



INVITATION TO TENDER (ITT)

IMPORTANT INFORMATION

Company Name:

- (a) This is **not an order**.
- (b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "**TENDER NO. 00117T/FY23/SSD1/Provision of Country Strategy evaluation consultancy service**" and addressed to "**THE TENDER PANEL**" Plan International South Sudan to be submitted not later than 10:00 **am of Monday 2nd October 2023.**

Date: 19/9/2023

Eligible and suitable **service providers** are hereby invited to submit their technical and financial proposals backed up by documents of eligibility stated in this tender document for the country strategy evaluation consultancy service clearly described service clearly described in this tender document. Bidders are reminded to carefully follow all instructions stated in this tender document.

Women owned companies are encouraged to apply

S/No.	Service Description	Quantity	Total Price (USD)
1	Plan International Invites tenders for the Provision of Country Strategy evaluation Consultancy service	01	

Evaluation Criteria

S/No.	The tender documents shall be evaluated based on the criteria stated here below:	Maximum Score
1	Certificate of incorporation/registration	10
2	Valid Tax Clearance Certificate	10
3	Certificate of incorporation	10
4	Evidence of similar consultancy services provided to other organizations	20
5	Short Quality Consultancy lead time	10
6	Company Profile (with office address, contacts, main specializations and names of the company directors, academic documents and CV's including the experience of the work under the same field)	15
7	Women owned companies- (female board of directors)	5
8	Competitive price valid for one year (1 Year)	20
9	List of the company technical staff	5
	Total Score	100

	Important conditions				
	(a) Plan International South Sudan will enter into contract agreement with the awarded service provider not a third party.				
	(b) Price variation or change of currency will not be accepted				
	(c) No tender will be received after closing date and time				
	(d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified				
	(e) The prices must be in USD.				
	(f) All other tender requirements stated on this tender document MUST be met.				
	PLEASE NOTE:				
	The Tender should be registered at the reception and deposited in the tender box at Plan International - South Sudan Country Office, Hai Jerusalem Juba. (This is a must otherwise failure to register, it will lead to automatic disqualification of the tender) . Alternatively, tenders can be submitted by emails to SSProcurement.Committee@plan-international.org				
	➤ Plan International South Sudan reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or assign reasons for its decision. Plan International South Sudan may retender if it deems right.				
	➤ If you do not hear from the tender panel two weeks after the closing date, please consider your bid unsuccessful.				
	➤ Tenders must be filled in permanent ink. Any tender filled in pencil will be disqualified.				
	➤ All alterations must be countersigned and use of correction fluid is prohibited				
	➤ Bidders must fill in all sections of this form. Failure to do so may lead to disqualification				
	➤ Bidders must ensure accuracy in their calculations both horizontally and vertically.				
<u>CONFIRM</u>	<u>FOR SUPPLIERS USE ONLY</u>				
(1)	QUOTATION VALIDITY: _____				

(2) SERVICE AVAILABILITY LEAD-TIME: _____		
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Bank Account Details: (Plan only pays by cheque or Electronic Fund Transfer (EFT) – No cash payments)

Account Name: _____

Account Number: _____

Bank Name: _____

Branch Name: _____

Currency: _____

Swift Code: _____

Tel No(s). _____ Mobile Number: _____

Managing Director's Name _____ (Male/Female) _____ Passport No. _____ Date of Issue

Physical Address (Office Location) _____

Company Stamp: _____