

Annex 4 - Terms of Reference for Ground Transport Services (Vehicle Truck Hire Service)

Date of issue:	02/03/2026
Invitation to tender reference no	FCA/SSUCO001/2026
Project title:	PROVISION OF GROUND TRANSPORT SERVICES (VEHICLE TRUCK HIRE SERVICE)
Deadline for submission of offers:	03/04/2026 at 4:00 PM
Contracting authority:	Finn Church Aid (FCA), South Sudan Country Office Contact Person: Rita Gire E-mail: Procurement.Ssuco@kua.fi

Please see the tender dossier for more information on submission requirements and full list of annexes.

1. Introduction

Finn Church Aid (FCA) is Finland's largest international aid organisation with more than 70 years of experience. We specialise in the world's most fragile contexts and work with the most vulnerable people, regardless of their religious beliefs, ethnic background or political convictions. FCA South Sudan Country Office implements humanitarian and development project in throughout South Sudan, working in right to quality education, right to livelihoods and right to peace. For more information in FCA, please visit www.kua.fi.

2. Purpose

The purpose of this tender is to solicit offers/ bids for Ground Transport Services for FCA South Sudan Country Office.

FCA South Sudan is seeking reliable vehicle trucks hire service providers that offers uninterrupted road transport services with a wide coverage within South Sudan. The successful bidder/service providers will enter into a one (1) year framework agreement with FCA and renewable up to a maximum of three additional years, subject to satisfactory service provision and performance.

3. Scope of Service, Eligibility and Contract Award Criteria

The subject of the contract is the provision Ground transport (Truck hire services) within Juba and from Juba to the locations and within other FCA operational locations provided in Annex 3.

Item/Lot	Description	Quantity
1	Vehicle truck hire (Ground transport)	Various locations

Important Notes

Insurance Cover:

The bidder must be in position to provide evidence of valid insurance cover for the vehicles quoted.

Taxes

All taxes associated with transportation services will be the responsibility of the successful bidder.

Bids: You may quote for all lots or select a single lot but quote for all items in the selected lot.

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Eligibility Criteria imposed on the Tenderer

Tenderers must provide the documents listed below. Tenderers that do not provide the documents listed below will not be qualified for evaluation.

#	Eligibility Criteria	Means of verification and required documentation
1.	The Tenderer (including members of consortium and subcontractors, if any) is registered in the Trade Register in its country of domicile. The tenderer must also be operationally present in South Sudan with relevant registration in order. (YES/NO)	Tenderer shall confirm its registration by providing a valid Trade Register certificate. Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate.
2.	The Tenderer (including members of consortium and subcontractors, if any) has paid all taxes and pension contributions as well as other payments required by the applicable laws. (YES/NO)	Tenderer shall confirm this by providing a valid Tax certificate.
3.	The tenderer confirms by answering "YES" that it is not operating under a sanction or asset freeze that has been imposed on the tenderer by the European Union (EU), the United Nations (UN), or the Finnish authorities. This requirement concerns the following: - Members of the administrative, management or supervisory body of the Tenderer or persons exercising control, representation or supervision power of the Tenderer; -The Tenderer's direct or indirect owners; - Subcontractors participating in producing the goods or providing the services under this contract; - Members of the administrative, management or supervisory body of such subcontractors or persons exercising control, representation or supervision power of such subcontractors; (YES/NO)	Confirm "YES"
4.	In case of a joint tender submitted by a group of tenderers, the group will be regarded as partners (consortium). If awarded the contract, they will have an equal responsibility towards the contracting authority in the execution of the contract. All partners shall be considered as tenderers and assume joint and several liability towards the Contracting Authority for the performance of the contract. (YES/NO)	Tenderer shall answer "YES" or "NO" to confirm if the tender is submitted as a consortium. If "YES", the tenderer commits to share required documentation for the Contracting Authority to verify the partners' eligibility ahead of contract signing.
5.	The tenderer shall confirm whether in its capacity as the Service Provider it is aiming to utilise sub-contracting in performing tasks foreseen in the contract (YES/NO)	Tenderer shall answer "YES" or "NO" to confirm if the tenderer is planning to use sub-contractors as part of delivering the service. If "YES", the tenderer commits to share required documentation for the Contracting Authority to verify the sub-contractor's eligibility ahead of contract signing.
6.	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce
7.	Valid Operation License	Operation License from the State Ministry of Finance & Economic Development

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8.	Valid Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation or the South Sudan Revenue Authority
9.	Valid vehicle registration certificates	Valid trucks registration certificates registered in the company's name, minimum of two trucks. You must demonstrate ownership of the trucks/fleets used to transport items i.e., a copy of logbook will suffice.
10.	Vehicle Insurance	Valid vehicle insurance from reputable insurance service provider
11.	Bids Validity	The bid must be valid for a minimum of 12 months

Contract Award Criteria

Eligible offers will be evaluated according to the evaluation criteria below.

#	Evaluation Criteria	Weight %	Scoring method & required documentation
1.	Price	60%	Comparison between the total values of each offer. The lowest bidder receives the full score (60). The score of other candidates is calculated in relation to the lowest bid amount. Formula: (lowest entered/tendered value) * maximum points
2.	Previous Experience – truck hire contracts or recommendation letters for the last two to six years	40%	Recommendation letter or service contracts for Ground Transport Services (truck hire services) rendered in South Sudan from at least two (2) clients who have received Ground Transport Services from your company . At least one (1) of the clients must be an INGO operating in South Sudan. Recommendation letters must be dated within the last 6 years between 2020 - 2026. By submitting recommendation letters or service contracts, the tenderer gives authorization to Finn Church Aid to contact the clients for verification. Maximum of 2 signed service agreements/contracts plus waybills signed by the recipient of the goods. 20 points for each delivery note/waybill. Full score 40.

Please remember to provide all the required documentation under eligibility and contract award criteria in your tender submission.

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Annex 3: Tender submission form

Instruction to Tenderers: Tenderers must fill in all **yellow fields**.

Submitted by (name of company):	
Contact Person:	

Ground Transport Services – Financial Proposal

#	Quantity	Unit	Metric Tonnes	Locations	Cost/USD
1.	1	Trip	1 MT	Within Juba, Central Equatoria State	
2.	1	Trip	2 MT	Within Juba, Central Equatoria State	
3.	1	Trip	3 MT	Within Juba, Central Equatoria State	
4.	1	Trip	4 MT	Within Juba, Central Equatoria State	
5.	1	Trip	5 MT	Within Juba, Central Equatoria State	
6.	1	Trip	7 MT	Within Juba, Central Equatoria State	
7.	1	Trip	10 MT	Within Juba, Central Equatoria State	
8.	1	Trip	15 MT	Within Juba, Central Equatoria State	
9.	1	Trip	20 MT	Within Juba, Central Equatoria State	
10.	1	Trip	30 MT	Within Juba, Central Equatoria State	
11.	1	Trip	40 MT	Within Juba, Central Equatoria State	
12.	1	Trip	1 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
13.	1	Trip	2 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
14.	1	Trip	3 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
15.	1	Trip	4 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
16.	1	Trip	5 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
17.	1	Trip	7 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
18.	1	Trip	10 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
19.	1	Trip	15 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
20.	1	Trip	20 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
21.	1	Trip	30 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
22.	1	Trip	40 MT	Juba to Gorom Refugee Settlement, Juba, Central Equatoria State	
23.	1	Trip	1 MT	Juba to Mingkaman, Awerial, Lakes State	
24.	1	Trip	2 MT	Juba to Mingkaman, Awerial, Lakes State	
25.	1	Trip	3 MT	Juba to Mingkaman, Awerial, Lakes State	
26.	1	Trip	4 MT	Juba to Mingkaman, Awerial, Lakes State	

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27.	1	Trip	5 MT	Juba to Mingkaman, Awerial, Lakes State	
28.	1	Trip	7 MT	Juba to Mingkaman, Awerial, Lakes State	
29.	1	Trip	10 MT	Juba to Mingkaman, Awerial, Lakes State	
30.	1	Trip	15 MT	Juba to Mingkaman, Awerial, Lakes State	
31.	1	Trip	20 MT	Juba to Mingkaman, Awerial, Lakes State	
32.	1	Trip	30 MT	Juba to Mingkaman, Awerial, Lakes State	
33.	1	Trip	40 MT	Juba to Mingkaman, Awerial, Lakes State	
34.	1	Trip	1 MT	Juba to Bor, Jonglei State	
35.	1	Trip	2 MT	Juba to Bor, Jonglei State	
36.	1	Trip	3 MT	Juba to Bor, Jonglei State	
37.	1	Trip	4 MT	Juba to Bor, Jonglei State	
38.	1	Trip	5 MT	Juba to Bor, Jonglei State	
39.	1	Trip	7 MT	Juba to Bor, Jonglei State	
40.	1	Trip	10 MT	Juba to Bor, Jonglei State	
41.	1	Trip	15 MT	Juba to Bor, Jonglei State	
42.	1	Trip	20 MT	Juba to Bor, Jonglei State	
43.	1	Trip	30 MT	Juba to Bor, Jonglei State	
44.	1	Trip	40 MT	Juba to Bor, Jonglei State	
45.	1	Trip	1 MT	Juba to Pibor, Greater Pibor Administrative Area	
46.	1	Trip	2 MT	Juba to Pibor, Greater Pibor Administrative Area	
47.	1	Trip	3 MT	Juba to Pibor, Greater Pibor Administrative Area	
48.	1	Trip	4 MT	Juba to Pibor, Greater Pibor Administrative Area	
49.	1	Trip	5 MT	Juba to Pibor, Greater Pibor Administrative Area	
50.	1	Trip	7 MT	Juba to Pibor, Greater Pibor Administrative Area	
51.	1	Trip	10 MT	Juba to Pibor, Greater Pibor Administrative Area	
52.	1	Trip	15 MT	Juba to Pibor, Greater Pibor Administrative Area	
53.	1	Trip	20 MT	Juba to Pibor, Greater Pibor Administrative Area	
54.	1	Trip	30 MT	Juba to Pibor, Greater Pibor Administrative Area	
55.	1	Trip	40 MT	Juba to Pibor, Greater Pibor Administrative Area	
56.	1	Trip	1 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
57.	1	Trip	2 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
58.	1	Trip	3 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
59.	1	Trip	4 MT	Juba to Gumuruk, Greater Pibor Administrative Area	

60.	1	Trip	5 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
61.	1	Trip	7 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
62.	1	Trip	10 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
63.	1	Trip	15 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
64.	1	Trip	20 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
65.	1	Trip	30 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
66.	1	Trip	40 MT	Juba to Gumuruk, Greater Pibor Administrative Area	
67.	1	Trip	1 MT	Juba to Duk Padiet, Jonglei State	
68.	1	Trip	2 MT	Juba to Duk Padiet, Jonglei State	
69.	1	Trip	3 MT	Juba to Duk Padiet, Jonglei State	
70.	1	Trip	4 MT	Juba to Duk Padiet, Jonglei State	
71.	1	Trip	5 MT	Juba to Duk Padiet, Jonglei State	
72.	1	Trip	7 MT	Juba to Duk Padiet, Jonglei State	
73.	1	Trip	10 MT	Juba to Duk Padiet, Jonglei State	
74.	1	Trip	15 MT	Juba to Duk Padiet, Jonglei State	
75.	1	Trip	20 MT	Juba to Duk Padiet, Jonglei State	
76.	1	Trip	30 MT	Juba to Duk Padiet, Jonglei State	
77.	1	Trip	40 MT	Juba to Duk Padiet, Jonglei State	
78.	1	Trip	1 MT	Juba to Duk Payuel, Jonglei State	
79.	1	Trip	2 MT	Juba to Duk Payuel, Jonglei State	
80.	1	Trip	3 MT	Juba to Duk Payuel, Jonglei State	
81.	1	Trip	4 MT	Juba to Duk Payuel, Jonglei State	
82.	1	Trip	5 MT	Juba to Duk Payuel, Jonglei State	
83.	1	Trip	7 MT	Juba to Duk Payuel, Jonglei State	
84.	1	Trip	10 MT	Juba to Duk Payuel, Jonglei State	
85.	1	Trip	15 MT	Juba to Duk Payuel, Jonglei State	
86.	1	Trip	20 MT	Juba to Duk Payuel, Jonglei State	
87.	1	Trip	30 MT	Juba to Duk Payuel, Jonglei State	
88.	1	Trip	40 MT	Juba to Duk Payuel, Jonglei State	
89.	1	Trip	1 MT	Juba to Duk Panyang, Jonglei State	
90.	1	Trip	2 MT	Juba to Duk Panyang, Jonglei State	
91.	1	Trip	3 MT	Juba to Duk Panyang, Jonglei State	
92.	1	Trip	4 MT	Juba to Duk Panyang, Jonglei State	
93.	1	Trip	5 MT	Juba to Duk Panyang, Jonglei State	
94.	1	Trip	7 MT	Juba to Duk Panyang, Jonglei State	
95.	1	Trip	10 MT	Juba to Duk Panyang, Jonglei State	
96.	1	Trip	15 MT	Juba to Duk Panyang, Jonglei State	
97.	1	Trip	20 MT	Juba to Duk Panyang, Jonglei State	
98.	1	Trip	30 MT	Juba to Duk Panyang, Jonglei State	
99.	1	Trip	40 MT	Juba to Duk Panyang, Jonglei State	
100.	1	Trip	1 MT	Juba to Uror, Jonglei State	

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101	1	Trip	2 MT	Juba to Uror, Jonglei State	
102	1	Trip	3 MT	Juba to Uror, Jonglei State	
103	1	Trip	4 MT	Juba to Uror, Jonglei State	
104	1	Trip	5 MT	Juba to Uror, Jonglei State	
105	1	Trip	7 MT	Juba to Uror, Jonglei State	
106	1	Trip	10 MT	Juba to Uror, Jonglei State	
107	1	Trip	15 MT	Juba to Uror, Jonglei State	
108	1	Trip	20 MT	Juba to Uror, Jonglei State	
109	1	Trip	30 MT	Juba to Uror, Jonglei State	
110	1	Trip	40 MT	Juba to Uror, Jonglei State	
111	1	Trip	1 MT	Juba to Maridi, Western Equatoria State	
112	1	Trip	2 MT	Juba to Maridi, Western Equatoria State	
113	1	Trip	3 MT	Juba to Maridi, Western Equatoria State	
114	1	Trip	4 MT	Juba to Maridi, Western Equatoria State	
115	1	Trip	5 MT	Juba to Maridi, Western Equatoria State	
116	1	Trip	7 MT	Juba to Maridi, Western Equatoria State	
117	1	Trip	10 MT	Juba to Maridi, Western Equatoria State	
118	1	Trip	15 MT	Juba to Maridi, Western Equatoria State	
119	1	Trip	20 MT	Juba to Maridi, Western Equatoria State	
120	1	Trip	30 MT	Juba to Maridi, Western Equatoria State	
121	1	Trip	40 MT	Juba to Maridi, Western Equatoria State	
122	1	Trip	1 MT	Juba to Mundri, Western Equatoria State	
123	1	Trip	2 MT	Juba to Mundri, Western Equatoria State	
124	1	Trip	3 MT	Juba to Mundri, Western Equatoria State	
125	1	Trip	4 MT	Juba to Mundri, Western Equatoria State	
126	1	Trip	5 MT	Juba to Mundri, Western Equatoria State	
127	1	Trip	7 MT	Juba to Mundri, Western Equatoria State	
128	1	Trip	10 MT	Juba to Mundri, Western Equatoria State	
129	1	Trip	15 MT	Juba to Mundri, Western Equatoria State	
130	1	Trip	20 MT	Juba to Mundri, Western Equatoria State	
131	1	Trip	30 MT	Juba to Mundri, Western Equatoria State	
132	1	Trip	40 MT	Juba to Mundri, Western Equatoria State	

Eligibility Criteria imposed on Tenderer

#	Criteria	Tenderer's response (yes/no, additional information, reference to annex)
1.	The Tenderer (including members of consortium and subcontractors, if any) is registered in the Trade Register in its country of domicile. The tenderer must also be operationally present in South Sudan with relevant registration in order. (YES/NO)	
2.	The Tenderer (including members of consortium and subcontractors, if any) has paid all taxes and pension contributions as well as other payments required by the applicable laws. (YES/NO)	
3.	The tenderer confirms by answering "YES" that it is not operating under a sanction or asset freeze that has been imposed on the tenderer by the European Union (EU), the United Nations (UN), or the Finnish authorities.	

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	<p>This requirement concerns the following:</p> <ul style="list-style-type: none"> - Members of the administrative, management or supervisory body of the Tenderer or persons exercising control, representation or supervision power of the Tenderer; -The Tenderer's direct or indirect owners; - Subcontractors participating in producing the goods or providing the services under this contract; - Members of the administrative, management or supervisory body of such subcontractors or persons exercising control, representation or supervision power of such subcontractors; (YES/NO) 	
4.	<p>In case of a joint tender submitted by a group of tenderers, the group will be regarded as partners (consortium). If awarded the contract, they will have an equal responsibility towards the contracting authority in the execution of the contract.</p> <p>All partners shall be considered as tenderers and assume joint and several liability towards the Contracting Authority for the performance of the contract (YES/NO)</p>	
5.	<p>The tenderer shall confirm whether in its capacity as the Service Provider it is aiming to utilise sub-contracting in performing tasks foreseen in the contract (YES/NO)</p>	
6.	<p>Valid Membership Certificate (YES/NO)</p>	
7.	<p>Valid Operation License (YES/NO)</p>	
8.	<p>Tax identification (YES/NO)</p>	
9.	<p>Valid vehicle registration certificates: Valid trucks registration certificates registered in the company's name, minimum of two trucks. You must demonstrate ownership of the trucks/fleets used to transport items i.e., a copy of logbook will suffice.</p>	
10	<p>Vehicle Insurance: Valid vehicle insurance from reputable insurance service provider</p>	
11	<p>Bids Validity: The bid must be valid for a minimum of 12 months</p>	

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

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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:	

Subsidiaries, Associates and/or Overseas Representative	
Countries with registered office:	
Countries with representation (agent):	
List of International quality assurance certification held by your company:	
List of local and national quality assurance certification held by your company	
International trade / professional organisations of which your company is a member:	
Local trade / professional organisations of which your company is a member:	

After having read your letter of Invitation to Tender no. FCA/SSUCO001/2026 for provision of Ground Transport Services dated 02/03/2026 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 Service contracts with annexes.
- 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.
 - Agree to apply the highest reasonable standard of diligence to prevent Money Laundering and Terrorist financing. Compliance with this obligation will be ensured by implementing FCA AML /CFT policy.

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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** [insert], as evidenced in the enclosed Company Registration Certificate.
- In the event the contract is awarded to us, we request that payments under the contract be made to the following **account**: [provide bank account information].

Signature & stamp:

Signed by:

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

Note:

- *FCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*

Disclaimer: *FCA South Sudan reserves the right to either amend or cancel this call without notice and shall accept no liability whatsoever as a result. The decision of the FCA South Sudan Procurement Review Committee shall be final.*

NOTE: only the successful bidder will be notified. If you don't get a notification from FCA within two weeks after the closing date, consider your quotation unsuccessful.

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”.

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