



**INVITATION TO TENDER
REFERENCE NUMBER: PR-2025-RSTF-151**

**CONSTRUCTION OF 14.8M LONG BY 7M WIDE MARKET SHADE IN MAYENDIT COUNTY
IN BENTIU-UNITY STATE SOUTHSUDAN**

SCHEDULE OF ITB ACTIVITIES:	
Issue ITB	<i>26 FEBRAURY, 2025</i>
Questions from Supplier due date	<i>7TH MARCH, 2025</i>
Deadline for reply	<i>10TH MARCH, 2025</i>
Deadline for submitting the bid to UNIDOR	<i>11 ST MARCH, 2025</i>
Opening and Evaluation of ITT	<i>12 ND MARCH, 2025</i>
Award of Contracts and Review	<i>13TH MARCH, 2025</i>
Contract start	<i>14TH MARCH, 2025</i>

1. INTRODUCTION

1.1. The Universal Intervention and development Organization.

Universal Intervention and Development organization (UNIDOR) is a South Sudanese based non-profit Christian relief, development, humanitarian and advocacy Non-Governmental Organization (NGO) dedicated to working with communities to overcome poverty and injustice.

Universal Intervention and Development Organization began operations in South Sudan in 2004 after being legally registered by Ministry of Justice under certificate number, Relief and Rehabilitation Commission (RRC) and a member of NGO forum South Sudan.

UNIDOR provide humanitarian interventions in Health, Nutrition, Education, Water and sanitation, food Security and livelihoods, peace building and conflict mitigation guided by Christian values and principles.

1.2. The Purpose of this Invitation to Tender (ITT)

Through this Invitation to Bid (ITT), UNIDOR seeks to secure competitive Bids for the selection of a Contractor for the construction of one room (1) Market shade in Mayendit County. Eligible and technically qualified and competent companies to provide the Construction works, are invited to submit their Tenders/bids as follows:

The eligible company should bid for all the locations according to the BOQ and the drawings as shown below.

LOCATIONS	Category Description
MAYENDIT MARKET IN MAYENDIT COUNTY	CONSTRUCTION OF MARKET SHADE IN MAYNEDIT COUNTY

The winning bidder(s) will enter a fixed term contract for the duration of the works. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in South Sudan, (Mayendit county) and regular taxpayers. The Bidder shall not be under any declaration of ineligibility or exclusion for corrupt or fraudulent practices in South Sudan or any other country of operation.

1.3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of their bids, and UNIDOR SOUTHSUDAN, “the Contracting Authority”, will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2. THE BIDDING DOCUMENTS:

2.1. The Bidding Documents

The Bidder shall inspect all documents and information, forms, terms, and conditions in this ITT. Failure to furnish all information and address all areas of the bidding documents will be considered as substantially unresponsive and may lead to rejection of the bid in its entirety.

The Bidding documents comprise of the following documents:

- *The Invitation to Bid document, this document.*
- *Bill of Quantities (BoQs)*
- *Drawings and Designs for the temporary block of Classrooms*
- *UNIDOR Code of Conduct.*

2.2. Clarification of Bidding Documents

Any prospective Bidder wishing to seek for further clarification on the bidding documents may notify UNIDOR through the email address: nyak@unidorss.org and okumuj@unidorss.org. The request for clarification must reach UNIDOR not later than 14th February 2024. A representative of UNIDOR will respond by e-mail providing clarification by the 16th February 2024.

3. PREPARATION OF BIDS

3.1. Language of the Bid

The bid and all accompanying correspondence between the bidders and UNIDOR shall be written in English language only.

3.2. Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from further evaluation.

- *Cover letter expressing interest to provide Construction Works for five blocks of two Classrooms.*
- *Technical proposal detailing the Company Profile (5 pages maximum) with a brief description of the firm's organization, Structure, Organogram, and summary of the senior personnel in the company.*
- *Provide a table of recent construction works carried out for any International/Local Non-Governmental Organization in South Sudan on similar Works (indicate the Year of Construction, Contract Amount, the INGO/LOCAL which contracted you for the work and when it was started and completed).*
- *Provide a summary and profiles of the Key Staff proposed for the project(s). This includes the Engineer or Foreman to act as the Construction Project Managers and who will supervise the work(s) as well as any Technical and non-technical staff who will handle contractual issues (Note that the absence of an Engineer will be grounds for non-award).*
- *Gantt Chart or outline of key stages of construction in a Work Plan for all Categories of Works mentioned above. This workplan should indicate duration of each stage of the construction schedule and time in days stipulated.*
- *A Financial Proposal detailing the costs of carrying out the Construction work presented in the same format of the BoQ in own letter head. Where bidders feel the UNIDOR BoQ is not sufficiently capturing some of the elements for the construction of the various structures, they may opt to propose this in a separate sheet.*
- *Certificate of Incorporation and or Registration in South Sudan.*
- *License for Operations from any City in South Sudan.*
- *Tax Registration Certificates.*
- *Tax Compliance Certificates/ Evidence of payment of tax to any relevant authority within South Sudan.*
- *Bank details and 3-Months Financial Statements from a reputable Bank in South Sudan.*

- *Provide details of Three Referees that UNIDOR may contact to give a testament of your previous completed works. Further, provide Three Reference Letters and or any record of similar previous relevant construction work with INGOs or UN Agencies or national NGOs*
- *Any other document the bidder might feel will increase chances of award.*

3.3. Bid Prices & Price Changes

For the purpose of selecting a Contractor, the Bidder shall clearly indicate the unit price of each of the items in the Bill of Quantities. The Bidder must sign and officially stamp the price schedule on the Bill of Quantities.

During the validity period of the ensuing Contract, any price changes must be expressed in writing to UNIDOR, 15 days before implementing such change. UNIDOR will also respond to the request in writing within 15 days. Once the changes have been agreed upon, an addendum will be signed to form part of the original contract.

To ensure the quality of the workmanship, UNIDOR will **retain 10%** of the total amount of the contract arising therefrom, during the defects liability period as per the practice in the construction sector. Where the contractor is not responsive to any repairs during this period, an amount will be deducted to cover such repairs with another contractor, and these notes kept as non-performance.

3.4. Bid Currencies

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **United States Dollar (USD)**.

3.5. Documents Establishing Works Eligibility and Conformity to Bidding Document

Pursuant to *Clause 3.2*, the bidder shall furnish, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all works to be provided under the contract.

The Documentary evidence of the Works' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.).

3.6. Bid Security

For the Purpose of this ITB process, Bid Security or Bond shall not be applicable.

3.7. Validity of Bids

Given the length of the contract, its UNIDOR wish that the Bids remain **valid for a minimum period of Ninety (90) days** after submission.

3.8. Format and Signing

All pages of the original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their financial proposal. The content of the cover letter shall include the following information:

- A table containing bid offer and item(s) description.
- Outline or specification of the Works to be offered for all Locations. Each location shall be submitted
- State the Delivery time from the Gantt Chart and Workplan for completion of the works.
- State the Total Revenue and or Turnover of your Construction Business for the last 6-12 Months period.
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 days).

4. SUBMISSION OF BIDS

4.1. Submission and Marking of Bids:

The Marking on the Sealed Envelope containing the Technical and Financial Proposals shall be as follows:

REF #: PR-2025-RSTF-151 CONSTRUCTION OF 14.8M LONG BY 7M WIDE A MARKET SHADE IN MAYENDIT COUNTY UNITY STATE

To:

**The procurement & Tender Committee
UNIDOR-Juba Head office, Tonging Juba, South Sudan**

Hand delivered before the deadline **11th March 2025 at 17:00hrs EAT. Evaluations will be done starting date 12th March 2025 in UNIDOR Office in Juba, and Note the companies will not be invited to attend the bids opening exercise, and if the company did not get the feedback within 5 working days consider your bids unsuccessful.**

Bids submitted after the deadline will not be accepted.

Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, and date of submission.

4.2. Format

The Bidder’s offer shall comprise of all the documents requested by UNIDOR, price and cost Schedules and any other supporting documents in a sealed envelope. Please, indicate the **reference #** (Number) as indicated above.

4.3. Modification and Withdrawal of Bids

No modification or withdrawal of any bid shall be allowed after submission and deadline date.

5. BID OPENING AND EVALUATION

5.1. Preliminary Examination

UNIDOR will examine the bids to determine whether they are complete, free of any computational errors, and that all required licenses have been provided and requisite documents properly signed and stamped and whether bids are generally in order:

ADMINISTRATIVE REQUIREMENT	YES	NO
APART FROM THE NORMAL PROCESS, CONTRACTORS WILL SHOW EVIDENCE OF HAVING PPEs CONSTRUCTION WORKS FOR THEIR STAFFS IN PROJECT SITE		
Is Profile of the Contractor or company with a table showing recent relevant construction experience provided?		
Is Certificate of Incorporation and or Registration provided?		
Is Operational License in the name of the Company provided?		
Is Construction License for 2024 for this category of works provided?		

Is Tax Clearance with any recognized regional or national authority provided?		
Is there evidence for Current Tax Submission and deductions by the bidder?		
Has the bidder provided Bank Statements and details in the name of the Contractor company		
Is there a Profile of Supervising Engineer of the Works in the bid document?		
Has the Detailed Bill of Quantities aligned to these specific works fully populated with prices		
Has the bidder provided a Gantt Chart/ or Construction Work Plan with clear completion timelines for each phase of the construction work for the classrooms?		
Has the Bidder provided Financial Bid in the Bid Document?		
PROCEEDS TO THE NEXT EVALUATION (YES OR NO)		

Those not providing over 80% of the requirements will not be progressed to the next stage of technical evaluation.

5.2. Technical Evaluation.

Bids determined to be substantially responsive as per *section 5 above* will be considered for the evaluation stage with the below scoring criteria:

EVALUATION CRITERIA		
Tech Eval:	Description	Score (%)
	The Capacity of the Contractor: 1. General Organization structure and or profile of the Construction Bidding Company and the owners - [5] 2. A table showing 5-10 recent and previous assignments and or completed works with their value - [10]	

Technical Capacity and Structure of the bidding Company	<ol style="list-style-type: none"> 3. The Capacity in terms of the Technical Qualifications (Project Managers, Engineer/Masons) and Number of Employees in the company - [10%]. 4. Number of Years' Experience of the Lead Engineer, Foreman or Construction project Manager (Minimum 3 Years) - [10] 5. Number of Years (minimum 3) experience of the company in the sector and in similar works – [10%] 6. Suitable equipment for transporting materials and performance of the construction work – [5%]. 7. Detailed and itemized Price schedule, preferably in the Bill of Quantities aligned to these specific works [5%] 8. Financial Capacity: Amount of Turnover of the Company: Provide Bank Statements of the Company for the past 1 year. State your turnover [15%] 	70%
Work Completion Time/ Delivery Time (from the work plan/Gantt Chart.	<p>Completion Timeline: bidder to provide a Gantt Chart/ or Construction Work Plan with clear completion timelines for each phase of the construction work for the block of Classrooms</p> <ol style="list-style-type: none"> 9. Bidder's Offered Works completion Time (<i>from the work plan/Gantt Chart</i>) as compared to other bidders – [20%]. <i>(Score on Lead Time = (Shortest Lead Time Offered/Bidder Lead Time) *20%)</i> 	20%
References, Letters, Copies of Contracts	<p>This refers to the bidder providing: Provide details of Three Referees that UNIDOR may contact to give a testament of your previous completed works. Further, provide Three Reference Letters and or any record of similar previous relevant construction work with INGOs or UN Agencies</p> <ol style="list-style-type: none"> 10. Any documents, letters, contract copies, purchase orders or relevant information demonstrating experience and capacity to deliver – [10%]. 	10%
	TECHNICAL EVALUATION SCORE OUT OF 100%	100%
Financial Proposal	FINANCIAL PROPOSAL SCORE. SCORE= (LOWEST BID OFFER PRICE/OFFERED BID PRICE) *100%	100%

TECHNICAL EVALUATION (60 Points) + FINANCIAL (40 Points)	<u>WEIGHTED SCORES:</u> TECHNICAL EVALUATION=[SCORE/100] *60 POINTS] FINANCIAL EVALUATION SCORE= (LOWEST BID PRICE/OFFERED BID PRICE) *40 Points	60 Points + 40 Points
	TOTAL WEIGHT (TECHNICAL EVALUATION + FINANCIAL EVALUATION)	100 Points

5.3. Contacting UNIDOR

Subject to *Clause 5*, no Bidder shall contact UNIDOR on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced save as provided for in the bidding clarifications section.

5.4. Notification of Award

A representative of UNIDOR will only notify successful bidders in writing about bid acceptance. For Successful bidders, UNIDOR will share draft Contract for review before signature of the final contract. At this time, UNIDOR may choose to negotiate with the selected bidder to finalize the offer.

6. CONTRACTING

6.1. Contract award and notification

UNIDOR will award and notify only the Contractor whose Bid has been determined to be substantially responsive and considering rates, price, and performance factors.

6.2. Evaluation

UNIDOR, where applicable, will have the right to assess and evaluate Contractor's works and this will be done by UNIDOR Construction Consultant and or Programme staff.

Should the works not conform to the generally accepted building standards expected, UNIDOR may discontinue the works without extension of time except at UNIDOR's sole discretion. Upon discontinuation, the Contractor shall refund UNIDOR prorated amounts up to and including the last day of notice.

6.3. Commissions, Rates, Price Schedules, and Location

Bidders interested in the Construction works, should provide the information requested above and, in the *Annexes*, below.

Disclaimer

UNIDOR reserves the right to alter the dates of the timetable.

UNIDOR does not bind itself to accept the lowest or any Bid thereof.

7. ANNEXES: CONSTRUCTION OF MAYENDIT OF 14.8M LONG BY 7M MARKET SHADE IN MAYENDIT COUNTY (TECHNICAL DRAWING ATTACHED SEPARATELY)

ANNEX I: BOQ FOR CONSTRUCTIONS OF MAYENDIT COUNTY MARKET SHADE

NOTE:

- 1. A BIDDING COMPANY CAN PREPARE A STANDARD BOQ BASED ON THE TECHNICAL DRAWINGS ATTACHED.**