



# Bidding Document

Issued: 30<sup>th</sup> January - 2021

## DRILLING OF BOREHOLE IN UNKEA OFFICE JUBA

# Competitive Bidding Documents (CBD)

## Table of Contents

Section I. Instructions to Bidders.....	3
General .....	3
Fraud and Corruption.....	
Submission and Opening of Bids.....	4
Section II. Bidding Data Sheet (BDS) .....	5
B. Contents of Bidding Documents .....	5
C. Preparation of Bids.....	6
D. Submission and Opening of Bids.....	6
E. Evaluation and Comparison of Bids.....	7
F. Award of Contract .....	7
Table of Forms .....	7
1.List of Goods and Delivery Schedule .....	

2. Delivery and Completion Schedule .....  
5. Inspections .....

**Acronyms**

**JV- Joint Venture**

BDS Bidding Data Sheet

CBD Competitive Bidding Document

ITB Instructions to Bidders

BDS Section II. Bidding Data Sheet

GCC General Conditions of Contract

SCC Special Conditions of Contract

# Section I. Instructions to Bidders

## General

### 1 Scope of Bid

- 1.1 The Purchaser indicated in the Bidding Data Sheet (BDS), issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VI, Schedule of Requirements. The name and identification number of this procurement are specified in the BDS. The name, identification, and number of lots are provided in the BDS.
- 1.2 Throughout these Bidding Documents:
  - (a) The term “in writing” means communication in written form (e.g. by mail, e-mail, fax) with proof of receipt;
  - (b) If the context so requires, “singular” means “plural” and vice versa; and
  - (c) “Day” means calendar day;
  - (d) The “Purchaser” means UNKEA SOUTH SUDAN
- 1.3 Bids on collection attract fee free for registration. Only registered Companies during collection bids shall be accepted.
- 1.4 This bidding is made under the procurement procedures for UNKEA South Sudan which requires compliance with ethical procurement norms in regard to corrupt and fraudulent practices as set forth in Section VI:
  - (a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
    - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
    - (iii) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive levels; and
    - (iv) “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
  - (b) will reject a bid if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;
  - (c) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded by UNKEA South Sudan implemented project if it at any time determines that they have, directly or through an agent, engaged, in corrupt,

fraudulent, collusive or coercive practices in competing for, or in executing, a UNKEA South Sudan implemented project; and

- 1.5 Furthermore, Bidders shall be aware of the provision stated in Sub-Clause 31.1.a (iii) of the General Conditions of Contract.

## **Submission and Opening of Bids**

### **2 Submission, Sealing and Marking of Bids**

- 2.1 Bidders shall enclose the bid documents in well-sealed envelopes.
- 2.2 Sealed envelopes shall bear the following:
- (a) be addressed to the Purchaser as follows:

### **BID NO3.**

#### **DRILLING OF BOREHOLE IN UNKEA OFFICE JUBA**

**The Chairman  
Tender Committee,  
UNKEA SSD,  
Juba, South Sudan**

- (b) Bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 16.1.
- 2.3 If any envelope is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid which will be rejected.

## Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	<b>A. General</b>			
ITB 1.1	The Purchaser is: <b>UNKEA SOUTH SUDAN</b>			
ITB 1.1	<b>Lot Number</b>	<b>Item Description</b>	<b>Number of Units</b>	
	<b>1</b>	<b>Drilling Borehole-120 Meters Deep (See more details in the survey</b>	1	
	<b>2</b>	<b>Installation of submiserble pump (Grundfos) and connection to the tank</b>	1	
ITB 2.1	The Fund is: for all projects (represented by Implementing Agency – UNKEA SOUTHSUDAN )			
ITB 3.1	A list of debarred firms and individuals is available on the external website: <a href="http://www.treasury.gov/reource-centre/sanctions/SDNlist/pages/default.aspx">www.treasury.gov/reource-centre/sanctions/SDNlist/pages/default.aspx</a> or <a href="http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml">www.un.org/sc/committees/1267/aq_sanctions_list.shtml</a>			
	<b>B. Contents of Bidding Documents</b>			
ITB 4.1	<p>For <b><u>Clarification of bid purposes</u></b> only, the Purchaser’s address is:</p> <p>Attention: <b>Chairman, Tender Committee</b></p> <p>Town: <b>Juba</b>, ZIP Code: 211</p> <p>Country: <b>Republic of South Sudan</b>. Telephone: <b>+211921129868</b></p> <p>Electronic mail address: <a href="mailto:mariaka@unkea.org">mariaka@unkea.org</a>/ <a href="mailto:log.unkea@gmail.com">log.unkea@gmail.com</a></p> <p>Requests for clarification should be received by the Purchaser no later than: <b>3 days from the date of invitation.</b></p>			

<b>C. Preparation of Bids</b>	
<b>ITB 5.1</b>	The language of the bid is: <b>English</b> All correspondence exchange shall be in <b>English</b> language.
<b>ITB 6.1</b>	The Bidder shall submit the following additional documents in its bid: (a) the Specification (including Schedule of Requirements and Technical Specifications) (b) the completed Schedules (including Price Schedules)
<b>ITB 7.1</b>	Alternative Bids shall be considered.
<b>ITB 8.1</b>	Prices quoted for a lot (contract) shall correspond at least <b>to 100%</b> of the items specified for each item.
<b>ITB 9.1</b>	After sales service is required in this category
<b>ITB 10.1</b>	The bid validity period shall be <b>60 working days</b> .
<b>ITB 11.1</b>	A Bid Security <b>shall not be</b> required. The amount and currency of the bid secured
<b>ITB 12.1</b>	<b>In addition to the original of the bid</b> , no copy shall be needed
<b>D. Submission and Opening of Bids</b>	
<b>ITB 15.1</b>	Bidders <b>shall not</b> have the option of submitting their bids electronically. Bids should be submitted by hand as explained in ITB 16.1 below before/by the stated closing date/time.
<b>ITB 16.1</b>	For bid submission purposes, the Purchaser's address is: Attention: <b>Chairman, Tender Committee</b> , Street Address: <b>UNKEA SOUTH SUDAN, Juba Office at Kator, along Tombura Road, South Sudan.</b> The deadline for bid submission is: <b>15<sup>th</sup> February 2021</b> Time: <b>17:00hrs, East Africa Time</b>
<b>ITB 17.1</b>	The bid opening shall take place at: UNKEA SOUTH SUDAN OFFICE, Street 17 Avenue office, South Sudan, Tel. (Office): +211921129868 Time: <b>Shall be communicated</b>

	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 32.5</b>	Bidders should include all the works in the quotation.
	<b>F. Award of Contract</b>
<b>ITB 37.1</b>	The maximum percentage by which quantities may be increased is: <b>40%</b> The maximum percentage by which quantities may be decreased is: <b>40%</b>
<b>ITB 39.2</b>	The successful Bidder shall sign, date, and return the Agreement to the Purchaser within <b><u>1 day</u></b> after receipt of it.

## Table of Forms

### Form 1: Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: \_\_\_\_\_ (as day, month and year) of Bid Submission]

Tender No.:

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name
2. In case of difference legal name of each party:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Information  Name: Address: Telephone/Fax numbers: Email Address:



7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*

- Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.
- In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.
- Tax clearance
- VAT registration certificate
- Membership of Chamber of commerce
- Incorporation Certificate
- Operation License
- Company Profile
- Article of Association
- Complete Bid Document
- Reference /Recommendation
- Import Certificate
- Bank Statement
- Sole Agency Certificate (if applicable)
- Import registration (if applicable)
- Others .....

**Form 3: Bid Submission Form**

*The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Date.....

Tender No.....

Invitation for Bid No.....

Alternative No.....

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.:
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: *[insert the total bid price in words and figures]*;
- (d) The discounts offered and the methodology for their application are:

**Discounts:** If our bid is accepted, the following discounts shall apply. **Describe**

---

**Methodology of Application of the Discounts:** The discounts shall be applied using the following method:

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 22.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (f) If our bid is accepted, we commit to obtain a performance security in accordance with Clause 40 and GCC Clause 16 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with Bidding Documents Sub-Clause 4.2;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the Country, under Country laws or official regulations, in accordance with ITB Sub-Clause 4.3;

(i) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

- (j) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (k) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: \_\_\_\_\_

In the capacity of \_\_\_\_\_

Name: \_\_\_\_\_

ID#: ..... Date and place of issue: .....

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_

**Form 4: Price Schedule Form**

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

			Date: _____					
			Tender No: _____					
			Alternative No: _____					
			Page N° _____ of _____					
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>
<b>Line Item N°</b>	<b>Description of Goods</b>	<b>Lead Time</b>	<b>Quantity</b>	<b>physical unit</b>	<b>Unit price DDP<sup>1</sup></b>	<b>Total price per line item</b>	<b>Country of Origin</b>	<b>Brand / Trade Mark</b>
<b>Total Price: Goods</b>								

**Form 5: Price and Completion Schedule - Related Services**


---

Date: \_\_\_\_\_

Tender No: \_\_\_\_\_

Alternative No: \_\_\_\_\_

Page N° \_\_\_\_\_ of \_\_\_\_\_

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
Service N°	Description of Services	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price <sup>2</sup>	Total Price per Service  (Col. 5 x 6 or estimate) <sup>3</sup>
<b>Total Price: Related Services</b>						

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Form 9: Bid-Securing Declaration**

*The Bidder shall fill in this Form in accordance with the instructions indicated.*

Date \_\_\_\_\_

Tender No.

Alternative No.

To:

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of 2 years starting on \_\_\_\_\_, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
  - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.
3. We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of:

Dated \_\_\_\_\_ on \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_

