

## Annex 4

**INVITATION TO TENDER FOR PROVISION OF CIVIL WORKS**

<b>Date of issue:</b>	19/01/2024
<b>Tender no.:</b>	FCA/SSUCO001/2024
<b>Contract title:</b>	Renovation Works at Tiindoka Vocational Training Institute
<b>Closing date:</b>	15th February 2024 at 4:00 PM
<b>Tender opening:</b> in Juba by FCA Procurement Committee only.	16th February 2024 @ 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 with funding from UNESCO is launching a “Tender” and invites potential construction companies to provide renovation works at Tiindoka Vocational Training Institute (YVTC) – Yambio, Western Equatoria State. Tiindoka Vocational Training Institute – Yambio is one of the specialized technical and vocational schools under the State Ministry of General Education and Instruction, Western Equatoria, South Sudan and one of the centers supported by Finn Church Aid. The Vocational training institute will be used for skills training of youths to enhance their livelihood through employment after completion of the training.

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

ITEM / LOT	DESCRIPTION	QUANTITY/ Unit
1	Preliminaries and Mobilisation of materials (construction material and material transport cost)	Lump sum
2	Civil works for renovation of school dormitories (Boys and Girls Dormitory), washrooms, Toilets, Kitchen Store, Kitchen, classroom and administration block, electricity and store block, workshop and security room.	Blocks

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**ITEM/LOT:**

- Civil Works** – Completion of two dormitories at Tiindoka Vocational Training Institute – in Yambio, Western Equatoria State. **(Pictures of the blocks are attached separately)**

**A.1. Bill of Quantity**

S/N	Description of Work	Quantity	Unit	Unit Cost (USD)	Total Cost (USD)	Remarks
<b>1</b>	<b>ELEMENT NO. 1: RENOVATION OF DORMITRY BLOCK 1 FOR GIRLS</b>					
<b>A</b>	<b>ROOFING REPAIR</b>					
A.1.1	Carefully remove damaged roof cover and replace with new iron sheets of the same gauge and colour of 28 gauge	6.72	SM			
<b>B</b>	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint					
B.1.1	External wall	193.25	SM			
B.1.2	Ditto Internal walls	146.07	SM			
B.1.3	Ditto fascia boards	47.00	LM			
B.1.4	Doors and Windows	18.74	SM			
B.1.5	Ceiling	86.04	SM			
	<b>TOTAL FOR ELEMENT 1 TAKEN TO SUMMARY</b>					
<b>2.</b>	<b>ELEMENT 2: RENOVATION OF DORMITRY BLOCK 4 FOR BOYS</b>					
<b>C.</b>	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint					
C.1.1	External wall	193.25	SM			
C.1.2	Ditto Internal walls	146.07	SM			
C.1.3	Ditto fascia boards	47.00	LM			
C.1.4	Doors and Windows	18.74	SM			
C.1.5	Ceiling	86.04	SM			
	<b>TOTAL FOR ELEMENT 2 TAKEN TO SUMMARY</b>					

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<b>3.</b>	<b>ELEMENT 3: RENOVATION OF ONE BLOCK OF FEMALE WASHROOMS 6 STANCE</b>					
<b>D.</b>	<b>REPAIR WORKS (Roof, walls, floor and plumbing work</b>					
D.1.1	Clear the area around the washroom block	25.00	SM			
D.1.2	Allow for repair of leaking roof	1.00	item			
D.1.3	Dittor to cracks on walls and floor screed	1.00	item			
D.1.4	Ditto for drain pipes and soak away pit	1.00	item			
<b>D.2</b>	<b>DOORS</b>					
D.2.1	Carefully remove existing doors, fabricate and fix metallic doors size 830x2000mm	5.00	No.			
<b>D.3</b>	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
D.3.1	External wall	158.00	SM			
D.3.2	Ditto Internal walls	108.60	SM			
D.3.3	Ditto fascia boards	37.00	LM			
	<b>TOTAL FOR ELEMENT 3 TAKEN TO SUMMARY</b>					
<b>4</b>	<b>ELEMENT 4: RENOVATION OF ONE BLOCK OF FEMALE TOILET 2 STANCE</b>					
<b>E</b>	<b>PRELIMINARY</b>					
E.1.1	Clear all the surrounding around the toilet	25	SM			
<b>E.2</b>	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint					
E.2.1	External wall	32.04	SM			
E.2.2	Ditto Internal walls	24.96	SM			
E.2.3	Ditto fascia boards	11.10	LM			
	<b>TOTAL FOR ELEMENT 4 TAKEN TO SUMMARY</b>					
<b>5</b>	<b>ELEMENT 5: RENOVATION OF ONE BLOCK OF MALE WASHROOMS 6 STANCE</b>					

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<b>F</b>	<b>PRELIMINARY</b>					
F.1.1	Allow for removal of defective Roof structure and Dispose the debris to a place recommended by the site Engineer	1.00	Item			
F.2	<b>REPAIR WORKS (Roof, walls, floor and plumbing work</b>					
F.2.1	Clear the area around the washroom block	15.00	SM			
F.2.2	Install a new Roof structure for the toilet	1.00	item			
F.2.3	Allow for repair of crack and damaged walls and floor screed	1.00	item			
F.2.4	Ditto for drain pipes and soak away pit	1.00	item			
F.3	<b>DOORS</b>					
F.3.1	Carefully remove existing doors and fabricate and fix metallic doors size 830x2000mm	5.00	No.			
<b>F.4</b>	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
F.4.1	External wall	158.00	SM			
F.4.2	Ditto Internal walls	108.60	SM			
F.4.3	Ditto fascia boards	37.00	LM			
	<b>TOTAL FOR ELEMENT 5 TAKEN TO SUMMARY</b>					
<b>6</b>	<b>ELEMENT 6: RENOVATION OF ONE BLOCK OF MALE TOILET 2 STANCE.</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint					
G.1.1	External wall	32.04	SM			
G.1.2	Ditto Internal walls	19.50	SM			
G.1.3	Ditto fascia boards	11.10	LM			
	<b>TOTAL FOR ELEMENT 6 TAKEN TO SUMMARY</b>					
<b>7</b>	<b>ELEMENT 7: RENOVATION OF KITCHEN STORE</b>					

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<b>H.1</b>	<b>WALL REPAIRS, DOORS AND WINDOWS</b>					
H.1.1	Allow for repair of cracks and damage wall plaster	1.00	Item			
H.1.2	Carefully remove and replace the Door and Window openings with new painted mettalic openings	6.72	SM			
H.1.3	Door: 1000x1700mm	1.00	No.			
H.1.4	Window: W1=750x800mm	3.00	No.			
H.1.4	Window: W2=800x900mm	1.00	No.			
H.2	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knothing stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
H.2.1	External wall	36.19	SM			
H.2.2	Ditto Internal walls	29.05	SM			
H.2.3	Doors and Windows	8.44	SM			
	<b>TOTAL FOR ELEMENT 7 TAKEN TO SUMMARY</b>					
<b>I</b>	<b>ELEMENT 8: RENOVATION OF ONE BLOCK OF KITCHEN</b>					
<b>I.1</b>	<b>WALL AND FLOOR REPAIRS, DOORS AND WINDOW GRILLS</b>					
I.1.1	Allow for repair of cracks and damage wall plaster and floor	1.00	Item			
I.2	<b>Carefully remove and replace the Door and Window openings with new painted mettalic Door and grill window</b>					
I.2.1	Door: 1000x2200mm	1.00	No.			
I.2.2	Grill Window	1.00	No.			
<b>I.3</b>	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knothing stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
I.3.1	External wall	50.72	SM			
I.3.2	Ditto Internal walls	41.88	SM			
I.3.3	Doors and Windows	2.00	SM			
	<b>TOTAL FOR ELEMENT 8 TAKEN TO SUMMARY</b>					

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<b>J</b>	<b>ELEMENT 9: RENOVATION OF CLASSES AND ADMINISTRATION BLOCK</b>					
J.1	<b>WALL REPAIRS, DOORS AND WINDOWS</b>					
J.1.1	Carefully remove damaged ceiling and replace with new gypsum board.	1.00	Item			
J.2	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
J.2.1	External wall	254.80	SM			
J.2.2	Ditto Internal walls	396.24	SM			
J.2.3	Doors and Windows	60.48	SM			
	<b>TOTAL FOR ELEMENT 9 TAKEN TO SUMMARY</b>					
<b>K</b>	<b>ELEMENT 10: ELECTRICITY AND STORE BLOCK</b>					
K.1	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
K.1.1	External wall	29.62	SM			
K.1.2	Ditto Internal walls	26.29	SM			
K.1.3	Doors and Windows	7.20	SM			
	<b>TOTAL FOR ELEMENT 10 TAKEN TO SUMMARY</b>					
<b>L</b>	<b>ELEMENT 11: ONE BLOCK OF WORKSHOPS</b>					
L.1	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint					
L.1.1	External wall	205.80	SM			
L.1.2	Ditto Internal walls	100.50	SM			
L.1.3	Ditto Ceiling	59.71	SM			
L.1.4	Ditto Doors and Windows	22.12	SM			
	<b>TOTAL FOR ELEMENT 11 TAKEN TO SUMMARY</b>					

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M	<b>ELEMENT 12: SECURITY GUARD GATE ROOM</b>					
M.1	<b>WALL REPAIRS, DOORS AND WINDOWS</b>					
M.1.1	Carefully remove and Replace the existing Roof Structure and parapet wall building plastered ready for painting	1.00	Item			
M.1.2	Allow for repair of cracks and damage wall plaster	1.00	Item			
M.2	<b>Carefully remove and replace the Door and Window openings with new painted mettalic openings</b>					
M.2.1	Door: 900x2000mm	1.00	No.			
M.2.2	Window: W1=1150x1200mm	2.00	No.			
M.3	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
M.3.1	External wall	28.38	SM			
M.3.2	Ditto Internal walls	26.22	SM			
M.3.3	Doors and Windows	4.56	SM			
	<b>TOTAL FOR ELEMENT 12 TAKEN TO SUMMARY</b>					
N	<b>ELEMENT 13: ONE BLOCK WITH TWO CLASSROOMS AND ONE STORE</b>					
N.1	<b>WALL REPAIRS, DOORS , WINDOWS ROOF &amp; CEILING</b>					
N.1.1	Allow for removal damage ceiling and wall plaster	1	Item			
N.2	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint.					
N.2.1	External wall	139.82	SM			
N.2.2	Ditto Internal walls	172.39	SM			
N.2.3	Doors and Windows	41.66	SM			
N.2.4	Allow for Ceiling repairs 30% of the Area	30.37	SM			
N.2.5	Allow 35% for roof structure repairs for leakage	46.55	SM			
N.2.6	Allow for floor screed repairs 30% of floor area	30.37	SM			

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	<b>TOTAL FOR ELEMENT 13 TAKEN TO SUMMARY</b>				
D	<b>ELEMENT 14: STAFF TOILET</b>				
D.1	<b>WALL REPAIRS, DOORS AND WINDOWS</b>				
D.1.1	Carefully remove and Replace the existing Roof Structure and parapet wall building plastered ready for painting	1.00	Item		
D.1.2	Allow for repair of cracks and damages wall plaster	1.00	Item		
D.2	<b>PAINTING: (FCA green for doors/windows and cream inside/outside, skirting down with blue).</b> All rates shall include for preparation of surface, cleaning down, smoothening, knocking stepping etc. protection of floors and fitting, and cleaning upon completion. Prepare and apply filler, apply one coat of primer and two of weather resistant. Water resistant weather guard paint and two coats of matt vinyl paint				
D.2.1	External wall	35.54	SM		
D.2.2	Ditto Internal walls	27.34	SM		
D.2.3	Doors and Windows	6.80	SM		
D.2.4	15mm thick Plastering to External walls	35.54	SM		
D.2.5	12mm thick plastering to internal walls	27.34	SM		
D.2.6	Screeding to the floor	5.44	SM		
	<b>TOTAL FOR ELEMENT 14 TAKEN TO SUMMARY</b>				
	<b>SUBTOTAL SUMMARIES</b>				
1	TOTAL FOR ELEMENT 1 TAKEN TO SUMMARY				
2	TOTAL FOR ELEMENT 2 TAKEN TO SUMMARY				
3	TOTAL FOR ELEMENT 3 TAKEN TO SUMMARY				
4	TOTAL FOR ELEMENT 4 TAKEN TO SUMMARY				
5	TOTAL FOR ELEMENT 5 TAKEN TO SUMMARY				
6	TOTAL FOR ELEMENT 6 TAKEN TO SUMMARY				
7	TOTAL FOR ELEMENT 7 TAKEN TO SUMMARY				
8	TOTAL FOR ELEMENT 8 TAKEN TO SUMMARY				
9	TOTAL FOR ELEMENT 9 TAKEN TO SUMMARY				
10	TOTAL FOR ELEMENT 10 TAKEN TO SUMMARY				
11	TOTAL FOR ELEMENT 11 TAKEN TO SUMMARY				
12	TOTAL FOR ELEMENT 12 TAKEN TO SUMMARY				

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13	TOTAL FOR ELEMENT 13 TAKEN TO SUMMARY		
14	TOTAL FOR ELEMENT 14 TAKEN TO SUMMARY		
<b>GRAND TOTAL AMOUNT FOR ALL ELEMENTS (ENTIRE CIVIL WORKS/RENOVATION WORKS) TAKEN TO SUMMARY</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

**Finn Church Aid (FCA)**

**Yambio Field Office- Located at ADRA compound, next to UNICEF and UNIMISS**

**Tel: +211 925 135 028**

**For all site visits please contact +211 925 135 028**

**Note:**

1. All prices must include applicable government taxes, transportation and delivery cost to Tiindoka Vocational Training Institute – Yambio, Western Equatoria State.
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 Western Equatoria State, an intervention supported by UNESCO.
2. All logistics, handling and transportation of the construction material from the location of origin to Tiindoka Vocational Training Institute in Yambio is the responsibility of the 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. Bids submitted by hand delivery must be registered in the bids/tender’s submission register. Bids submitted via email shall not be rejected.
2. All bids in English language only must be delivered or sent to FCA offices at the above-mentioned addresses by 4:00 PM, Thursday 15<sup>th</sup> February 2024. Late bids beyond this date and time will **NOT** be considered. Bid documents must be clearly marked “Invitation to Tender – **“FCA INVITATION TO TENDER – CIVIL WORKS FOR RENOVATION OF TIINDOKA VOCATIONAL TRAINING INSTITUTE – YAMBIO – WESTERN EQUATORIA, SOUTH SUDAN - FCA/SSUCO001/2024”**”.
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 Friday 16<sup>th</sup> February 2024 at 3.00 PM in Juba by only the Procurement Committee for all the bids received in Juba and Yambio field office respectively.

### 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

**Bids that do not meet the minimum requirements or submit all of the documents requested as outlined under sections A.4. Please do not submit your bid if it does not meet the minimum requirements in the table above.**

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

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

#	Evaluation Criteria	Weight	Scoring Method & documents required
1	Price	60%	Comparison between the total values of each offer for the complete construction works. Lowest bidder receives full score (60). The score of other candidates is calculated in relation to the lowest bid amount.  Formula: (lowest offer/tenderer's offered value) * 60
2	Availability and feasible estimated completion time frame. Completion of the entire renovation works is required preferably within 30 calendar days upon issuance of Purchase Order/Contract.	10%	If the Tenderer is able to complete the renovation works within 30 calendar days, they will receive full score (10), above 30 calendar days the bidder will receive 0 points.  If the tenderer is unable to complete the renovation 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.
3	Demonstrated previous experience in civil works specifically in Western Equatoria counties for the period between October 2020 to January 2024	30%	Maximum of 3 Purchase Orders/Contracts above 8,000 USD and 3 completion certificates for similar civil works  10 points for each delivery note. Full score 30.

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>	19/01/2024
<b>Tender no.:</b>	FCA/SSUCO001/2024
<b>Contract title:</b>	Renovation Works at Tiindoka Vocational Training Institute
<b>Closing date:</b>	Thursday, 15th February 2024 at 4:00 PM
<b>Tender opening:</b> In Juba by FCA Procurement Committee.	Friday, 16th February 2024 @ 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 – RENOVATION OF TIINDOKA VOCATIONAL TRAINING INSTITUTE - YAMBIO, WESTERN EQUATORIA STATE.

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.

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

The subject of the contract is the renovation of Tiindoka Vocational Training Institute – Yambio, Western Equatoria State.

**a) Delivery and Project location:**

The renovation works will be carried out in Tiindoka Vocational Training Institute in Yambio. The construction material will be delivered to the location specified above at Tiindoka Vocational Training Institute - Yambio. The cost of materials transportation 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 renovation works will be carried out under the UNESCO Project 13174.

**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.

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**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.

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	13/02/2024	4:00 PM
Last date on which clarifications are issued by the Contracting Authority	14/02/2024	4.00 PM
Deadline for submission of tenders (closing date)	15/02/2024	4:00 PM
Tender opening session (By FCA Procurement Committee in Juba & Yambio)	16/02/2024	3.00 PM
Contract award	22/02/2024	10:00 AM
Contract start	22/02/2024	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.

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**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

**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 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.

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<sup>1</sup> Value added tax

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**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:	
			USD	Total Price
1	Overall Total Cost for the entire renovation works (Elements 1-14)			

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:	

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Signature & stamp:

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

<b>The Tenderer</b>	:
Name of the company	:
Address	:
Telephone no.	:
Fax no.	:
E-mail:	:
Name of contact person	:
Date:	:

After having read your letter of Invitation to Tender no.FCA/SSUCO001/2024 for provision of renovation works at Tiindoka Voctaional Training Institute dated 19/01/2024; 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.

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- 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 12 months)

Signature & stamp:

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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