**Community Action Organization South Sudan**

**Juba Office, Hai Commercial,**

**Next to Mama Suzi Restaurant**

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| **Call for Tender 2023** |

1. **Introduction**

The Community Action Organization South Sudan is calling for applications for Tender from competent and qualified suppliers and service providers for the construction of seven permanent latrines in (Fangak County) like Phom, Bolbel, Kuernyang, Bei, Manajang, Panyang and Tangnyang Boma respectively

2. 100-meter Mechanical Solar Tap Yard (9-meter-high platform, 12,000 L and 15,000L press-steel Tank, 2-meter footer, 6 tapes stand) in Fangak County and locations are as follows; Phom, Bolbel, Kuernyang, Bei Manajang, Panyang and Tangnyang Buma

3. Drilling of 7 boreholes 70-120-meter hand pump in the same above mentioned locations

Companies that wish to participate in the process are required to complete the application forms indicating the categories for which the applications are being submitted. In addition to requirements in the tender application form, the interested applicants must provide the following documents/information:

1. **Mandatory documentation and information**:
2. Certificate of registration of business (in Country where company was registered)
3. Revenue Authority Tax Registration Certificate (Indicating TIN)
4. Tax Clearance Certificate (Must be Valid for the period ending 30th September 2023,

 or later).

1. Certificate of registration with South Sudanese Chamber of Commerce (for South

 Sudan registered companies)

1. Valid Operation and/or Trading Licence (whichever is applicable)
2. Articles and Memorandum of Association (***it is mandatory that you submit the***

 ***entire document)***

1. Audited Accounts for at least the last three years indicating the annual turnover (in

 case of a Joint Venture or Partnership, Audited Accounts of one of the principle

 partners will suffice)

1. Official Business physical location, postal, telephone and email addresses
2. Twelve Months **Certified Bank Statement** for the period ended 30th June, 2023
3. Reference and recommendations from at least 5 present and 5 past clients with whom your firm has done business for the category being bided for
4. Proof of substantial contracts/orders completed in the last **18 months** for the specific category you are bidding for
5. Fully and satisfactorily completed Tender Form specifying the category your firm is bidding for
6. **Address for submission of applications:**

**CAO Procurement,**

 **Hai Commercial, Juba South Sudan**

**Note:** Any submission made through any other address or means respectively, shall not be honoured and CAO South Sudan shall not accept any responsibility whatsoever**.**

1. **Labelling and marking of submissions**:

Submissions MUST be contained in a Single Large Envelope clearly labelled “Application for Tender as a Supplier/Service provider (whichever is applicable)” and MUST **indicate the category for which you are applying**.

1. **Deadline for request for clarification and submission of documentation**:

Any requests for clarifications should be made in writing only and addressed to the **Procurement Coordinator** at the following address: ayella.bosco@cao-ss.org and **MUST** be received before or not later than **31 August, 2023, 16:00pm.**

The closing date for submitting a complete Tender application is **31 August,** **2023, 1600hrs, Central Africa Time.**

1. **Accessing the tender forms and details:**

Detailed tender application forms are available at the CAO office located at Hai Commercial next to Mama Suzi Restaurant

For direction please call +**211 927 132 129**

1. **Selection criteria**:

ONLY companies that fully and satisfactorily meet the requirements listed in **Section 2** above (***Mandatory information and documentation***), the Vendor tender Form and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, bidder submissions will be evaluated and scored on the following criteria (to be determined from requirements listed in Section 2 above):

1. Satisfactory proof of legality of company existence **30 marks**

(***Section 2.1; 2, 4; 2, 5; 2.6 and 2.8***)

1. Satisfactory proof of tax compliance **20 marks**

(***Section 2.2; and 2.3***)

1. Satisfactory proof of adequate financial capacity **30 marks**

(***Section 2.7 and 2.9***)

1. Satisfactory proof of bidder’s business worthiness **20 marks**

(***Section 2.10; 2.11 and 2.12***)

**Note**: Only bidders whose submissions score a minimum of 80 marks from the evaluation will be pre-qualified.

1. **Feedback to successful/unsuccessful applicants**:

A list of successful applicants will be drawn and be inform on the CAO through (commaction.org@gmail.com ) and at CAO South Sudan Offices in South Sudan and successful applicants will be advised by email within two (2) weeks from date of closure of receipt of applications.

In case you submit an application form for tender but don’t hear from us 4 weeks after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made by CAO South Sudan to the unsuccessful bidder(s).

1. **Disclaimer**:

9.1 This is only an invitation for tender and Community Action Organization South Sudan may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and Community Action Organization South Sudan

9.2 Community Action Organization South Sudan is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final

9.3 The bidder is fully liable for any cost incurred in the preparation and submission of their application.