# Schedule No. 7.

**Bid Submission Form**

Name of Tenderer/ Candidate: Name of person authorized by the Tenderer/ Candidate to conclude the contract: Address of Tenderer/ Candidate: Phone/fax:

E-mail address: Registration number of Candidate/Tenderer *[PLEASE INSERT as provided in legal status documents]*:

TIN. No. *[if applicable]*:

Bank account number: (including Bank’s name, SWIFT number and address)

We hereby declare that our company offers the delivery of the services, according to the terms and conditions of the technical specifications listed in the Contract Notice

Price of supply is:

The cost presented in this table should reflect the final cost that PAH will cover (should include all taxes are fees). Detailed breakdown of the final cost should be attached separately where applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Specification | Unit of measure | Quantity | Unit Cost | Total Cost |
| Diesel delivered to Juba per litre | Litre | 1 |  |  |
| Petrol delivered to Juba Per litre | Litre | 1 |  |  |
| Diesel delivered to Bor office per litre | Litre | 1 |  |  |
| Petrol delivered to Bor office per litre | Litre | 1 |  |  |
| Diesel delivered to Pibor office per liter | Litre | 1 |  |  |
| Petrol delivered to Pibor office per litre | Litre | 1 |  |  |
| Diesel delivered to Malakal office per liter | Litre | 1 |  |  |
| Petrol delivered to Malakal office per litre | Litre | 1 |  |  |
| Diesel delivered to Nasir office per liter | Litre | 1 |  |  |
| Petrol delivered to Nasir office per litre | Litre | 1 |  |  |
| Diesel delivered to Boma office per liter | Litre | 1 |  |  |
| Petrol delivered to Boma office per litre | Litre | 1 |  |  |
| Diesel delivered to Yei office per litre | Litre | 1 |  |  |
| Petrol delivered to Yei office per litre | Litre | 1 |  |  |

Technical Response:

Tenderers should note that some of the information requested below will be required under the minimum requirement and some of the information will be used for the scoring purposes.

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Response (please provide attachment in case space is not sufficient or in case additional documents are required)** |
| 1 | Please confirm existence of petrol station or fuel depot in all the locations (yes/no/ comment) | * Juba \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Bor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Malakal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Nasir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Pibor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Boma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Yei \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Please state delivery period per location in days for both fuel and diesel | * Juba \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Bor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Malakal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Nasir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Pibor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Boma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Yei \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 | Please state the capacity of supply fuel and diesel per location per month | * Juba \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Bor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Malakal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Nasir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Pibor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Boma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Yei \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 | Please confirm that the bid has a validity of 90 days.  If your bid does not have this validity, please state what bid validity you offer. |  |
| 5 | Please confirm the credit period on the invoice: |  |
| 6 | PAH accepts payment terms only through bank transfers. Please confirm that you accept these terms?  (yes/no/comment) |  |
| 7 | Please share all the environmental aspects your company has implemented?  How does your company address the current challenges related to climate change and loss of biodiversity? |  |

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to PAH according to the information provided here; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

Name and seal of the Company Address Representative Name: Position with the Company: Place, date:

Signature

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polish Humanitarian Action.

|  |  |  |
| --- | --- | --- |
| **Lp.** | **Checklist of Schedules and Annexes to the Bid** | **Please tick** |
| 1 | Schedule 4 cover letter filled, stamped and signed |  |
| 2 | Schedule 5 Contract notice stamped and signed |  |
| 3 | Schedule 7 Bid Submission Form, filled, stamped and signed |  |
| 4 | Schedule 8 Tenderer’s Statement; filled, stamped and signed |  |
| 5 | Statement of the absence of outstanding liabilities in respect of taxes and other compulsory payments, and of breaches of tax regulations; in case of the inability to submit the necessary documents within the time-period set forth in Article 5.3 hereof, a declaration shall be provided by the given company of zero debts (Valid TAX compliance certificate from NRA) |  |
| 6 | Registration in South Sudan for supply of petroleum product with an office in South Sudan |  |
| 7 | Certificate to confirm compliance with international norms |  |
| 8. | Valid Operation license for supply of Petroleum products. |  |
| 9. | Quality certification of the company petroleum products |  |
| 10. | Power of attorney or any other document that grants the power to represent the Company and to assume financial obligations on behalf of the company |  |
| 11. | At least 3 recent references confirming experience in performing similar activities with NGOs’ or other reputable institutions with at least 3 years’ experience (schedule 25), |  |
| 12. | Company Profile |  |
| 13. | Schedule 27 personnel information |  |
| 14. | Schedule 28 financial statement. Bank statement for the last two months |  |
| 15. | Schedule 29 current agreements of the company |  |