



**HEALTHCARE FOUNDATION ORGANIZATION (HFO)**

**To improve and advance the "Quality of Healthcare" in South Sudan and its regions**

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<b>RFB NUMBER:</b>	<b>HFO/R/SC/001/2021</b>
<b>DESCRIPTION:</b>	<b>OFFICE SPACE FOR RENT OF SEVEN ROOMS</b>
<b>PUBLISH DATE:</b>	<b>25<sup>th</sup> March 2021</b>
<b>VALIDITY PERIOD:</b>	<b>14 Days from the closing date</b>
<b>CLOSING DATE:</b>	<b>12 April 2021</b>
<b>CLOSING TIME:</b>	<b>5:00 PM</b>
<b>BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO:</b>	<b>Kololo Road Tongping near UNIDO office Head Office Off: Catholic University</b>
<b>ATTENTION:</b>	
<b>NB: Bidders must ensure that they sign the register at the reception when delivering their bids</b>	

**BIDDER NAME:**

Bidders should ensure that Bids are delivered in time to the correct address. If the bid is late, it shall not be accepted for consideration. The HFO reception is generally accessible 8 hours a day

(9:00 to 5:00); 14 days a week (Monday to Friday). Bidders must ensure that they **sign the register** at the reception when delivering Bids. Bidders must advise their couriers of the instruction above to avoid misplacement of bid responses.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

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THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF THE BID, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)**

**BIDDING STRUCTURE**

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

<b>If individual bidder, indicate the following:</b>	
Name of bidder	
Contact person	
Telephone number	
E-mail address	
Postal address	
Physical address	

<b>If Joint Venture or Consortium, indicate the following:</b>	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If Joint Venture or Consortium, indicate the following: (To be completed for each JV/ Consortium member)</b>	
Name of Joint Venture/ Consortium member	
Registration number	
VAT registration number	





Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If using subcontractors, indicate the following:</b>	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If using subcontractors, indicate the following:</b> <i>(To be completed for each subcontractor)</i>	
Name of subcontractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

**Checklist of documents to be submitted:**

*Please tick in the relevant block below*

**YES      NO**

    



- Original and valid Tax Clearance certificate.
- Audited Past three years' Annual financial statements with signed audit report in case of a company.
- Latest Original Certified copies of all share certificates (i.e. copy with original stamp), in case of a company.
- Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding company who are not individuals.
- Declaration of interest
- List of references of past and present clients (Company name, department, branch, contact person with office telephone number)

**Please ensure that the following documents are completed:**

**YES            NO**

- Completed specifications
- Completed Due Diligence

Kindly take note that:

1. **Should all of these documents not be included, the bidder may be disqualified on the basis of non-compliance.**
2. **The same documents must be submitted for all other companies that are involved in the tender in case of a consortium.**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Name in Print**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Date**



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**1. CONDITIONS AND UNDERTAKINGS BY BIDDER BID**

- 1.1 **The Bid forms should not be retyped but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
- 1.3.2 the laws of the Republic of South Sudan shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 1.4 **NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 1.5 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 1.6 I/We hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfillment of this contract.

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Signature(s) of Bidder or  
assignee(s)

Date



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**2. BID CONDITIONS**

2.1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a √) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.

2.2 A "√" under "Comply" will be interpreted as full compliance/acceptance to the applicable paragraph. A "√" under "Comply" will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder does **not accept** the content of the applicable paragraph. A "√" under "Partial" will be interpreted and evaluated objectively against explanations and supporting documentation accordingly.

**NOTE: If PARTIAL is indicated as the level of compliance and NO supporting documentation is provided that clearly clarifies the Bidder/s position, the paragraph will be evaluated as "Non Comply". It is mandatory for the bidders to comply with the following bid conditions.**

2.3 The following bid conditions will govern the contract between the Road Accident Fund and the successful bidder:

<b>Requirement</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.1 Bidders are invited to offer the Services in accordance with the attached Specifications and the conditions within this document.		
2.3.2 The successful Bidder/s will be contracted to Rental Services for a period to be agreed after which HFO reserves the right to review and extend the contract for further period/s at the HFO's discretion.		
2.3.3 The fees will be negotiated.		
<b>Interpretation of requirements</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>



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2.3.4 The Bidder/s shall accept HFO's interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and HFO.		
2.3.5 Should any dispute arise as a result of this of this Bid and/or the subsequent contract, which cannot be settled to the mutual satisfaction of the Bidder/s and HFO's, it shall be dealt with in terms of paragraph 3.0 of this document.		
2.3.6 Should there be any discrepancies between the Bid conditions and any other documentation that forms part of this RFB, the Bid conditions shall take preference.		

<b>Documentation</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.7 Fully comprehensive service documentation shall be supplied in English by each Bidder, which shall explicitly and detail, describe the service/s offered. This documentation shall include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.		
2.3.8 Bidder's name and address should clearly appear on the outside of tender documents and on envelope.		

<b>Selection</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.9 HFO reserves the right to evaluate and consider any Bids that do not comply strictly to this RFB.		
2.3.10 Acceptance of any Bids will only indicate, without any obligations on the part of either HFO and/or a Bidder, the willingness of such parties to enter into negotiations, which may or may not result in a contract/order as the case may be.		
2.3.11		



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HFO reserves the right to make a selection solely on the information received in the Bids or to negotiate further with one or more Bidder/s.		
2.3.12 The Bidder/s selected for further negotiations, if any, will be chosen on the basis of the greatest benefit to HFO and not necessarily on the basis of lowest price or any other criteria.		
2.3.13 Should HFO consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder, if so required.		
2.3.14 Should HFO consider it necessary, HFO will visit the Bidder sites.		
2.3.15 HFO reserves the right:		
2.3.15.1 to cancel this RFB at any time;		
2.3.15.2 not to accept any Bids;		
2.3.15.3 to accept one or more Bids for further negotiation and;		
2.3.15.4 to contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.		

<b>Copyright</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.16 The specifications are the intellectual property of Road Accident Fund.		
2.3.17 The contents of any specifications are the property of HFO and are confidential. It shall not in any manner be reproduced, destroyed, lent or given away without the permission.		

<b>Precedence</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.18 All details, dimensions and instructions shown on any drawings, diagrams and specifications quoted, shall form part of this bid document.		

<b>Alternative suppliers</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.20 The Bidder accepts that the HFO will have the		



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right to contract with any other Service Provider for provision of services not covered by this specification.		
2.3.21 Bidder must also submit: A written statement to the specification of HFO by the bidder, that none of his personnel have any involvement or interest in the bidder's business.		

<b>Submission of Bid</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.22 HFO will also reject an offer if the Bidder/s fail to complete the compliance Certificate/s in the format as described in paragraphs 2.1.1 and 2.1.2.		

<b>Additional Criteria</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
2.3.24 HFO will evaluate the bids against the following criteria: <ul style="list-style-type: none"> <li>• Compliance to the Specifications/ Functionality</li> <li>• Price</li> </ul>		

## 2.6 PAYMENT TERMS - LOCAL CREDITORS

- 2.6.1 No penalty interest shall be permitted to be charged in the event of the requirements referred to in 9.1 and 9.2 above not being complied with.
- 2.6.2 Payment shall be effected by electronic bank transfer or any other method of payment decide.

## 2.10 DUE DILIGENCE

Bidder/s must supply Financial Information as requested in par 2.11.10 and Annexure C.



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## 2.11 GENERAL VENDOR INFORMATION

The following general information is required from the prospective vendor:

### 2.11.1 NAME OF COMPANY/TRADING AS:

- Postal Address
- Street Address
- Telephone and facsimile numbers

### 2.11.2 COMPANY HEAD OFFICE:

- Postal Address
- Street Address
- Telephone and facsimile numbers

### 2.11.3 Contact person

### 2.11.4 List of Directors/Partners/affiliated companies with proof of shareholding with this companies/trust - Compulsory

### 2.11.5 List of shareholders (**Certified** original copies of individual share certificates/**certified** original copies of Cipro registration document indicating members with percentage interest) – **Compulsory**.

### 2.11.6 Date of registration – **Compulsory** – [if applicable]

### 2.11.7 Company registration number. – **Compulsory** [if applicable]

### 2.11.8 Draw or attach the organizational structure of your company:

- a) Ownership structure, i.e. the % shareholding by major investors and controlling interest in affiliated companies.
- b) Basic functional structure, i.e. the administrative section of your company with which HFO will be dealing on a day-to-day basis.

### 2.11.9 **Original Valid Tax Clearance Certificate. - Compulsory**

## 2.12 INFRASTRUCTURE

- a) Would you describe your business as international, national or regional?

## 2.17 REASONS FOR DISQUALIFICATION

### 2.17.1.2 bidders who do not submit a valid and Copy Tax Clearance Certificate on the closing date and time of the bid



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- 2.17.1.3 bidders who submitted incomplete information and documentation according to the requirements of this RFB;
- 2.17.1.5 bidders who received information not available to other vendors through fraudulent means; and/or
- 2.17.1.6 bidders who do not comply with **mandatory requirements** as stipulated in this RFP.
- 2.17.2 There shall be **no public opening** of the Bids received; however, the list of bids received may be published on the HFO website or NGO forum.
- 2.17.3 HFO will not accept any bidder who has no office in South Sudan.

### **Specifications for Offices**

#### **Location**

- Hai neem
- Hai Malakal
- Atlabara
- Nimra Talata
- Hai cinema
- Hai Kator
- Tongpiny Kololo
- Hai Kuwit Munuki
- Hai Thoura
- Hai Mayo

#### **Site Accessibility**

- Easy to find
- Street level for front office
- Easy access during rainy season
- Adequate parking for both visitors and staff

#### **Security**

- The building must be secured
- The neighborhood must be safe
- The fence must be wired

#### **Amenities**

- The space must be able to have pause area(s)
- Air conditioned offices
- Air condition remains the responsibility of the landlord
- Option to tie in with building maintenance services

#### **Parking**

- There must be space available on site for parking free of charge



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**Identity**

- There must be potential to advertise (signage)
- The office must be visible

**Image**

The site must take into consideration the HFO brand and therefore it will be important to look at:

- Type of building
- Location of building
- Location of floor
- Size and quality

**PROPOSAL**

NB: To be completed for each Building identified

(Minimum of one (1) to a maximum of four (4) properties can be proposed per location.)

**Proposal on Properties**

The property to meet the following minimum requirements as per specification:

**Location:****RFP NO:**

		Please indicate or describe
1)	Name of Building	
2)	Square meters	
3)	Monthly Rental	
4)	Address	
5)	Occupation Date by HFO	
6)	Details of the Landlord	
7)	Details of the Tenant	
8)	Lease period	
9)	Rates & Taxes	
12.	Who does Maintenance and Alterations	
13.	Is the building accessible to clients, suppliers and people with	



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	disabilities?	
14.	Is the building on the street level?	
15.	Is there adequate parking on site or within the vicinity and available for both visitors and staff?	
19.	Is the lease flexible to accommodate period, expansion, extension, termination and first right of refusal?	
21.	Does the building have the following amenities or more:	
	<ul style="list-style-type: none"> <li>• Air conditioned offices</li> </ul>	
	<ul style="list-style-type: none"> <li>• Air condition remains the responsibility of the landlord</li> </ul>	
	<ul style="list-style-type: none"> <li>• Option to tie in with building maintenance services</li> </ul>	
22.	Is the building in a secured or a safe neighborhood?	
24.	Please provide a Current property Condition report	

**NNEXURE C: DUE DILIGENCE AND DECLARATION OF INTEREST**

**DUE DILIGENCE: FINANCIAL ASSESSMENT**

**A. SUPPLIER EVALUATION QUESTIONNAIRE**

This questionnaire must be completed by all potential Bidder/s. This information is critical for Bidder/s evaluation purposes and must be completed honestly and accurately.

1.2 How often did your company experience action incidence e.g. strikes, go-slows, etc.

Past Year	Past Two Years	Past Three Years

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- 1.3 Kindly indicate your company's investment in productive resources (as a percentage of turnovers).

Resources	Rental
% Turnover	

- 1.4 Indicate your company's top management experience rental Business below.

Experience					
Avg. Years	Less than 5 years	5-10 years	10-15 years	15-20 years	over 20 years

- 1.7 How long has your company been in operation? Please tick the relevant block.

Less than 3 years	3 - 5 years	6 - 10 years	11 - 15 years	Over 15 years

We hereby confirm that above information has been completed to the best of our knowledge and that no attempt has been made to misrepresent or misstate the facts or answer as required by this questionnaire.

Signed by	Official Company Stamp
Company Name	
Surname & Initials	
Position	
Date	



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Name of person :

.....

Position occupied :

.....

Any other particulars:

.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO** any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, **YES/NO** aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

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2.11.1 If so, furnish particulars:

.....  
.....  
.....

3 *Full details of directors hareholders.*

Full Name	Identity Number	Personal Reference Number	Tax	Phone number

4 *DECLARATION*

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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