

INVITATION TO TENDER FOR LEASE OF OFFICE SPACE FOR THE PERIOD 2023 - 2032.

Date of issue:	21/11/2022
Tender no.:	FCA/SSUCO015/2022
Contract title:	Office Space
Closing date:	13th December 2022 at 10:00 AM
Tender opening:	13th December 2022 at 11:00 AM
Tender opening will be in Juba (Bidders are invited to attend the bids opening session)	FCA Office in Juba Na Bari, Behind Mindan Rembo
Contracting authority:	Finn Church Aid, South Sudan Country Office E-Mail: procurement.ssuco@kua.fi

Finn Church Aid (FCA) South Sudan Country Office is seeking for bids from reputable companies/ office premise owners for lease of office space with the specifications provided in the table below. The successful company/service provider will enter in to two (2) years office rent agreement with FCA and renewable up to a maximum of ten (10) consecutive years, subject to satisfactory service provision. **Please note that FCA will deduct and withhold 20% tax and therefore, you financial proposals should cover the 20% tax amount.**

#	Specifications	Additional note/remarks/ Compliance (YES/NO)
1	Premises with ample space plan built on approximately 1200 sq/m parcel of land.	
2	Secured Environ and accessible Location.	
3	Minimum of 15 office rooms	
4	One Conference Hall preferably with the ability to accommodate 50-100 people	
5	1 Kitchen with a big space preferably 16 m2 or bigger	
6	One big Storage/warehouse minimum 100 m2	
7	One big open gate approximately 4meter & preferably one security gate access / alternative route for exits/escape routes.	
8	One Security guard room	
9	At least two (2) external toilets for gents and ladies	
10	Big Parking lot, preferably 300 m2 that can accommodate a minimum of 15 vehicles	
11	1 heavy duty electrical power generator. Power supply and backup system (onsite generator) with space for installing fuel tank	
12	Availability of JEDCO city power as the main power supply	
13	Well secured perimeter wall.	
14	Its proximity preferably within Thong Piny (Juba Na Bari) but Hai Malakal and Hai Cinema will be considered as a secondary option	
15	Well infrastructure access routes especially during rainy season	
16	At least five (5) years of ground lease period in a circumstance where the building owners is not the owner of the land.	
17	Other utilities - water supply (water tanks preferably with own pump), waste management.	

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Annex 3: Tender submission form

Submitted by (name of company):	
<i>Contact Person:</i>	

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	Office space and warehouse rent for two years renewable up to maximum ten (10) years; minimum of 15 office rooms, meeting room, security room with independent small gate/ emergency exit, 2 external toilets for office use, storage room, kitchen etc. General compound: water tank (preferably with own pump), space for generator, parking space for a minimum of 15 vehicles. FCA will deduct and withhold 20% tax.	1 Facility		
Total Cost (Block 1 for office space + Block 2 for warehouse)				

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Bid validity (Bids must be valid for 24 months) YES/NO	
Office Location area:	
Current lease agreement period left:	
Number of rooms	
Conference room (Yes/No)	
Parking space (Yes/No)	
Please state full contact details of the Tenderer	

TENDER SUBMISSION

Interested bidders should hand deliver their bids in a sealed envelope clearly mentioning the tender No. **FCA/SSUCO015/2022** to FCA offices in **Juba Na Bari Area, behind Midan Rembo, Bilpham Road.**

1. Bids shall be by hand delivery to the Tender Box. The bidder shall register in the tender submission book and clearly register the official email address and other contact details.
2. All bids shall be delivered in sealed envelopes, in English language only. Bids must be delivered to the office mentioned above by 11:00 Am, Tuesday 13th December 2022 and signed for indicating date and time of delivery. Late bids will not be considered. Bid documents must be marked "Invitation to Tender – FCA/SSUCO015/2022"
3. Tenderers with questions regarding this tender should be sent in writing to the email Procurement.Ssuco@kua.fi or in a sealed envelope to the address mentioned above by Tuesday 13th December 2022.
4. Any envelope that may be submitted unsealed and marked as required will be rejected during the opening session by the procurement committee.

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A.1. Eligibility and qualification requirements for companies only. Individually owned premises are exempted from this eligibility criteria however, they must provide evidence for ownership of the land and office space.

Submissions should include valid registration and operation documents i.e.

- a. Certificate of Incorporation from the Ministry of Justice including the renewal stamps.
- b. Membership Certificate
- c. Tax Identification Certificate
- d. Tax Clearance Certificate
- e. Operation Licence from the State Ministry of Finance & Economic Development
- f. Lease agreement if not the landowner of the land and the building for a minimum of five (5) years lease remaining lease period.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria (valid registration and operation documents). If required by the Contracting Authority, the accepted Tenderer shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

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.

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. Lowest bidder receives 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	Availability and readiness of the office space	20%	Readiness of the facility. Well renovated and ready for occupancy by January 2023.
3	Premises ample space plan built on 1200 sq/m parcel of land and Secured Environ and Location	20%	ample space plan built on 1200 sq/m parcel of land and Secured Environ and Location. Full score 20.

Anti-money laundering and combating the financing of terrorism

The Tenderer certifies that none of the funds provided under the contract are used directly or indirectly to assist in, sponsor, or provide support for acts of terrorism or to support organizations or persons listed as terrorists on lists maintained by the United States government, the United Nations, the European Union, and other entities.

The Tenderer authorize the verification of their company identity, whether through third parties or official government databases or by any other means considered by the Contracting Authority as appropriate for the compliance of its duties with anti-money laundering and combating the financing of terrorism (AML/CFT) policies and any requirements imposed by applicable laws.

	Date	Time
Deadline for request for any clarifications from the Contracting Authority	09/12/2022	4:00PM
Last date on which clarifications are issued by the Contracting Authority	12/12/2022	4.00 PM
Deadline for submission of tenders (closing date)	13/12/2022	10:00 AM
Tender opening by FCA Procurement Committee only	13/12/2022	11:00 AM
Contract award	01/01/2023	8:30 AM
Contract start	01/01/2023	8:30 AM

Quotation Validity

The Quotation validity must be at least 24 months (2 Years).

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.*

Tenderer: _____

Telephone: _____

Email Address: _____

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