INVITATION TO BID

From: Cordaid South Sudan Tender Committee

To: .....

Attn:

E-mail:

RE: **Invitation to Bid, for Provision of Security Guarding Services and Security Alarm**

CORDAID Ref.:

Date: **2ND SEPT 2019**

Cordaid is an INGO based in Netherland and implanting projects in South Sudan in the last 20 years.

We invite you to submit your best offer for the provision of security guard and alarm services by the Reputable Company as per the enclosed specifications. If you think, based on your experience in South Sudan, alterations to the specifications are recommendable; we appreciate your substantiated comment in this respect.

Please provide full technical specifications of the quoted items and enclose a completed and signed Statement of Compliance (page 3) with your offer.

The **closing date** for the submission of quotes is Monday the 15th Sept 2019, at 4:00pm (South Sudan Local Time).

CORDAID highly values Corporate Social Responsibility (CSR) commitments of potential supplier or service provider. Subsequently, the evaluation criteria for selection of the most appropriate bid will include:

- Requirements to safeguard minimal social and environmental standards in production;
- Provisions to reward a supplier's proactive CSR policy;
- Provisions to reduce environmental impact of the logistic operations;
- Provisions to promote production in less-developed countries.

The delivery and payment terms are as follows:

Delivered duty paid is a delivery agreement whereby the service provider assumes all the responsibility, risk and cost associated with the provision of security guard and security alarm to Cordaid offices.

DELIVERY PERIOD: 2 Weeks.

PAYMENT TERMS: Within 30 days from delivery and upon receipt of relevant documentation

By the Logistics and procurement Manager of Cordaid South Sudan

Cordaid offices. **Bank transfer charges shall be borne by the contracted supplier**

PRICE VALIDITY: Must be 60 days from date of quotation.

Bids must be submitted in accordance with the enclosed "Conditions for Submission of Bids".

By submitting a bid, the bidder accepts in full the enclosed "General Conditions of Purchase" as the basis of the bid procedure. The bidder shall bear all costs associated with the preparation and submission of a bid and CORDAID cannot be held responsible or liable for those costs, regardless of the conduct of the outcome of the bidding process.

The bidder is expected to carefully examine and respect all instructions, forms, terms and specifications contained in this Invitation to Bid. Failure to furnish on time all the required information and documentation or submission of bids not substantially responsive in every respect to the bid dossier is at own risk and may result in rejection of the bid.

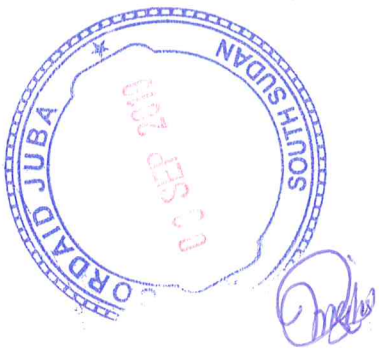
The buyer reserves the right to arrange a pre-delivery inspection on quality, quantity, marking and documents. In case goods fail to pass the inspection, possible re-inspections will be for supplier's account.

CORDAID reserves the right to vary quantities within reasonable limits at the unit prices tendered. In no event shall the CORDAID be liable for any damages whatsoever, including, without limitation, damages for loss or profits in any way connected with cancellation of a tender.

Bids will be evaluated on basis of the following criteria:

Eligibility and requirements:

- Technical compliance of the items offered according to the required specifications as set out on the enclosed Technical Specification Sheet;
- Bid conformity to the enclosed Conditions for Submission of Bids;
- Delivery schedule;
- Price;
- CSR conditions.
- Legal documents of Companies registration
- Certificate of import and export
- Current bank statements
- **Administrative requirements:**



i. Valid certificate of incorporation as a business in South Sudan or Country of origin
ii. Valid and Certified a True Copy of the Certificate of Registration as a service provider for guarding services in the republic of South Sudan or to other parts of the world and must be issued by the relevant authority
iii. Valid and certified true copy of registration with the Tax Regulatory Authority of South Sudan (SS) if in South Sudan and from outside South Sudan
iv. Copy of Articles & Memorandum of Association (Not a must)
v. Profile of key management staff (Not a must)

2.1 Technical Requirements

i. Proof that the Service Provider has provided similar services to other Non-Governmental Organizations (NGOs) in South Sudan
ii. Recommendations from reputable organizations operating in the Republic of South Sudan (RSS) for having provided similar services in recent past
iii. Service Provider's Banker's recommendation letter stating the financial capacity of the Service Provider during the last 18 months.

2.2 Financial Proposal (In US Dollars)

The financial proposal should be detailed, clear and must indicate any variables, unit prices and resulting total contract price.
The proposal should be valid for 60 days from the date of opening of proposal advised stated in this advert.

Contract awarding will be based on:

- The stipulations of this Invitation to Bid;
- The bid submitted by the supplier;
- The enclosed General Conditions of Purchase.

Please confirm your intention to participate in this Invitation to Bid.
In case further information is required, please do not hesitate to contact us.

Yours faithfully,

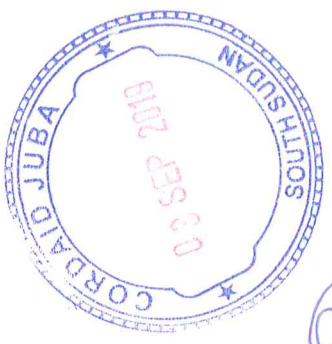
CORDAID - South Sudan

Joel Malish -Logistics and Procurement Department

CORDAID JUBA SOUTH SUDAN 01 SEP 2013

TECHNICAL SPECIFICATION SHEET FOR THE PROVISION OF SECURITY GUARD SERVICES AND SECURITY ALARM.

Item	Description	QTY	UNIT	Unit Proce	Amount
	Juba Office	4	Guards		
	Nimule Hospital	6	Guards		
	Mayom	3	Guards		
	Torit Hospital	2	Guards		
	Torit Quest House	3	Guards		
	Chukudum	4	Guards		
	Security Alarm System in Juba Office	1	Guards		



CONDITIONS FOR SUBMISSION OF BIDS

Bids shall be submitted to CORDAID, either by mail, courier or in hard copy.

Bids can be sent by email to only

tendercordaidsouthsudan@cordaid.org

And hard copies addressed in sealed envelope and dropped to:

Cordaid Tender Committee
PROVISION OF SECUEITY GUARDING SERVICECS AND SECURITY ALARM
CORDAID Country Office South Sudan, Plot 45, 3th class Hai Neem
Juba, South Sudan

Bids submitted by e-mail shall be forwarded as attachment in either MS Word or PDF format only.

Bids submitted in hardcopy must be in a sealed envelope.

CORDAID may, at its discretion, extend the closing date and/or time for the submission of bids by amending the bid documents at any time and for any reason. All rights and obligations of the bid dossier previously subject to bid closing date will thereafter be subject to the new bid closing date as extended.

Any bid received by CORDAID after the closing date and time for submission of bids prescribed will be rejected.

Bid Language

The bid prepared, as well as all correspondence and documents relating to the bid, exchanged by the bidder and CORDAID shall be written in THE ENGLISH LANGUAGE. Supporting documents and printed literature furnished by the bidder may be in another language if it is, or will be, accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the bid, the translation shall govern.

Bid Content

The bid shall fully comply with the requirements stated in the Invitation to Bid and comprise:

- A **Technical Proposal** consisting of a detailed description of the supplies offered in conformity with the requested technical requirements as set out in the enclosed Technical Specification Sheet, along with instructions for storing, handling, transporting, and using the goods and documentation as appropriate.
- A completed **Statement of Compliance**, as per enclosed format, signed by the Bidder or persons duly authorised to commit the Bidder to the Contract, confirming that the goods offered meet the Technical Specifications and/or giving a clear indication of any deviations thereto.
- A completed **Bid Form**, as per enclosed format, signed by the Bidder or persons duly authorised to commit the Bidder to the Contract, including best possible delivery schedule for soonest delivery, a firm price and convertible currency for the goods and services to be supplied and a confirmation that the inspection requirement will be met. The Contracting Authority shall bear all costs associated with the pre-shipment inspection.
- A completed **Bidder's Declaration Form** on CSR conditions, as per enclosed format, signed by the Bidder or persons duly authorised to commit the Bidder to the Contract.
- **Maintenance and Warranty details**, stating how the Bidder proposes to meet his warranty obligation, stating name and address as well as experience of the agency proposed for this service.

BID FORM

To: CORDAID, South Sudan

Re:

We, the undersigned, hereby offer to supply on the terms of the Invitation to Bid the goods and services as per enclosed specification, in accordance with the enclosed Conditions for Submission of Bids, the General Conditions of Purchase and such conditions specified in the Invitation to Bid and to deliver the goods or provide the services within the timeframe stated, counting from the date of receipt of an award of contract.

PROVISION OF SECURITY GUARDING SERVICES AND SECURITY ALARM

QTY.	Description	Currency/USD	Price
	Total DDP Juba, Mayom, Chukudum, Torit Nimule, Chukudum and Wau, South Sudan *as per enclosed specification*		
	Air / sea / road freight to Juba, South Sudan		
	Total price		
	Customs clearance in [...] and delivery to [...]		
	Total price		

Shipping dimensions total consignment: ..... m^3 (..... × ..... × ..... m)
Gross weight total consignment: ..... kg.

The origin of the articles offered is: ..... [Place/Country}
Delivery period <Incoterm> from receipt of an award of contract: ..... [days/weeks]
This quotation is valid for acceptance until ..... - ..... - ..... *[DD-MM-YYYY]*

We confirm that the goods and services offered fully meet the required specifications. The Contracting Authority shall bear all costs associated with a possible pre-shipment inspection.

Authorised Signature: Name in Capitals: Position:

....

Company Details

Name:
Address:
Telephone:
Fax:
E-mail:
Company Registration no.:

SOUTH SUDAN
03 SEP 2013
CORDAID JUBA

STATEMENT OF COMPLIANCE

To: CORDAID, South Sudan

Re:

The undersigned, ... [Name]

As authorised representative of ..... [Company Name]

Herewith confirms as follows:

- The terms and conditions as specified in the Request for Quotation are fully accepted;
- The payment terms as specified in the Invitation for tender are fully accepted;
- Delivery delay is .....days. Liquidated damages will be accepted if this period is exceeded;
- Inspection requirements as specified in the Invitation for Tender are fully accepted;
- The validity of the quoted offer is 60 days from the closing date;
- The offered materials are new and unused and comply with the quality standards as indicated in the Invitation for tender and with the custom of the trade;
- To our best knowledge, the offered goods have not been produced in conflict with any internationally accepted ethical standards, such as, but not limited to, child and/or forced labour, nor are they produced in conflict with any accepted environmental standards;
- The bidder complies with all legal requirements applicable in his country of registration, including, but not limited to, trade registration and licensing required for the products covered by this ITB/RfQ, as well as all regulations about payment of minimum wages, corporate and income tax and payment of social securities.
- The offered materials are in full compliance with the requirements as specified in the Technical Specification Sheet enclosed to the Request for Quotation, unless they are clearly indicated to deviate. Such deviations are exclusively applicable for the items as listed below.

Item/ Lot	Deviation

(in case of additional deviations, please attach specification sheet)

The grand total quoted price excluding any possible offered alternatives and/or options amounts to

.... on condition ..... – .....
(Currency) *(Amount)* *(Incoterm 2010 – Place)*

Signed on behalf of the Supplier, ... [Date],

.....[Name], ... [Position]

[Signature

SOUTH SUDAN
CORDAID JUBA

COMPLIANCE QUESTIONNAIRE

When completing this section, you must answer 'Yes' or 'No' to each section, the main body of the question is:

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

Discretionary Compliance

A) Conspiracy - participation in a criminal organisation Yes/No

B) Corruption Yes/No

C) Bribery Yes/No

D) Fraud Yes/No

E) Money Laundering Yes/No

F) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. Yes/No

Is any of the following true of your organisation?

A) being an individual, is bankrupt or, has had a receiving order or administration order or bankruptcy restrictions order made against him, or has made any composition or arrangement with or for the benefit of his creditors, or has made any conveyance or assignment for the benefit of his creditors, or appears unable to pay or to have no reasonable prospect of being able to pay, or is the subject of any similar procedure under the law of any state; Yes/No

B) being a company or any other entity has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any state? Yes/No

Has your organisation;

A) been convicted of a criminal offence relating to the conduct of your business or profession; Yes/No

B) committed an act of grave misconduct in the course of your business or profession? Yes/No

C) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the relevant State in which you are established; or Yes/No

D) failed to fulfil obligations relating to the payment of taxes under the law the relevant State which you are established; or Yes/No

E) been guilty of serious misrepresentation in providing any information required of you? Yes/No

Compliance with CSR legislation

Has your company been recently convicted (last 3 years) or is currently under prosecution regarding compliance with?

A) environmental legislation Yes/No

B) human rights or core labour standards Yes/No

C) health and safety laws and regulations Yes/No

TAX Compliance

The supplier states whether:

A) tax affairs have given rise to criminal conviction for tax related offences which is unspent, or to a penalty for civil fraud or evasion; and/or Yes/No

B) Any of its tax returns submitted in the last 3 years has been found to be incorrect as a result of:

- a tax authority in a jurisdiction in which the supplier is required to submit a tax return successfully challenging it under any tax rules or legislation in any jurisdiction; or Yes/No
- the failure of an avoidance scheme which the supplier was involved in and which was, or should have been, notified in any jurisdiction. Yes/No