm X 100mm as the ceiling Joist the main frame and the noggings of 50mm x 50mm, expanded wire and casted with 1:3 cement sand mortar	137.7	M ²			

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i	Ceiling board	64	Pcs			
ii	Timber Members 50mm x 75mm	115	Pcs			
iii	Assorted Nails (3" 4" 5")	15	Kg			
iv	Hoop Irons	2	Roll			
	Element No. 2 Total Amount (C)					
E	Rainwater goods					
i	Plastic rain water gutter 150mm wide, 300mm deep internally including accessories for fixing brackets	47.7	M			
ii	Extraover for 100mm diameter rain water outlet	2	No			
iii	Ditto for stopped ends	4	No			
iv	100 mm diameter PVC rain water pipe	2	M			
v	down pipe fixed to wall cladding with holderbats.	20	M			
F	Painting					
	Prepare and apply three coats of oil paint on surface of facia board and baeges board	5.7	M ²			
i	Oil Paint	4	Liters			
ii	Painting Brush 4"	4	Brush			
G	Down Pipes					
i	Ditto on large PVC pipes over 55 but not exceeding 110mm diameter	2	M			
ii	Plastic Paint	2	liters			
iii	Painting Brush 4"	2	Pcs			
	Element No. 2 Total Amount (D)					
3	ELEMENT NO. 3: DOORS & WINDOWS					
H	Steel Doors					
i	Steel casement doors size 900mm wide x 2000mm high with vents	3	No/Pcs			
	Glazed Windows					
ii	Steel frame and Glazed Windows size 1000mm x 1200mm with vents	9	No/Pcs			
	Element No. 3 Total Amount (E)					
4	ELEMENT NO 4: FLOOR, INTERNAL AND EXTERNAL FINISHINGS					
I	Floor					
	Cement and sand (1:3) screed 25mm thick floor finished smooth with cement grout using steel float	136.08	M ²			
i	Cement	35	Bags			
ii	Sand	12	M ³			
	Element No 4 Total Amount (F)					
J	Plaster Finish using Cement Sand Motor (1:3) to:-					

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	Internal walls Walls	226.08	M ²			
i	Cement	27	Bags			
ii	Sand	2.84	M ³			
K	External Walls					
	Plastering using Sand Cement Mortor (1:3) and well finished to receive paint material	162.9	M ²			
i	Cement	19	Bags			
ii	Sand	2.05	M ³			
	Element No 4 Total Amount (G)					
L	Painting					
	Prepare and apply three coats of silk vinyl Paint on:-					
	Plastered walls (internal and external)	226.08	M ²			
i	One coat of Plasco Under coat	95	Liters			
ii	three Coats of Silk Vinyl Paint of approved Colour	283	Liters			
iii	Filler	5	Kgs			
iv	Sand Paper	2	M			
v	Skirting using a selected coulour of oil pait	16	Liters			
M	Prepare and apply single coat of Plasco Under coat and Three coats of weather guard Plasco Paint on:-					
	Prepared external surfaces of the wall	162.9	M ²			
i	Single Coat plasco under coat	68	Liters			
ii	Three Coats of Plasco weather guard paint	204	Liters			
iii	Skirting using a selected coulour of oil pait	16	Liters			
	Element No 4 Total Amount (H)					
5	ELEMENT NO. 5: RAIN WATER HARVESTING INSTALLATIONS AND ELECTRICAL INSTALLATION					
N	Supply, Construct (1:4 mortar mix) and install a 5000l tank plastic tank on well constructed base with all the plumbing assessories	1	Item			
i	Storage tank (5000l)	1	Pcs			
ii	Assorted Plumbing fittings	1	Item			
iii	Cement	15	Bags			
iv	bricks	500	Pcs			
v	Sand	3.16	M ³			
	Element No. 5 Total Amount (I)					
O	Electrical works					
i	Supply and installation of 300W SOLAR Modules	1	Pcs			
ii	Supply and installation of 100AH BATTERIES	1	Pcs			

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iii	Supply and inslattion of 600W 24V invertor	1	Pcs			
iv	Fluorescent Tubes (Mediam size)	2	Pcs			
v	Electric Cable (2.5 England)	1	Roll			
vi	Assorted installation accessories (Switch, Socket, etc)	1	Item			
	Element No. 5 Total Amount (J)					
6	ELEMENT NO 6: LABOUR, TRANSPORT WATER AND MISC					
ii	Labour Cost	1	Lot			
iii	Misc. of material cost	1	Lot			
iv	Transport Cost	1	Lot			
v	Water	1	Lot			
	Element No 6 Total Amount (K)					
	Grand Total Amount (A+B+C+D+E+F+G+H+I+J+K)					

Bidders 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

Or

Finn Church Aid (FCA)

Yei Field Office- Located at ECSS Guesthouse compound, Hai Mission Road

Tel: +211 925 740 255

Or

Send via email to Procurement.Ssuco@kua.fi.

Note:

1. All prices must include applicable government taxes, transportation and delivery cost to Yei Vocational Training Institute - Yei County.
2. The bidder shall provide fixed prices for the duration of a contract period of 12 months from the date of bid submission.
3. **NB: To be accompanied by a proforma invoice**

A.2. Bidding will be conducted through an open tender procedure.

1. The tender is for FCA project in Yei, an intervention supported by RSRTF-CES ABP program, a project implemented in consortium with IOM, SPEDP, WPDI, and CEPO.

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2. All logistics, handling and transportation of the construction material from the location of origin to Yei Vocational Training Institute is the responsibility of the contractor.
3. The tenderer must have a valid registration and permanent office which is verifiable in South Sudan.
4. All bid prices shall be quoted in USD only.

A.3. TENDER SUBMISSION

1. Bids shall be delivered by hand to FCA offices in the locations mentioned above or send via email to Procurement.Ssuco@kua.fi. Bids submitted by hand delivery must be registered in the bids/tender’s submission register.
2. All bids in English language only must be delivered or sent to FCA office at the above-mentioned addresses by 4:00 PM, Wednesday 25th January 2023. Late bids beyond this date and time will **NOT** be considered. Bid documents must be clearly marked “Invitation to Tender – **FCA – RENOVATION WORKS - YEI VOCATIONAL TRAINING INSTITUTE - YEI COUNTY - FCA/SSUCO001/2023.**”
3. Questions regarding this tender shall be sent in writing to email Procurement.Ssuco@kua.fi before the deadline. Tenderers are not allowed to approach the Contracting Authority for oral clarification about this call.
4. **Bids opening will take place in Juba on Friday 27th January 2023 at 2.30 PM by on the Procurement Committee.**

A.4. Eligibility Criteria

Bidders must attach copies of valid company registration documents as listed below

#	Eligibility Criteria	Document Required
1	Valid registration of business/company in South Sudan Valid Certificate of Incorporation or equivalent	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate. Failure to attach the back page with valid renewals will lead to disqualification of your bid.
2	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce
3	Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development
4	Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation or the South Sudan Revenue Authority
5	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation or the South Sudan Revenue Authority

Bids that do not meet the minimum requirements or submit all of the documents requested as outlined under sections A.9. and A.10. will be disqualified. Please do not submit your bid if it does not meet the minimum requirements in the table above.

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A.5. Evaluation Criteria (comparison criteria):

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

#	Evaluation Criteria	Weight	Scoring Method & documents required
1	Price	60%	<p>Comparison between the total values of each offer per block. Lowest bidder receives full score (60). The score of other candidates is calculated in relation to the lowest bid amount.</p> <p>Formula: (lowest offer/tenderer's offered value) * 60</p>
2	Availability and feasible estimated completion time frame. Completion of the entire renovation works is required preferably within 30 calendar days upon issuance of Purchase Order/Contract.	10%	<p>If the Tenderer is able to complete the renovation works within 30 calendar days, they will receive full score (10), above 30 calendar days the bidder will receive 0 points.</p> <p>If the tenderer is unable to complete the renovation works within the maximum of 30 calendar days, the tenderer must submit a schedule proposal. In that case, the Tenderer will receive 0 points.</p>
3	Demonstrated previous experience in civil works specifically in Central Equatoria counties of Yei and Kajo Keji for the period between October 2019 to December 2022	30%	<p>Maximum of 3 Purchase Orders/Contracts above 5,000 USD and 3 completion certificates for similar civil works</p> <p>10 points for each delivery note. Full score 30.</p>

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

Thank you,

FCA South Sudan Procurement Committee

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Contracting authority:	Finn Church Aid, South Sudan Country Office. Procurement Office E-Mail: Procurement.Ssuco@kua.fi
Location for tender opening	FCA Office in Juba Na Bari, Behind Mindan Rembo

INVITATION TO TENDER – RENOVATION OF YEI VOCATIONAL TRAINING INSTITUTE - YEI COUNTY.

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 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.6. Scope of Works:

The subject of the contract is the renovation of Yei Vocational Training Institute - Yei County.

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a) Delivery and Project location:

The renovation works will be carried out in Yei. The construction material will be delivered to the location specified above at Yei Vocational Training Institute - Yei County. The cost of materials transportation cost should be included in the financial bid.

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.

General:

1. The renovation works will be carried out under the RSRTF-CES ABP program, a project implemented in consortium with IOM, SPEDP, WPDI, and CEPO.

A.7. Cost of Tender:

The tenderer shall bear all costs associated with 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.8. Clarification of tender documents and additional information:

Tenderers with questions should submit them in writing at the latest on the date specified in the timetable in article A.6., 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, the Procurement Officer.

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 timetable. 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.9. Planned timetable:

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	23/01/2023	4:00 PM
Last date on which clarifications are issued by the Contracting Authority	24/01/2023	4.00 PM
Deadline for submission of tenders (closing date)	25/01/2023	4:00 PM
Tender opening session (all tenderers in Juba are invited)	27/01/2023	2.30 PM
Contract award	10/02/2023	4:00 PM
Contract start	10/02/2023	8:30 AM

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All times are in the time zone of South Sudan.

A.10. Eligibility and qualification requirements:

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria.

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.

A.11. 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.12. Language of Tenders

The tender, 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 must be in English.

A.13. Documents comprising of the Tender:

The Tenderer shall complete and submit the following documents with his/her tender:

- a) Tender submission form (annex 3) with supporting documents and other relevant information that should be made known to the Contracting Authority.
- b) Annex 4

A.14. 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 construction material supplied locally, unit and overall prices must be quoted for delivery to the final place of destination and in accordance with the above conditions, including all domestic taxation applicable and sale including VAT.

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2. For construction material to be imported into the country or state of the Beneficiary, unit 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 to their importation and VAT¹/taxes, from which they are exempt.)

Prices shall be quoted in USD only.

A.15. Validity:

Tenders shall remain valid for a period of 12 months from tender closing date.

A.16. Submission of tenders and closing date:

Tenders maybe hand delivered to the office below or sent via email on or before the closing date and time as specified in the Annex 4 above. Any tender received after that time will not be considered.

Annex 3: Tender submission form

Submitted by (name of company):	
Contact Person:	

NB: To be accompanied by a proforma invoice

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

Item	Description of supplies		Currency: USD	Total Price
1	Grand Total Cost for the entire renovation works (A+B+C+D+E+F+G+H+I+J+K)			

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Bid validity (Bids must be valid for 12 months) YES/NO	
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Bid Annex	
Company experience	
Implementation for the entire project	

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	

¹ Value added tax

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Country	
Phone no.:	
Fax. no.:	
E-mail:	
website:	
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:	:	

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