

Tender number: CEDDS-RMBK-2020-02 (RMBK)

Invitation to Tender

CEDDS is a nation nongovernmental organization (NNGO) registered by the relief and rehabilitation commission (RRC) in South Sudan. CEDDS currently implements project in WASH, food security, gender-based violence, health, WASH cluster coordination and core pipeline management in different locations in the country. With funding from the UKAID (DFID), CEDDS is implementing a food security project in Aweil East, and Aweil Centre.

CEDDS is now seeking for a qualified South Sudanese companies to supply four (4) Honda SDH125-F Motorbikes to facilitate the organizations field activities. Prospective companies meeting the below listed selection criteria for this tender process will be contracted by the organization to carry out this construction works.

This tender invite is from Centre for Emergency and Development Support - CEDDS. For bid submission and any questions please contact us at the below address:

Items	Supply of three (3) Honda SDH125 - F	Tender ref no:
Date of tender launch	12th October 2020	CEDDS-RMBK-2020-02
Deadline for submission of bids	30th October 2020	(RMBK)

Contact person:	Michael Ohwono
Office address: (for submission)	CEDDS Coordination Office in Juba, Hai Malakal, Juba
Telephone number:	0929-555-176
Email: (for queries)	procurements@cedds.org



Instructions to suppliers

Dear Supplier,

If you are interested in this tender please do the following:

1. Read the item specification (tab 2) and the evaluation criteria (on this tab)
2. Read the Terms and Conditions of the Contract, Ethical Code of Conduct & ECHO Principles (on tab 3)
3. Complete the Supplier Form (on tab 4)
4. Prepare your Tender offer and include all the information and documentation requested (including your company's registration document). Failure to do so may result in the rejection of your bid. All prices quoted for the service should be in **USD** and should be exclusive of Value Added Tax (VAT) or other locally applicable taxes.
5. Put all of your Tender information in a closed envelope and return to the above address to arrive no later than the stated date and time. Envelopes are to be clearly marked with the reference: **CEDDS-RMBK-2020-02 (RMBK)**. Tearfund will acknowledge receipt of each tender.
6. In addition to submitting a hardcopy, please also include all documents electronically on a usb or cd in the submission envelope (not by email). This should be in either Word or Excel format (not PDF). Failure to do so may result in the rejection of your bid.
7. Any queries about this tender should be addressed in writing to **procurements@cedds.org** and copies of all questions asked by suppliers and all responses will be provided.
8. Suppliers may submit a tender for some or all items according to their capacity to supply. CEDDS reserves the right to contract one or more suppliers in any combination. CEDDS is not bound to accept the lowest offer or any offer.
9. CEDDS are in no way responsible for any costs associated with preparing the tender response.

How does CEDDS decide who wins the Contract?

1. CEDDS will hold an Evaluation Committee made up of at least 3 members
2. CEDDS will evaluate Tender responses on the evaluation criteria set out below, as per the information requested as part of the tender process
3. Following completion of the evaluation procedure, the successful service provider will be contracted to provide the service
4. CEDDS reserves the rights to select multiple supplier to speed up the actual procurement process
5. The unsuccessful suppliers will also be notified. CEDDS is not obliged to justify or explain selection to any respondent.



Evaluation Criteria

The following criteria will be used to judge your Tender against the Tenders received from other suppliers. The below references will be used throughout the document.

a. Cost for delivery of the motorbike
b. Past experience in delivery of similar machineries
c. After sale services offered by the prospective supplier.
d. Preferred terms and mode of payment
e. Turnaround time for delivery of the items

