

**INVITATION FOR BID (IFB)****PRINTING, SUPPLY AND DELIVERY OF SAFE SCHOOL DECLARATION GUIDELINES BOOKS TO CHARITY AND EMPOWERMENT FOUNDATION**

<b>PLACE OF ISSUE: CEF JUBA OFFICE</b>	<b>REFERENCE: CEF/003/2022/IFB ADMIN/00011</b>
<b>ISSUED DATE: 08<sup>th</sup> July 2022</b>	<b>DUE DATE: 28<sup>th</sup> July 2022</b>

Dear Sir / Madam:

CEF intends to issue a short-term service agreement with a potential supplier for the printing of **South Sudan safe schools declaration guidelines Books**. To this end, CEF cordially invites your submission of a proposal to provide these goods (details of the required quotations are outlined in Annex I through to Annex III).

It is expected that the selection of the preferred service provider, following an assessment of all the Bids submitted, will be made soon thereafter. The successful Bidder will be expected to enter into a formal agreement with CEF.

CEF does not bind itself to accept the lowest or any Bid and will not be liable for any costs incurred in the submission of any proposal. CEF also reserves the right to modify any part of the invitation to Bid, including the deadline for submission of bids, either at its own initiative or as a result of a request for clarification or otherwise from one or several prospective bidders.

Please ensure that you read all the documents attached and that you fully understand the requirements.

The documents comprise:

1. This Letter
2. Introduction
3. Background
4. Conditions of Bidding
5. Purchasing and Procurement Practice
6. No Agency
7. Procurement Volume and Detailed Specifications
8. Timetable of Events
9. Information to be Included in the proposal
10. Disqualification Criteria
11. Award/Evaluation Criteria
12. References
13. Service Level Agreement and Key Performance Indicators
14. CEF Quotation Requirements (Annex I)
15. Confidentiality Agreement (Annex II)
16. Letter of Acknowledgement (Annex III)

I confirm that I have read and understood contents of this page

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Any requests for information or clarification should be submitted by email to [admin@cef-ss.org](mailto:admin@cef-ss.org) as per the dates detailed in the Bid timetable. As per CEF Policy, answers given for any request for clarification will be shared with all the bidders who will have picked the bidding documents, regardless of whether they have requested for the clarification or not, without disclosing the identity of the bidder who will have requested the clarification.

CEF does not accept electronic submission of bids (On Tenders). **DO NOT send any submission by e-mail.**

The closing time and date for the receipt of Bids is the **28<sup>th</sup> July 2022**. Ensure that your bid is in the tender box before 28<sup>th</sup> /July 2022, because the tender box will be sealed. There shall be a public opening of the submitted bids on the **29<sup>th</sup> /July 2022**. Submissions outside the deadline will not be accepted. All proposals are to be submitted in the same format as this Invitation document, and in a paper format. Electronic submissions are NOT accepted.

Please ensure you include copies of the confidentiality agreements (annex II) and letters of acknowledgement (annex III). You must also sign and stamp each page of this document and enclose it with your bid submission documents.

The Bid documents have been issued to you at no cost, and there shall be no requirement for you to pay any amounts at any stage of the Bid process. However, the Bidder shall bear all costs associated with the preparation and submission of its Bid and CEF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

At any time prior to the deadline for submission of Bids, CEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid documents by amendment. All prospective candidates that have received the Bid documents will be notified of the amendment in writing and this amendment will be binding on them. To allow prospective Bidders reasonable time to take the amendment into account in preparing their Bids, CEF at its discretion, may extend the deadline for the submission of Bids. For this reason, every Bidder is expected to register with the Supply Chain and Procurement unit when collecting the bid documents

Yours faithfully,



**Malual Jacob Runrach**  
Executive Director  
Charity and Empowerment Foundation (CEF)  
South Sudan, Juba



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4.11 Services mean the services and goods described in this invitation.

Bid Documents to be sent to the Procurement Evaluation Committee, in sealed envelopes as shown below

**You may cut the sticker below and affix it onto your envelopes**

**FOR CHARITY AND EMPOWERMENT FOUNDATION PROCUREMENT EVALUATION COMMITTEE – JUBA, SOUTH SUDAN**

**=== CONFIDENTIAL === BID DOCUMENTS === DO NOT OPEN ===**

REFERENCE: **CEF/003/2022/ADMIN/00011**

**PROVISION OF SUPPLY AND DELIVERY OF Printed books on Safe school**

**>>>TECHNICAL & FINANCIAL PROPOSAL<<<<**

The Chairperson, Procurement Evaluation Committee

CHARITY AND EMPOWERMENT FOUNDATION – Juba South Sudan – CEF

**Closing Date and Time: 28<sup>th</sup> July 2022 5:00Pm local time in South Sudan (GMT +3)**

**Name of Company:** \_\_\_\_\_

#### **5. PURCHASING AND PROCUREMENT PRACTICE**

CEF adheres to strict procurement guidelines which ensure that all procurement transactions:

- 5.1 Are conducted in a manner to provide, to the maximum extent practical, open, and free competition
- 5.2 Fulfill donor guidelines
- 5.3 Maintain the principles of quality, cost, and delivery (QCD)

CEF carries out its procurement procedures with the principles of transparency, proportionality, equal treatment of potential contractors and non-discrimination. CEF shall award the contract to the Bid offering the best price to quality ratio to make a total of 100 Points.

#### **6. NO AGENCY**

Nothing in this RFQ shall create or be deemed to create a partnership or agency between CEF and the Bidders and neither shall enter or have authority to enter into any agreement or make any representation or warranty on behalf of the other or pledge the credit of, or otherwise bind any.

#### **7. PROCUREMENT VOLUME AND DETAILED SPECIFICATIONS**

##### **Scope of work**

- i. Selected supplier is expected to Supply CEF with printed books for Awareness
- ii. Selected supplier should print CEF SSD Books on a request by CEF
- iii. CEF may request the selected Provider to deliver printed books to the compound if there is a need.

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## 2. INTRODUCTION

CEF is a non-governmental, national, humanitarian agency that was founded in 2017. The organisation is devoted to the relief, emergency response, assistance, and advancement of people in greatest need in less developed areas of the country.

In South Sudan, our development work is centred in Lakes State, Central Equatoria, Jonglei, and Northern Bar El Ghazal State. We first started working in South Sudan in 2017 in response to emergency response to community affected by war and communal conflict in the country in Abyei. Our long-term development work is mainly focused on Education, Protection, WASH, FSL, and Health.

## 3. BACKGROUND

CEF requires a consistently high standard of work and excellent value for money, and desires that our materials have a recognizable look and feel. This Bid is issued to achieve this objective.

## 4. CONDITIONS OF BIDDING

- 4.1 Bid proposals must be received by 28<sup>th</sup>/July 2022. This is the deadline for receiving all bids. This means bids must be inside the tender box.
- 4.2 **Correspondence:** Communications relating to the Bid must be addressed to procurement email, i.e., [admin@cef-ss.org](mailto:admin@cef-ss.org), all communication must be written.
- 4.3 **Right to reject all Bids:** CEF is under no obligation to accept any Bid.
- 4.4 **Power to accept part of Bid:** CEF may, unless the Bidder expressly stipulates to the contrary in the Bid, accept whatever part or parts of it that CEF decides.
- 4.5 **Alternative Offer:** If the bidder wishes to propose modifications to the specification (which may provide a better way to achieve CEF's contract objectives in the understanding of the Bidder), these must be considered as an alternative offer. The Bidder must make alternative offers in a separate letter to accompany the Bid. CEF is under no obligation to accept alternative offers.
- 4.5.1 It is required that Bidder does not modify the bid document
- 4.5.2 It is expected that if any part of the CEF requirement is not clear in any way, then the Bidder shall ask for a clarification from CEF.
- 4.5.3 Any assumptions made by the Bidder are at their own risk, and any submission contrary to this Bid document shall be considered a deviation and/or an alternative offer
- 4.6 **Confidentiality:** Bidders must treat the Invitation to Bid, and all associated documentation supplied by CEF as confidential.
- 4.7 **Prices:** Proposed prices must be exclusive of any VAT, Custom duty or Tax; where this exists, it must be indicated. CEF is a National Humanitarian Organization that is exempted from paying tax and duties. The Bidder will not be responsible for organizing tax exemption on its own.
- 4.8 **Compliance with the Law:** In performing each and all of its obligations, Bidders shall ensure that they fully comply with all applicable laws (including without limitation, all statutes, decrees, ordinances, administrative orders, rules, regulations, and other directives, policies and instructions with mandatory legal effect), and shall be solely responsible for all costs, risks and delays resulting from doing so or failure to do so.
- 4.9 If required, CEF will write a letter on your behalf, confirming that it is buying the goods from bidder
- 4.10 **Contract** means the contract for the supply and acquisition of the Services contemplated.

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**General Terms and conditions for this bid: \*\*Important\*\***

1. Eligible bidders should submit Technical Bid as well Price Bid in sealed envelope which must be labelled "SUPPLY AND DELIVERY OF PRINTED GUIDELINES BOOKS ON SAFE SCHOOL DECLARATION" which shall be addressed to in accordance top section 4.12 above.
2. The Technical and financial bids will be opened on **28<sup>th</sup> /July 2022** and the Price Bid will be only evaluated after scrutiny of technical bid evaluation of the bids. In case the office is closed on this date due to any of the reasons or it is not possible for us to open the quotations on this date because of any reasons, prior communication then will be made communication for new "Date and Time" of opening the bids.
3. Interested companies are encouraged to send representatives to attend opening bid opening by the procurement evaluation committee.
4. Incomplete bid will not be accepted.
5. Conditional bid will not be accepted.
6. The price must be quoted as per proforma price schedule Annexure "1 and 2". Nothing over and above the quoted price would be payable to the successful bidder. The bidder must quote the price both in words as well as in figures. Any erasures, even when counter signed are not acceptable.
7. Bidders would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
8. The Bid shall remain valid for **two weeks** from this calendar month from the date of advertisement of the tender.
9. The payment shall be made on monthly basis after receipt/acceptance of goods in good condition from as successful bidder. No advance payment will be made. Under no circumstances.
10. The Procurement Evaluation Committee PEC reserves the right to reject any bid or all bids without assigning any reasons thereof.
11. The bids will be rejected straightway without assigning any reasons if the firm declared blacklisted by any Govt./Semi govt. department/agencies etc.
12. Bidders should warrant that the PRINTED BOOKS delivered will be pure, top rated unadulterated BOOKS that will pose no risk to CEF policies and if such was to occur and be traced to the quality of the Books delivered, the contractor has taken necessary insurance to cover any loss resulting of this
13. Bidders should further guarantee and warrants that the dispensing devices are accurately calibrated, and that CEF will confirm the accurateness of the calibration from time to time. The bidder further acknowledges that each book has all the pages well numbered.
14. The bidder is to sign a **Requisition form** approved by the CEF procurement Officer or any other authorized CEF personnel prior to issuing the delivered books.
15. The bidder is to provide fully signed delivery notes after issuance of Books clearly indicating actual number of Books issued, the date the Books was issued.

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16. The bidder is to provide a statement of number of printed books issued to CEF every last day of the month.
17. The statement in "9" above will be accompanied with an invoice prepared for the preceding month's printed books and delivered to the Senior Supply Chain and Procurement Office

**NOTE:-**
**(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH TECHNICAL BID IN THE FOLLOWING ORDER: -**

1. Certificate of registration with Ministry of Justices, Chamber of Commerce, Certificate of Operation from ministry of Petroleum if any.
2. Sale Tax/VAT Registration Certificate from Ministry of Finance economic development
3. Copy of authorized distributorship/Manufacturer.
4. All the firms/company participating in the tender must submit a list of their owners/partners/directors etc. Their IDs and CVs shall be attached to the tender.

**(B) DOCUMENTS REQUIRED TO BE ATTACHED WITH PRICE BID IN THE FOLLOWING ORDER: -**

PRICE BID shall contain price only and no other documents shall be enclosed with the price bid.

**8. TIMETABLE OF EVENTS**

	Activity	Date
1	Issue General Procurement Notice Advertisement on NGO Forum	22/07/2022
2	Bid documents are available at the Juba CEF Head Office	21st /July 2022
3	Questions submitted to CEF on e-mail <b>ONLY</b> to <a href="mailto:admin@cef-ss.org">admin@cef-ss.org</a>	25 <sup>th</sup> July 2022
4	Written Answers to all Questions circulated to all bidders	26 <sup>th</sup> July 2022
5	Closing of the bids	26 July 2022
6	Public Opening of the bids at the CEF Head Office	29 <sup>th</sup> /July 2022

**9. INFORMATION TO BE INCLUDED IN THE PROPOSAL**

DESCRIPTION	
1	Bidder must provide proof of the legal capacity (Attach of registration certificate and tax certificate).
2	Bidder must include references from satisfied customers as per table below

**10. DISQUALIFICATION CRITERIA**

The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bid documents. Failure to furnish all information required by the Bid documents or to submit a Bid not substantially responsive to the Bid documents in every respect will be at the Bidders risk and may result in the rejection of your Bid.

**DISQUALIFICATION CRITERIA**

The following will result into a disqualification of your bid, and the bid will not be evaluated forthwith

1. Failure to submit your bid documents before 28<sup>th</sup> /July 2022.

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2.	Failure to submit your bid in sealed envelopes. Attempts of submission of the Bids by Electronic Mail cannot be received
3.	Submission of Conditional Offers. Alternative offers when submitted should be in a separate envelope marked "ALTERNATIVE OFFER" CEF makes no commitment to consider such an alternative offer
4.	Failure to indicate the currency and validity of the quote
5.	Corrupt and fraudulent Bids, canvassing, and attempts to discuss the Bid with any other party within CEF other than the one appointed herein
6.	Failure to submit copies of valid legal capacity as per Technical Checklist below

**11. AWARD / EVALUATION CRITERIA**

EVALUATION CRITERIA		MAXIMUM AVAILABLE POINTS
<b>Technical evaluation checklist</b>		<b>All bidders must have total score of 60% of the technical score (minimum of 36 in this section) to be considered for financial proposal evaluation.</b>
Valid Registration certificate (certificate of incorporation)	5	
Valid Certificate of operation (trade license)	5	
Valid VAT tax certificate	5	
Certificate of membership with South Sudan Petroleum Corporation and other regulatory bodies	20	
Evidence of similar contracts (attach copies of references for values \$10,000 each) for the last 3 months	15	
Company profile	5	
Company Environmental Green Policy.	5	
3	<b>Price.</b> The bid with the lowest unit price will receive full available points. Subsequent suppliers will be scored based on a normalized scoring technique, that awards the lowest unit priced bid the full maximum points available and the other bids a fraction of the maximum points available on a prorated basis as described in the formula below	40
4	<b>Attach</b> confidentiality Agreement	
<b>DISCLAIMER</b> <ol style="list-style-type: none"> <li>CEF is not bound to accept the lowest or any Bid and reserves the right to accept any Bid in whole or in part and to reject any Bids without assigning any reason therefore and to contract on any of the terms offered or on different terms as shall be mutually agreed.</li> <li>CEF will send a Notice of Award to the winning bidder(s) only</li> <li>CEF will only contact the successful bidders.</li> </ol> <p>CEF policy regarding requests for clarification requires that a request for such will be answered and made available at the same time to all the other bidders who are on record as having collected the bid, without disclosing the identity of the firm requesting a clarification. CEF expects that you will record your e-mail addresses clearly and legibly, and that once a communication has been sent to the registered e-mail, CEF will assume that this communication has been received. Bidders are required to check their e-mail settings to accept communication from CEF</p>		

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**12. REFERENCES**

Please provide a list of representative clients, including at least five client references with the contact person's name, their telephone number and e-mail address as requested in the tables above and below

Company	Name	Title	E-mail	Phone Number

**13. SERVICE LEVEL AGREEMENT AND KEY PERFORMANCE INDICATORS**

The relationship with CEF is to be supported by a Long-Term Agreement (LTA) which will be agreed jointly with the successful Bidder and tailor-made to suit CEF's specific requirements.

CEF will reserve the right to review, amend and adjust the LTA during the life of the Contract to allow for changes that may occur, and to provide overall efficiencies and value. This will be done in consultation with the service provider.

Key Performance Indicators (KPI's) will be adopted to monitor and measure key areas for CEF such as customer satisfaction, cost reduction, Management Information, and account management deliverables.

CEF expects that the results of this tender will result in a long-term framework agreement for this provision and as such requires the bidder to confirm Price and Bid Validity. It is the expectation of CEF that prices to be quoted will be valid for 30 days from the date of signing of the contract

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**ANNEX I**
**14. PRICE QUOTATIONS**

Prices should be quoted in units (or lowest denomination in the unit of measure).

Currency Used to Quote
US DOLLARS (\$)

**14.1 Price quotation for printing of Safe school declaration guidelines books (a designed copy is with CEF)**

No.	Goods description	Unit of measurement	Unit Quantity	Unit price	Total unit cost
1	Printing of Books	Pcs	700		

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## ANNEX II: CONFIDENTIALITY AGREEMENT

## NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

In consideration of the disclosure to

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**[Insert Name]**

Whose registered office is at:

---

**[Insert registered Office]**

"The Recipient", by Charity and Empowerment Foundation (CEF), whose registered office is in, Hai Cinema, Yaro Plaza, Addis Ababa Road. South Sudan, "the Discloser", of certain confidential and proprietary information "the Confidential Information", relating to the disclosers affairs, customers and proprietary marks, the Recipient hereby agrees (on behalf of itself, directors, employees, agents and subcontractors) as follows: (each paragraph being given as a separate undertaking)

1. To recognize the confidential nature of the Confidential Information disclosed to it;
2. To respect the confidence thus reposed in the Recipient by maintaining the secrecy of the Confidential Information;
3. Not to employ any part of the Confidential Information without the Discloser's prior written consent, for any purpose except that of

---

**[Insert business purpose for which disclosure required]**

4. Not to disclose the Confidential Information to others without the Discloser's prior written consent and where such disclosure is authorized to obtain a written undertaking from the person to whom disclosure is made substantially in the form of the Undertaking.
5. Not to employ its knowledge of the Confidential Information in any way that would be detrimental or harmful to the Discloser

The following information shall not be regarded as Confidential Information to which this Undertaking applies:

1. Information which the Recipient can prove was lawfully in its possession or in the possession of its employees or advisers prior to disclosure by the Discloser pursuant to this Undertaking.
2. Information which was, after disclosure to the Recipient, generally available to third parties by publication or otherwise through no breach of this Undertaking by the Recipient or the Recipient's employees or advisers.
3. Information which was, at the time of disclosure to the Recipient, in the public domain.
4. Information whose disclosure is required by law or the rules of any applicable regulatory organization.

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Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020 \_\_\_\_\_

Signed.....

On Behalf Of.....

**[Affix company stamp without hiding name of Company]**

Name: .....

E-mail: .....

.....

Title: .....

Phone:

.....



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ANNEX III: LETTER OF ACKNOWLEDGEMENT

The CEF Procurement Evaluation Committee

For the Attention of the Chairperson of the Committee

Dated \_\_\_\_\_

Dear Sir,

**Re: Supply and Delivery of printing of South Sudan safe school declaration booklets**

Subject Matter	Response		Comments
	YES	NO	
We intend to submit our bid documents by the required date			
We are unable/do not wish to submit a Bid – please briefly outline your reasons below or in a separate letter.			
<b>Reasons for not submitting the Bid</b>			
The invitation to Bid documentation is enclosed/is being returned under separate cover.			
We confirm that we will treat all information supplied by CEF as confidential and will not communicate any of that information to any other party or make use of that information for any purpose other than preparation of a response to the Invitation to Bid			

I also understand that the evaluation is a Quality, Delivery and Cost Based selection method and that price is not the only factor to be considered by the evaluation committee. I also understand that during evaluation, CEF will use the official Bank of South Sudan rate to convert from one currency to the other. I also understand that should I be awarded this contract, CEF will pay for the cost of the services and goods in the currency of my quote.

**Yours sincerely**

Signed.....

On Behalf Of.....

**[Affix company stamp without hiding name of Company]**

Name: .....Email.....

Title: ..... Telephone.....

I confirm that I have read and understood contents of this page

Stamp & Signature

