

## Annex 4

**INVITATION TO TENDER FOR CIVIL WORKS**

<b>Date of issue:</b>	26/10/2023
<b>Tender no.:</b>	FCA/SSUCO009/2023
<b>Contract title:</b>	Civil Works for Construction of Semi-Permanent Learning Spaces in Gorom Refugee Settlement – Juba, South Sudan.
<b>Closing date:</b>	7th December 2023 at 2:30 PM
<b>Tender opening:</b> in Juba.	7th December 2023 @ 3:00 PM
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office. Procurement Office E-Mail: <a href="mailto:Procurement.Ssuco@kua.fi">Procurement.Ssuco@kua.fi</a>
Location for tender opening	FCA Office in Juba Na Bari, Opposite Nile Fortune Hotel

FCA is launching a “Tender” and invites potential construction companies provide construction works for construction of Semi - Permanent Learning Spaces at Gorom Refugee Settlement in Juba, South Sudan funded by the project Improving Access to Inclusive Education to Refugees and Returnees Affected by the Sudan Crisis in South Sudan - 13257.

**A.1. Scope of Civil Works:**

ITEM / LOT	DESCRIPTION	QUANTITY
1	Preliminaries and Mobilisation of materials (construction material and material transport cost)	Lump sum
2	Civil works for construction of Semi - permanent classrooms (1 block of 2 classrooms).	1 Block

**ITEM/LOT:**

- Civil Works – As per the BOQ below and technical drawings provided separately as Annex I and Annex II.**

**A.1. Bill of Quantity – BILL NO.1: CONSTRUCTION OF 1 BLOCK OF 2 CLASSROOMS.**

S/N	Description of Work	Quantity	Unit	Unit Cost (USD)	Total Cost (USD)	Remarks
<b>Element No. 1</b>						
<b>SITE CLEARANCE/SUBSTRUCTURE</b>						
<b>Site Preparation</b>				<b>0.00</b>	<b>0.00</b>	
1	Provisional sum for mobilization and demobilization comprising of safety gear, necessary tools and equipment for	1	Lump sum			

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	execution of work. This item covers similar works for all the components of this BOQ					
2	site clearance	123	M2			
	<b>Excavations and Earthworks</b>			<b>0.00</b>	<b>0.00</b>	
3	Excavate top vegetable soil average 150mm deep and cart to spoil	18.5	M3			
4	Excavate foundation trenches: 400mmx400mmx900mm for casting steel columns	5	M3			
	<b>Fillings</b>			<b>0.00</b>	<b>0.00</b>	
5	100mm Murram filling : well watered and compacted to 95% MDD 95% : to make up levels under floor bed	12.3	M3			
6	Ditto: under Verrandah	7.2	M3			
	<b>Surface treatment</b>			<b>0.00</b>	<b>0.00</b>	
7	Anti-termite treatment to: sides and bottoms of foundations trenches	38.9	M2			
	Reinforced in-situ concrete class 15/20mm aggregate, [mix 1:3:6] : in					
8	Anti-termite treatment to: sides and bottoms of foundations trenches	38.9	M2			
	<b>Reinforced in-situ concrete class 15/20mm aggregate, [mix 1:3:6] : in</b>			<b>0.00</b>	<b>0.00</b>	
9	75mm thick concrete floor slab 1:2:4	92.13	M3			
10	cement	85	bags			
11	sand	5	m3			
12	aggregate	10	m3			
	<b>Mild steel reinforcement to BS 4483</b>			<b>0.00</b>	<b>0.00</b>	
13	BRC	2	roll			
	<b>Reinforced in-situ concrete class 25/20mm aggregate [mix 1:2:4]: in</b>			<b>0.00</b>	<b>0.00</b>	
14	casting of the hollow sections	0.588	M3			
15	cement	25	bag			
16	sand	3	m3			
17	aggregate	4	m3			

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	<b>Damp proof membrane</b>			<b>0.00</b>	<b>0.00</b>	
18	DPM	123	M2			
19	DPC	56	M			
	<b>ELEMENT NO.2</b>			<b>0.00</b>	<b>0.00</b>	
	<b>WALLING</b>			<b>0.00</b>	<b>0.00</b>	
20	200mm thick wall of hight 500mm and 3372mm internal partition wall	139.5	M2			
21	blocks	1500	pcs			
22	cement	30	bags			
23	sand	2	m3			
24	hoop iron	2	roll			
25	100mmx100mmx3mm RHS column pillars	20	pcs			
	<b>Wall covering with iron sheets</b>			<b>0.00</b>	<b>0.00</b>	
26	28 guage ironsheet of approved color	48	pcs			
27	Roofing Nails	15	kg			
28	assorted nails	8	kg			
29	2x6 hardwood timber for wall support	106.8	pcs			
	<b>Total Element No. 2 (SUPERSTRUCTURE):</b>			<b>0.00</b>	<b>0.00</b>	
	<b>ELEMENT NO 3</b>			<b>0.00</b>	<b>0.00</b>	
	<b>ROOFING</b>			<b>0.00</b>	<b>0.00</b>	
	<b>Sawn cypress or other approved: pressure impregnated with Tanalith or other approved</b>			<b>0.00</b>	<b>0.00</b>	
	<b>The following in 10No. Truss: 6460mm clear span x 1534mm rise: nailed together, hoisted and fixed 3.0m above ground</b>			<b>0.00</b>	<b>0.00</b>	
30	60 x 40 x 2mm RHS as Rafter	109.4	M			
31	40 x 40mm RHS as Struts/Ties	94	M			
32	60 x 40 x 2mm RHS as Tie beam	89	M			
33	40 x 40mm RHS as Purlins	262	M			

34	60mmx 40 mm x 2mm RHS as Wall plate	65	M			
35	200 x 2mm stell Fascia and barge board	55	M			
<b>26 Gauge pre-coated (brick red) corrugated galvanised iron roofing sheets fixed: 1 1/2 corrugations side laps: fixed to timber purlins (m/s) with galvanised iron drive screws with washers.</b>				<b>0.00</b>	<b>0.00</b>	
36	28 guage Ironsheet of aproved colour Roof covering	65	pcs			
37	28 guauge Matching ridge capping	10	pcs			
38	Roofing screws	30	kgs			
39	Surfaces 200 - 300mm girth : fascia and barge boards	15	pcs			
<b>ELEMENT NO. 4</b>				<b>0.00</b>	<b>0.00</b>	
<b>DOORS and Blackboards</b>						
<b>Purpose made steel door : Z sections framing and clad faced/fabricated both sides with 3mm steel plates : complete with hinges, frame and fixing lugs built into wall.</b>						
40	make: size 900 x 2100mm high made out of ironsheet	2	no			
<b>Painting</b>				<b>0.00</b>	<b>0.00</b>	
41	Prepare touch up primer and apply one undercoat and two finishing coats of gloss oil paint on metals	10	tin			
42	baby rollers	10	pcs			
43	brush 3"	5	pcs			
44	4200mmx1200mmx16mm thick cement sand blackboard	1	ls			
<b>ELEMENT NO. 5</b>				<b>0.00</b>	<b>0.00</b>	
<b>FINISHES</b>				<b>0.00</b>	<b>0.00</b>	
<b>Floor Finishes</b>				<b>0.00</b>	<b>0.00</b>	
<b>Cement and sand (1:4)</b>						
45	floor screeding with aprone including verandah	90	M2			

46	cement	18	Bag			
47	sand	2.5	m3			
	<b>Element NO.6</b>			<b>0.00</b>	<b>0.00</b>	
48	<b>Material costs total</b>					
49	<b>Labour cost</b>					
<b>GRAND TOTAL AMOUNT FOR THE ONE BLOCK OF OF TWO CLASSROOMS FOR BILL Nos 1,2, 3, 4,5 &amp; 6.</b>						

Bidders to submit bids to the address below; -

**Finn Church Aid (FCA)**

**Juba Na Bari – Turkish Embassy – UNESCO road, Opposite Nile Fortune Hotel**

**Juba - South Sudan**

**Tel: +211 924 173 956**

Or

Send via email to [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi).

**For all site visits please contact +211 924 173 956**

**Note:**

1. All prices must include applicable government taxes, materials transportation and delivery cost to Gorom Refugee Settlement, Juba, South Sudan and construction works.
2. The bidder shall provide fixed prices for the duration of a contract period of 12 months from the date of bid submission.
3. **NB: To be accompanied by a proforma invoice.**

**A.2. Bidding will be conducted through an open tender procedure.**

1. The tender is for FCA project in Gorom Refugee Settlement funded by the project Improving Access to Inclusive Education to Refugees and Returnees Affected by the Sudan Crisis in South Sudan - **13257**.
2. All logistics, handling and transportation of the construction material from the location of origin to Gorom Refugee Settlement will be the responsibility of the selected contractor.
3. The tenderer must have a valid registration and permanent office which is verifiable in South Sudan.
4. All bid prices shall be quoted in USD only.

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### A.3. TENDER SUBMISSION

1. Bids shall be delivered by hand to FCA offices in the locations mentioned above or send via email to [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi). Bids submitted by hand delivery must be registered in the bids/tender's submission register.
2. All bids in English language only must be delivered or sent to FCA office at the above-mentioned addresses by 2:30 PM, Thursday 7<sup>th</sup> December 2023. Late bids beyond this date and time will **NOT** be considered. Bid documents must be clearly marked "Invitation to Tender – **FCA – CIVIL WORKS – GOROM REFUGEE SETTLEMENT - FCA/SSUCO009/2023.**"
3. Questions regarding this tender shall be sent in writing to email [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi) before the deadline. Tenderers are not allowed to approach the Contracting Authority for oral clarification about this call.
4. **Bids opening will take place in Juba on Thursday 7<sup>th</sup> December 2023 at 3.00 PM.**

### A.4. Eligibility Criteria

Bidders must attach copies of valid company registration documents as listed below.

#	Eligibility Criteria	Document Required
1	Valid registration of business/company in South Sudan Valid Certificate of Incorporation or equivalent	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate. <b>Failure to attach the back page with valid renewals will lead to disqualification of your bid.</b>
2	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce
3	Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development
4	Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation or the South Sudan Revenue Authority
5	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation or the South Sudan Revenue Authority
6	Bank Statement for the last six months	

**Bids that do not meet the minimum requirements or submit all of the documents requested as outlined under sections A.9. and A.10. will be disqualified. Please do not submit your bid if it does not meet the minimum requirements in the table above.**

### A.5. Evaluation Criteria (comparison criteria):

The committee shall undertake selection process based on the following parameters:

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#	Evaluation Criteria	Weight	Scoring Method & documents required
1	Price	60%	<p>Comparison between the total values of each offer per block. Lowest bidder receives full score (60). The score of other candidates is calculated in relation to the lowest bid amount.</p> <p>Formula: (lowest offer/tenderer's offered value) * 60</p>
2	Availability and feasible estimated completion time frame. Completion of the entire construction works is required preferably within 30 calendar days upon issuance of Purchase Order/Contract.	10%	<p>If the Tenderer is able to complete the construction works within 30 calendar days, they will receive full score (10), above 30 calendar days the bidder will receive 0 points.</p> <p>If the tenderer is unable to complete the construction works within the maximum of 30 calendar days, the tenderer <b>must</b> submit a schedule proposal. In that case, the Tenderer will receive 0 points.</p>
3	Demonstrated previous experience in civil works for the period between April 2020 to October 2023	30%	<p>Maximum of 3 Purchase Orders/Contracts above 8,000 USD and 3 completion certificates for similar civil works</p> <p>10 points for each delivery note. Full score 30.</p>

This Invitation to Tender document and Instructions for tenderers document must be completed and returned together with your quotation document.

Thank you,

FCA South Sudan Procurement Committee

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## INVITATION TO TENDER FOR PROVISION OF CIVIL WORKS

<b>Date of issue:</b>	26/10/2023
<b>Tender no.:</b>	FCA/SSUCO009/2023
<b>Contract title:</b>	Construction Works – Gorom Refugee Settlement - Juba
<b>Closing date:</b>	7th December 2023 at 2:30 PM
<b>Tender opening:</b> In Juba.	7th December 2023 @ 3:00 PM.
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office. Procurement Office E-Mail: <a href="mailto:Procurement.Ssuco@kua.fi">Procurement.Ssuco@kua.fi</a>
Location for tender opening	FCA Office in Juba Na Bari, Opposite Nile Fortune Hotel

### INVITATION TO TENDER – CONSTRUCTION WORKS AT GOROM REFUGEE SETTLEMENT, JUBA, SOUTH SUDAN.

Dear Sir/Madam,

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

**A – Instructions to tenderers**

**Annex 3: Tender Submission form (to be completed by the tenderer)**

**Annex 4: Invitation to bid.**

In order to enable the tenderer to complete the forms (Tender submission form and technical data form) electronically a copy of these documents can be forwarded in a PDF format upon request. It is strictly forbidden to make alterations in the printed text. The tenderer will be bound to the original text in accordance with the document forwarded in PDF format or by letter.

**A. Instructions to tenderers**

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

**A.6. Scope of Works:**

The subject of the contract is provision of construction works at Gorom Refugee Settlement in Juba, South Sudan.

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**a) Delivery and Project location:**

The construction works will be carried out at Gorom Refugee Settlement. The construction material will be delivered to the location specified above. The cost of materials transportation cost should be included in the financial bid.

**b) Specifications:**

Tenderers must comply fully with the requirements set out in the tender dossier (technical data form) and conform in all respects with the other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

**General:**

1. The construction works will be carried out under the project Improving Access to Inclusive Education to Refugees and Returnees Affected by the Sudan Crisis in South Sudan - **13257**

**A.7. Cost of Tender:**

The tenderer shall bear all costs associated with preparation and submission of his/her tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

**A.8. Clarification of tender documents and additional information:**

Tenderers with questions should submit them in writing at the latest on the date specified in the timetable in article A.6., specifying the tender no. and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person, the Senior Procurement Officer.

Tenderers are not allowed to approach the Contracting Authority for oral clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time where this is practical.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

**A.9. Planned timetable:**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

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	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	04/12/2023	4:00 PM
Last date on which clarifications are issued by the Contracting Authority	06/12/2023	4.00 PM
Deadline for submission of tenders (closing date)	07/12/2023	2:30 PM
Tender opening session (all tenderers in Juba are invited)	07/12/2023	3:00 PM
Contract award	13/12/2023	10:00 AM
Contract start	13/12/2023	10:30 AM

All times are in the time zone of South Sudan.

**A.10. Eligibility and qualification requirements:**

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria.

Tenderers shall also be requested to certify that they comply with article 13. “Child Labour & Forced Labour” and article 14. “Mines” of the General Terms and Conditions for Supply Contracts.

To give evidence of their capability and adequate resources Tenderers shall provide the information and the documents requested in the Tender Dossier.

**A.11. Exclusion from award of contracts**

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest.
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure.
- (d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

**A.12. Language of Tenders**

The tender, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English. Supporting documents and printed literature furnished by the tenderer must be in English.

**A.13. Documents comprising of the Tender:**

The Tenderer shall complete and submit the following documents with his/her tender:

- a) Tender submission form (annex 3) with supporting documents and other relevant information that should be made known to the Contracting Authority.
- b) Annex 4

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**A.14. Price:**

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

Tenderers must quote prices on one of the following bases:

1. for construction material supplied locally, unit and overall prices must be quoted for delivery to the final place of destination and in accordance with the above conditions, including all domestic taxation applicable and sale including VAT.
2. For construction material to be imported into the country or state of the Beneficiary, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, including all duties and taxes applicable to their importation and VAT<sup>1</sup>/taxes, from which they are exempt.)

Prices shall be quoted in USD only.

**A.15. Validity:**

Tenders shall remain valid for a period of 12 months from tender closing date.

**A.16. Submission of tenders and closing date:**

Tenders maybe hand delivered to the office below or sent via email on or before the closing date and time as specified in the Annex 4 above. Any tender received after that time will not be considered.

**ANNEX 3: TENDER SUBMISSION FORM**

Submitted by (name of company):	
Contact Person:	

NB: To be accompanied by a proforma invoice.

**PRICE SCHEDULE (Price Summary and currency to be inserted by tenderer)**

Item	Description of supplies		Currency:	Total Price
			USD	
1				
2				
3				
4				
	Grand Total Cost for the entire construction works			

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Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Bid validity (Bids must be valid for 12 months) <b>YES/NO</b>	
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Bid Annex	
Company experience	
Implementation for the entire project	

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
Fax. no.:	
E-mail:	
website:	
Sales Manager (name)	
Director (Name)	
Other contact (Title & Name)	

General information	
Nature of business – please enclose complete product information in English.	
Year of Establishment	
Number of full-time employees	
Licensing Authority	
Licence number (VAT no./TAX I.D.)	
Does your company have a written statement of its environmental policy?	
Please state in which languages technical documents are available:	
Working language:	

Signature &amp; stamp: \_\_\_\_\_

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

<b>The Tenderer</b>	:	
Name of the company	:	
Address	:	
Telephone no.	:	
Fax no.	:	

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E-mail:	:
Name of contact person	:
Date:	:

After having read your letter of Invitation to Tender no.FCA/SSUCO009/2023 for Civil Works I dated 26/10/2023; on behalf of my company/business, we hereby.

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts –with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- We hereby certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- We further certify and attest that we, and/or our affiliates,
  - comply with the UN *Convention on the Rights of the Child* - UNGA Doc A/RES/44/25 (12 December 1989) with Annex
  - Have not made or will not make use of forced or compulsory labor as described in the *Forced Labor Convention* and in the *Abolition of Forced Labor Convention 105* of the International Labor Organization.
  - Respect and uphold basic social rights and working conditions for our employees.
  - Are not engaged in any development, sale or manufacture of anti-personnel mines and/or cluster bombs or components utilized in the manufacture of anti-personnel mines and/or cluster bombs.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- Our company/business has the following **nationality** ....., as evidenced in the enclosed Company Registration Certificate.
- We certify that the goods have the **origin** stated above.
- In the event the contract is awarded to us, we request that payments under the contract be made to the following **account**:
- Our tender is valid for a period of ..... days after the closing date in accordance with instructions to tenders. (N.B! Must be at least 90 days)

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Signature & stamp:

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Signed by:

**The Tenderer** :

Name of the company :

Address :

Telephone no. :

Fax no. :

E-mail: :

Name of contact person :

Date: :

“FCA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.”

NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”.

**Note:** Only the successful bidder will be notified. If you don't get a notification from FCA within one week after the closing date, consider your quotation unsuccessful.

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