



**Date: 18. July.2022**

**ENGAGEMENT OF A CONSULTANCY FIRM OR INDIVIDUAL CONSULTANT  
TO CONDUCT A JOINT CAPACITY BUILDING TRAINING TO STAFFS ON  
DISABILITY IDENTIFICATION AND INCLUSION.**

**TERMS AND CONDITIONS FOR BIDDING.**

**Your bid should clearly indicate the following:**

1. Provide legal required documents of the company as follows;
  - Copy of valid Certificate of tax clearance,
  - Copy of the company's certificate of incorporation,
  - Copy of Chamber of Commerce registration,
  - Copy Tax Identification Certificate,
  - Bank account details preferably where the money would be paid.
  - Copy of Certificate of Operation,
  - Company's official address,
2. Price based on the current context and Currency of offer -USD
3. Work plan time frame; clearly indicate the number of days required:  
Attach copies of reference list of NGOs/NNGOs for conducted similar training.
4. Business Contact details including President/Owners/CEO of the company.
5. UNIDOR is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

**NOTE: All the work will be done in Koch (Tax and Duty Paid in the case company)**

**EVALUATION CRITERIA.**

The criteria applied for the evaluation will be

- a. **The legal conformity,**  
Provide legal required documents of the company as follows;

- Copy of Certificate of valid tax clearance,
- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Company's official address,
- Bank account details (where money would be paid),

**b. The price based on the current content:**

The overall value of the consultancy.

**c. The technical experiences:**

Attach copies of reference list of at least three NGOs/NNGOs for conducted similar training.

**d. The compliance with technical specifications and quality standards:**

Provide detailed how the work will be done as stated on the TOR

**e. The work plan timeframe;**

Clearly indicate the workplan it will take to provide the training.

**CODE OF CONDUCT:**

The project team's work is based on deeply held values and principles, it is essential that our commitment to the rights of beneficiaries is supported and demonstrated by all persons and entities working for UNIDOR. All bidders obliged to abide by the organization Code of conduct.

**NOTIFICATION OF THE OUTCOME.**

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

**LANGUAGE FOR THE BIDS**

The language for the bids shall be **English** only.

**CONTRACT:**

UNIDOR will enter into a contract with a competitively selected consultancy firm or individual consultant.

The contract shall Clearly stipulate; terms and condition to be performed by the consultancy firm or individual timelines, mode of payment among others.

## **LABELING AND SEALING OF PROPOSAL:**

The company **MUST** clearly label the lot applied for on the sealed envelope.

Each hand delivered bids must be registered individually on the bids submission book which is available in the security guard room. Unregistered quote/bid will not be considered even if it is dropped in the tender box.

## **CLARIFICATIONS**

Any request for clarification must be made in writing through the following emails:

1. [nyak@unidorss.org](mailto:nyak@unidorss.org)
2. [okumuj@unidorss.org](mailto:okumuj@unidorss.org)
3. [nakaweesa@unidorss.org](mailto:nakaweesa@unidorss.org)

## **DEADLINE FOR THE SUBMISSION OF THE PROPOSAL**

The deadline for submission of the offer will be strictly on **Friday the 29<sup>th</sup>, JULY 2022**, at **04:00 pm Local Time**.

## **DISCLAIMER**

This is only a Call for proposal and UNIDOR South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, UNIDOR South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their proposals.

The decision of the UNIDOR South Sudan Procurement Review Committee shall be final.