



**Date: November 16, 2022**

**EXPRESSION OF INTEREST  
FOR SUPPLY, IMPLEMENTATION & MAINTENANCE OF HUMAN RESOURCE  
(HR) SOFTWARE**

**DETAILED NOTICE INVITING TENDER**

On behalf of the Executive Director, UNIDOR, the indenter, tenders are invited for hiring in bid from reputed, experienced professional service providers for Tender Document for Supply, Implementation & Maintenance of Human Resource (HR) Software by agencies, having its office in Juba South Sudan Tongpiny area, subject to terms and conditions of the contract notified in the tender document available on the official NGO forum Website.

Tender - Start Date 10:00 Hrs. on 15 – November -2022

Last date and time for receipt of bids 13:00 Hrs. on 01- December -2022

Date and time for opening of Prequalification- cum-technical bid 15:00 Hrs. on 5- December - 2022 Service to be provided Supply, Implementation & Maintenance of Human Resource (HR) Software

## **TERMS AND CONDITIONS:**

1. The duly completed sealed tender in the manner prescribed should be submitted to Logistics & Procurement Manager, The Technical Bid shall be opened on the 5<sup>th</sup> December 2022 at 1500 hrs in the presence of tenderer or their authorized representative (only one) who may wish to be present.
2. The offers shall remain open for acceptance for 180 days from the date of opening of the Technical Bid. Any tenderer not keeping offers open for the prescribed period; the same shall be summarily rejected.
3. If the date of opening of the tender is declared as holiday the tender will be opened on the next working day at the same time and venue.
4. Incomplete offer(s) not conforming strictly to the manner prescribed /offer not submitted on prescribed tender form or late/delayed tender shall not be considered and stand summarily rejected
5. The offers submitted would be governed by all the terms & conditions laid down in the prescribed tender form in addition to the terms & conditions indicated herein.
6. UNIDOR reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or scrap the tender enquiry at any stage without assigning any reason and UNIDOR will not be liable for any costs and consequences incurred by the intending Tenderers.

## **ELIGIBILITY CRITERIA**

### **A. The firm should:**

1. Be registered under Company's Act and should have an experience of at least two years in the field of Supply, Implementation & Maintenance of Human Resource (HR) Software.
2. Be registered with Tax authorities with respective the State Government /Government of South Sudan (As applicable)
3. Have good financial standing with average annual turnover based on last two years audited balance sheet.
4. Have provided services for at least two years with Reputed NGOS, Private Companies in Supply, Implementation & Maintenance of Human Resource (HR) Software, as required in this tender. The agency should submit details of successfully providing similar services to at least 3 reputable clients in the last two years) along with endorsement from the concerned Institutions
5. The Agency should have at least 2 Technical Experts on their permanent rolls. Detailed profiles of 2 Experts should be enclosed.

## **B. Presentation:**

All agencies who will meet the required documentation criteria will be asked to make a presentation on their original HR software and its functionalities of each module and this will be technically evaluated.

1. If the firm meets the above technical requirements, they may apply with photocopies of all the documents as mentioned in supporting annexes. List of Documents to be submitted (with Technical Bid)
2. The proposal should include the following: -
  - Covering letter clearly indicating the list of enclosures
  - Original/downloaded tender document duly filled in, signed and stamped by the bidder or authorized representative of the bidder.
  - Technical Bid
  - Details of IT Returns
  - Detailed Configuration and indicative cost of Server and any additional Hardware/Software
  - required for installing the HR Software

## **DISCLAIMER**

This is only a Call for quotations/Bid and UNIDOR South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, UNIDOR South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the UNIDOR South Sudan Procurement Review Committee shall be final.

## **CONTRACT:**

UNIDOR will enter into a contract with a competitively selected service provider.

The contract shall clearly stipulate; terms and condition to be performed by the service provider timelines, mode of payment among others.

## **LABELING AND SEALING OF BIDS:**

The company MUST clearly label the sealed envelope and written

**“SUPPLY, IMPLEMENTATION & MAINTENANCE OF HUMAN RESOURCE (HR) SOFTWARE**

Each hand delivered quotation/bid must be registered individually on the bids submission book which is available in the security guard room. Unregistered quote/bid will not be considered even if it is dropped in the tender box.

## **CLARIFICATIONS**

Any request for clarification must be made in writing through the following emails:

1. [nyak@unidorss.org](mailto:nyak@unidorss.org)
2. [dp@unidorss.org](mailto:dp@unidorss.org)
3. [vicky@unidorss.org](mailto:vicky@unidorss.org)

**Not later than 25<sup>th</sup>, November, 2022 at 12:00 pm Local Time/South Sudan time.**

## **DEADLINE FOR THE SUBMISSION OF THE QUOTATION/BIDS**

The deadline for submission of the offer will be strictly on **Thursday** the 1<sup>st</sup>, **December 2022**, at **12:00 pm Local Time**.