

**Bid Reference Number: SSD2230-AKOBO-2023-01**

**Bid Title: Terms of Reference – Transportation of Livelihood Kits from Bor to Akobo County (Walgak and Boung Payam), Jonglei State South Sudan.**

Agency for Child Relief Aid is looking to engage the services of an experienced company with expertise in logistics services of transporting supplies in South Sudan particularly in Jonglei State. Please submit your bids via E-mail- [logistics@acra-ssd.org](mailto:logistics@acra-ssd.org) by the **10<sup>th</sup> June, 2023 at or before 5:00pm (CAT)**.

Kindly indicate on your tender email subject line: **SSD2030-AKOBO-2023-01** for Transportation of Livelihood Kits from Bor to Akobo County (Walgak and Boung Payam), Jonglei State South Sudan.

For further inquiries, please send to the above email and you will receive clarification from us.

Looking forward to receiving your bids in order.

**HEAD OF OPERATIONS**





## **Appendix I: TERMS OF REFERENCE – Transportation of Livelihood Kits from Bor to Akobo County (Walgak and Boung Payam), Jonglei State South Sudan.**

### **Organizational background:**

Agency for Child Relief Aid (ACRA) is a national NGO founded in 2016 by South Sudanese professionals dedicated to building resilience to shocks and stressors that impact livelihoods, WASH, nutrition, health, and development through empowering and building the capacity of vulnerable communities in South Sudan.

ACRA's mission is to provide Hope and Recovery to conflict and natural disaster affected women, children and communities through engagement of different sectors. ACRA work towards addressing some of the most urgent humanitarian crisis and needs and contribute to development through rehabilitation and reconstruction following years of destructive conflicts which ruined the socioeconomic, health and institutional fabric of the Country.

### **Objective(s) of the call to tender:**

- To transport livelihood kits totalling 46.364 Metric Tons (and 85.5M3) safely, timely, and efficiently from Bor Warehouse to Akobo West (Walgak & Boung Payams), Akobo County, Jonglei County.

### **Service Provider's obligation**

The service provider should be competent to carry out the service following the terms described below:

- Provide a list of personnel and equipment to be inspected and prequalified to fulfil the objectives of this call.
- Pre-finance all expenses required to complete this call: transport livelihood kits totalling 46.364 Metric Tons (and 85.5M3) from Bor Warehouse to ACRA, Wherehouses are in Walgak and Boung Payam (in Akobo County).
- Ensure statutory requirements are met prior to conducting activities, including road safety measures at all spots.
- Provide for the security of own staff, equipment, and items during the transportation of the items from the warehouse to the storage facility.
- Secure prior clearance with valid documentations from the relevant authorities as required.
- Inspect and confirm that the supplies transported are safe and equal to the quantity during handover to ACRA staff in Senior Staff designated in Akobo County.





## ACRA's obligation

- Provide the supplies available, provide authorization letters or documents on behalf of the organization, and facilitate the clearance of supplier vehicles to access the Warehouse in Bor County for loading of supplies subject to transportation by suppliers.
- Reimburse the service provider in USD. Should SSP be issued, ACRA will reimburse in USD using the Central Bank Rate.
- Assign senior staff in Akobo (Walgak and Boung) to receive the supplies and supervise the storage facility and handover process.

## Duration of cover:

**This is a one off service (in June-July, 2023); however, a good practice will result in automatically maintaining the service provider in ACRA's supplier database.**

## Selection Criteria

The criteria to be applied during the evaluation will be the legal conformity of the bidder, the percentage commission charged, the technical expertise, compliance with technical specifications and quality standards, capacity to deliver, service provider's proximity to beneficiaries, Bid validity period, delivery time, and list of Clientele.

## Further instructions

1. Your Company shall bear all costs associated with the preparation and submission of the bid documents and ACRA shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
2. Each of you will participate in and submit one set of bid. This rule applies equally to companies within the same group of companies with the same ownership.
3. Bidders shall prepare and submit bids independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect, with any other bidder.
4. The bidder is expected to carefully examine the contents of its bid. Failure to comply with the requirements of the call for expression shall be at the bidder's own risk. Bids not submitted in conformity with the above bidding Conditions and its annexes shall be rejected.
5. The bidder must be a fully registered entity or group in South Sudan with all valid legal documents attached to the bid.
6. There is a **ZERO TOLERANCE TO SEXUAL HARRASMENT, EXPLOITATION & ABUSE**. Any bidder known to have indulged in such practice before, now or during this bidding process will be disqualified with the immediate effect.





7. Each bidding company and its director(s) shall be subjected to vetting against list of listed companies or individuals for money laundering or terrorist activities.

### **Amendment of Call for Expression of Interest**

8. At any time prior to the deadline for submission of bids, the procurement committee, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the call for expression of interest documents by issue of addenda.
9. Any addenda that is issued shall be part of the ToR and shall be communicated in writing to all bidders who are requested to immediately acknowledge the receipt of each addendum by E-mail through the address above. To allow prospective bidders reasonable time in which to consider an addendum in preparing their bids, the tender committee may extend the deadline for submission of bids.

### **Process to be Confidential**

1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of the contract will not be disclosed with the process of evaluation. Any effort by a bidder to influence the processing of the bids or award decisions may result in the rejection of its bid.
2. Information contained in and with the RFQ is considered proprietary in nature and is to remain confidential between ACRA and the bidder. Access to these materials shall not be granted to third parties without the prior written consent of ACRA.

### **Award of Contract**

1. Framework agreement will be issued to the selected supplier upon approval

### **General Conditions and Disclaimers**

2. This ToR is simply an invitation to bidders to submit a bid in accordance with this call to bid document. This Call to bid does not constitute an offer of any kind on the part of ACRA South Sudan.
3. No contractual or other legal obligations arise on the part of ACRA to any bidder by this call to bid or the submission of a bid by a bidder nor is any legal relationship created between ACRA and any bidder until such time as an agreement, if any, is subsequently reached with a bidder.
4. ACRA reserves the unilateral and exclusive right to modify or cancel this call to bid at any time without any obligation to any bidder and makes no guarantee that the process initiated by this call will continue.

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## Qualifications/Submission documents:

ACRA will consider the following minimum attributes of the service provider;

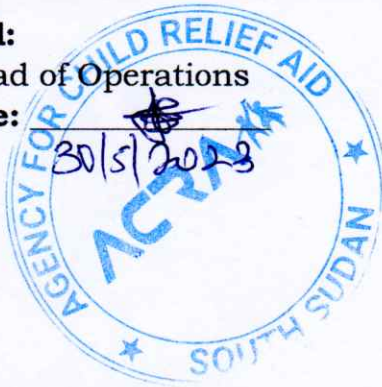
- ❖ Description of the procedures to be used by the service provider in handling livelihood kits during the transportation exercise.
- ❖ At least 2 years of experience in providing transportation of agricultural inputs in Jonglei State.
- ❖ Ability to provide such services across South Sudan.
- ❖ Solid finance muscle (financial statements of last three months).
- ❖ Solid capacity in transportation of supplies (list of equipment in operation and management staff).
- ❖ Proven previous experience with NNGOs, INGOs, UN agencies, etc.
- ❖ Fully registered with the Government of South Sudan and possessing valid documents at the time of submission (Valid Tax compliance certificate/TIN, copy of license to carry inputs transportation, Certificate of incorporation, Copy of banking license if applicable, Certificate of operation, Incorporation, Chamber of Commerce).
- ❖ Company physical address.
- ❖ Company Bank account details (For purposes of reimbursement transfers).

**Information on submission of proposals:** Experienced and interested companies should submit their proposals + the aforementioned requirements not later than 15<sup>th</sup> of March 2023 ,5:00pm (CAT). to [logistics@acra-ssd.org](mailto:logistics@acra-ssd.org) or Hand delivered in sealed envelopes to our ACRA Country Office located at Hai-Munuki, Opp. St. Johns Primary School, off Bilpam Road

**Approved:**

**Title:** Head of Operations

**Signature:**



*[Handwritten mark]*

**Annex: Details of Livelihood Kits to be transported from Bor to Akobo.**

S/N	KIT TYPE	ITEMS	QUANTITY	UOM	# of Cartons /Box	GW Unit	WEIGHT (KG)	WEIGHT (MT)	VOLUME	Total VolumeM3
1	CROPS	MAIZE 5KG	3,000	Bag	1	5.00	15,000.00	15.00	26.100	85.51338
2		SORGHUM 5KG	3,000	Bag	1	5.00	15,000.00	15.00	26.100	
3		COWPEA 3KG	3,000	Bag	1	3.00	9,000.00	9.00	26.100	
4	VEG	Amaranth	2,100	Sachet	1	0.02	42.00	0.04	0.21000	
5		Eggplant	2,100	Sachet	1	0.03	63.00	0.06	0.11760	
6		Onion	2,100	Sachet	1	0.02	42.00	0.04	0.19110	
7		Tomato	2,100	Sachet	1	0.02	42.00	0.04	0.42000	
8	Tools	Hoe/Rake/Spade/Maloda	3,000	Piece	1	1.52	4,560.00	4.56	3.75000	
9	Fishing kit	HOOK #4 or #5	1,800	Packet	2	0.16	558.00	0.56	0.58680	
10		MONOFILAMENT	1,800	Coil	1	0.02	41.40	0.04	0.13788	
11		Twine 12	1,800	Spool	2	0.56	2,016.00	2.02	1.80000	
<b>TOTAL</b>							<b>46,364.40</b>	<b>46.36</b>		

