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## INVITATION TO BID

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**From: Cordaid South Sudan Tender Committee**

To: .....

**Attn:**

**E-mail:**

**RE: INVITATION TO BID FOR PURCHASE OF TECHNOLOGY MACHINES.**

**CORDAID Ref.: ITB-JUB-23-002**

**Date: 10<sup>TH</sup> JANUARY 2023**

Dear Mr/Ms,

Cordaid is an INGO based in Netherland and implanting projects in South Sudan in the last 20 years. we invite you to submit your best offer for purchase of technology machines as per the enclosed specifications.

If you think, based on your experience in the region, alterations to the specifications are recommendable; we appreciate your substantiated comment in this respect.

Please provide full technical specifications of the quoted items and enclose a completed and signed Statement of Compliance (page 3) with your offer. Cordaid reserves the right to arrange a pre-shipment inspection in case of contract award.

The **closing date** for the submission of quotes is **Tuesday 31<sup>st</sup> January 2023, at 4:00pm** (South Sudan Local Time).

CORDAID highly values Corporate Social Responsibility (CSR) commitments of potential suppliers. Subsequently, the evaluation criteria for selection of the most appropriate bid will include:

- Requirements to safeguard minimal social and environmental standards in production.
- Provisions to reward a supplier's proactive CSR policy.
- Provisions to reduce environmental impact of the logistic operations.

**GENERAL CONDITIONS OF PURCHASE CORDAID REF: ITB-JUB-23-002**

- Provisions to promote production in less-developed countries.

The delivery and payment terms are as follows:

**DELIVERY CONDITION:** DDP-(Incoterms 2010) at Cordaid Office Hai Neem Block 45 3<sup>rd</sup> Class Juba Central Equatorial State Republic of South Sudan. Delivered duty paid is a delivery agreement whereby the seller assumes all the responsibility, risk and cost associated with the supply of the goods to its final destination. This includes paying for shipping costs, export and import duties and any other taxes.

**DELIVERY PERIOD:** As it will be agreed in the contract (Please note that quantities may vary at any time of ordering).

**PAYMENT TERMS:** Within 30 days from delivery and upon receipt of relevant documentation and inspection and acknowledgement of the Good Received Note by the requestor. *Bank transfer charges shall be borne by the contracted supplier.*

**PRICE VALIDITY: Must be 90 working days from date of quotation.**

Bids must be submitted in accordance with the enclosed “Conditions for Submission of Bids”.

By submitting a bid, the bidder accepts in full the enclosed “General Conditions of Purchase” as the basis of the bid procedure. The bidder shall bear all costs associated with the preparation and submission of a bid and CORDAID cannot be held responsible or liable for those costs, regardless of the conduct of the outcome of the bidding process.

The bidder is expected to carefully examine and respect all instructions, forms, terms and specifications contained in this Invitation to Bid. Failure to furnish on time all the required information and documentation or submission of bids not substantially responsive in every respect to the bid dossier is at own risk and may result in rejection of the bid.

The buyer reserves the right to arrange a pre-delivery inspection on quality, quantity, marking and documents. In case goods fail to pass the inspection, possible re-inspections will be for supplier’s account.

CORDAID reserves the right to vary quantities within reasonable limits at the unit prices tendered. In no event shall the CORDAID be liable for any damages whatsoever, including, without limitation, damages for loss or profits in any way connected with cancellation of a tender.

**Bids will be evaluated on the basis of the following criteria:**

**Eligibility and requirements:**

**GENERAL CONDITIONS OF PURCHASE CORDAID REF: ITB-JUB-23-002**

- Technical compliance of the items offered according to the required specifications as set out on the enclosed Technical Specification Sheet.
- Bid conformity to the enclosed Conditions for Submission of Bids.
- Delivery schedule / Lead-time (***Must indicate***)
- Price
- Valid Legal documents of Companies registration.
- **Administrative requirements:**
  - i. Valid certificate of incorporation as a business in South Sudan or Country of origin
  - ii. Valid Certified of the Certificate of Registration
  - iii. Valid Tax clearance Certificate from Regulatory Authority of South Sudan (SS)

**2.1 Technical Requirements**

- i. Proof that the Service Provider has provided similar services to other Non-Governmental Organizations (NGOs) in South Sudan
- ii. Recommendations from reputable organizations operating in the Republic of South Sudan (RSS) for having provided similar services in recent past.

**2.2 Financial Proposal (In US Dollars)**

The financial proposal should be detailed, clear and must indicate any variables, unit prices and resulting total contract price.

Contract awarding will be based on:

- The stipulations of this Invitation to Bid.
- The bid submitted by the supplier.
- The enclosed General Conditions of Purchase.

Please confirm your intention to participate in this Invitation to Bid.

In case further information is required, please do not hesitate to contact us.

Yours faithfully,

**CORDAID - South Sudan**

**PURCAHSE OF TECHNOLOGY MACHINES**

S/No	Description	Quantity	Unit	Unit Price	Amount
1	Walking tactor	6	Complete units		
2	Grinding mills	6	Complete units		
3	Paste grinder	5	Complete units		

**CONDITIONS FOR SUBMISSION OF BIDS**

Bids shall be submitted to CORDAID, in hard copy.

**Hard copies addressed in sealed envelope and dropped to: CORDAID JUBA OFFICE**

**TENDER BOX**

**Cordaid Tender Committee**

**PURCAHSE OF TECHNOLOGY MACHINES**

Bids submitted in hardcopy must be in a sealed envelope.

CORDAID may, at its discretion, extend the closing date and/or time for the submission of bids by amending the bid documents at any time and for any reason. All rights and obligations of the bid dossier previously subject to bid closing date will thereafter be subject to the new bid closing date as extended.

Any bid received by CORDAID after the closing date and time for submission of bids prescribed will be rejected.

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