

AGENCY FOR CHILD RELIEF AID (ACRA)

PROCUREMENT ANNOUNCEMENT / INVITATION TO TENDER (ITT) 28.01.025

Tender Reference No.: SSD2025-RENK-04

Location: Renk County, Upper Nile State – South Sudan

Procurement Method: Competitive Tendering

Contract Type: Fixed Price

1. BACKGROUND

Agency for Child Relief Aid (ACRA) is a national, non-profit, non-governmental humanitarian organization established by dedicated South Sudanese professionals. ACRA works to support and improve the lives of vulnerable children and populations in both urban and rural areas of South Sudan.

ACRA delivers essential services including: Child Protection, Education, Gender-Based Violence (GBV) prevention and awareness, Safe Water Supply, Sanitation facilities, Sustainable Food Security & Livelihoods, Nutrition, and Primary Health Care services, while upholding human rights principles and promoting peace and social well-being.

Vision: A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.

Mission: To provide hope and recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Livelihoods, Environment, Education, Protection and Emergency Aid.

2. PROJECT INFORMATION

ACRA, in partnership with CAFOD & Trócaire, is implementing an Integrated Emergency Response for returnees, IDPs, and host communities in Renk County, Upper Nile State.

Project Outcome: Pressing FSL, WASH and Protection needs of returnees, IDPs and vulnerable host community members in Renk are met.

3. INVITATION TO BID

ACRA hereby invites eligible and qualified suppliers/service providers to submit bids for the supply and delivery of the following goods and services:

ACRA	3.3.1	Procurement and Provision of agricultural inputs	Total per Household	Total Households	Unit cost	Amount \$
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		(Seeds/tools) for 400 households				
AT		Hoe	1	400		
AT		Rake	1	400		
AT		Watering Can	1	400		
AS		Tomatoes	1	400		
AS		Onions	1	400		
AS		Okra	1	400		
AS		Carrots	1	400		
AS		Kudra	1	400		
AS		Pumpkin	1	400		
AS		Watermelon	1	400		
AS		Eggplant	1	400		
AS		Kale	1	400		
AS		Amaranth	1	400		
		Sub-Total				
ACRA	3.3.2	Procurement of Fishing kits for 150 HHs (private trader):	Total per Household	Total Households	Unit cost	Amount \$
FK		Fishing Hook #5 (5.5 cm)	5	150		
FK		Fishing Hook #6 (6.8 cm)	6	150		
FK		Heavier-gauge 6.8 cm	4	150		
FK		Fishing Twine #15	2	150		
FK		Fishing Twine #15	2	150		
FK		Fishing Twine #15	2	150		
		Sub-Total				
ACRA	6.6.5	Procurement of Hygiene and Cholera Kits:	Total per Household	Total Households	Unit cost	Amount \$
WK		Buckets With Tap	1	150		
WK		Buckets With Lid	1	150		
WK		Filter Cloth - Meter	1	150		
WK		Aquatabs (Tablets)	295	150		
WK		PUR Sachets	45	150		
WK		Soap 800mg	2	150		
		Sub-Total				
ACRA	LOT 4:	Air Charter Services				
AC		Airplane charter services for transportation of agricultural inputs and WASH kits (vegetable kits and tools) from Juba to Renk. Bidders must quote cost per ton.				

4. TENDER AGREEMENT

This tender process will result in the signing of Agreement between ACRA and the successful bidder(s).

The purpose of the agreement is to establish pre-agreed prices and terms for goods/services to be purchased during the contract period. The Agreement does not obligate ACRA to purchase a minimum quantity, nor does it obligate the supplier to supply beyond agreed terms.

ACRA reserves the right to terminate the agreement at any time without notice. In such cases, a new competitive process may be initiated.

5. EVALUATION CRITERIA

Bids will be evaluated based on the following key factors:

- **Price competitiveness**
- **Availability and delivery lead time**
- **Reliability and demonstrated past performance**
- **Compliance with tender requirements**

Note: ACRA is not obligated to award the contract to the lowest-priced bidder and reserves the right to reject any or all bids if none meet the organization's requirements.

6. SUBMISSION INSTRUCTIONS

6.1 Deadline

The deadline for proposal submission is: **20 March 2026 at 12:00 PM (Local Time)**. Late submissions will not be considered for evaluation.

6.2 Submission Method: All proposals must be submitted by email to: **procurement@acra-ssd.org**

6.3 Tender Reference - Bidders must clearly indicate the tender reference number in the email subject line:

SSD2025-RENK-04

7. BID DOCUMENTS REQUIREMENTS

Interested bidders must submit the following documents:

1. **Company profile** (including registration details and contact information)
2. **Technical proposal** (delivery lead time, specifications, availability, warranty where applicable)
3. **Financial proposal / Quotation in USD**
4. **Past experience evidence** (contracts, LPOs, delivery notes, reference letters)
5. **Signed Anti-Terrorism and Ethics Compliance Declaration**
6. **Signed Conflict of Interest and Gratuity Declaration**

8. ELIGIBILITY AND COMPLIANCE REQUIREMENTS

All bidders must comply with the following conditions:

1. All prices must be quoted in United States Dollars (USD).
2. The language of the bid shall be English only.
3. Bids must be submitted via email to procurement@acra-ssd.org.
4. Failure to submit required documents within the deadline will result in automatic disqualification.
5. Anti-Terrorism and Ethics Compliance Statement: Bidders must submit a signed declaration confirming non-involvement in terrorism, corruption, or fraudulent activities in accordance with ACRA procurement policies.
 - Conflict of Interest and Gratuity Clause: Offering or accepting gifts, inducements, or gratuities constitutes a conflict of interest and will result in disqualification.
 - **Roadworthiness and Insurance Requirements (where applicable):** Bidders providing transport-related services must provide a valid **Certificate of Roadworthiness** and **Comprehensive Insurance** covering vehicle, passengers, and third-party liability.
 - **Contracting Requirement:** The successful bidder(s) will sign **ACRA's standard Procurement/Service Contract** as provided in Appendix 5 of ACRA's procurement manual.

9. BID OPENING AND REVIEW

Proposals will be opened and preliminarily evaluated by an internal, multi-departmental evaluation panel of ACRA staff after the submission deadline.

10. IMPORTANT NOTICE

ACRA HAS ZERO TOLERANCE TO SEXUAL EXPLOITATION AND ABUSE, CORRUPTION AND FRAUD

ACRA reserves the right to:

- Request clarification from bidders during evaluation
- Reject any or all proposals
- Cancel the tender process at any stage without obligation

Issued by:

**Agency for Child Relief Aid (ACRA)
Procurement Department**

