



**25<sup>th</sup> January 2023**

**INVITATION TO NATIONAL OPEN TENDER**

**SUPPLY FOR FUEL PRODUCTS (DIESEL & PETROL) FOR CTP -JUBA, AND  
CDoR-YIROL**

**Tender Reference No: 584/23/IPPASE**

**Opening Date: 25<sup>th</sup> January 2023**

**Closing Date: 8<sup>th</sup> February 2023**

**CAFOD & Trocaire in Partnership (CTP)  
CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal  
Next to Save the Children International  
Juba, South Sudan**

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**CAFOD INVITATION FOR TENDER FOR SUPPLY OF FUEL PRODUCTS (DIESEL & PETROL) TO CTP – JUBA, AND CDoR – YIROL.**

**Section 1: Background**

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable supplier for the supply of **Fuel Products (Diesel and Petrol)**, and the successful bidder will enter into framework agreement with CAFOD for one calendar year.

Please tender your proposal as per specifications below:

**Section 2: Specifications**

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
<b>FUEL Products</b>					
1	Diesel Fuel - Juba	Litre	1		
2	Petrol Fuel - Juba	Litre	1		
3	Diesel Fuel - Yirol	Litre	1		
4	Petrol Fuel - Yirol	Litre	1		
					<b>\$</b>

**Section 3: Other Information Pertaining of our Quotation are as follows.**

Descriptions	Remarks
<b>Payment Mode</b>	
<b>Payment Terms/Credit Period</b>	
<b>Delivery Lead Time.</b>	
<b>Price Validity Period.</b>	
<b>Preferred Currency of Quotation</b>	

<b>Location of Delivery</b>	<b>Juba and Yirol.</b>
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## Section 4: Instructions to Suppliers

When submitting your tender proposal for Supply Fuel Products (Diesel & Petrol), please include a completed document: -

- a. CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. CAFOD Supplier Code of Conduct - attached in the Appendix section of this document.
- c. CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Updated company profile.
- f. Valid certificate of incorporation e.g attached the stamp copies indicating the renewal date, month, and year.
- g. Valid Membership certificate (Member of South Sudan Chamber of Commerce)
- h. Valid Importer and Exporter Certificate from the relevant authority.
- i. Tax registration certificate
- j. Valid tax clearance certificate e.g electronic Tax Clearance Certificate.
- k. Valid operation licence
- l. Valid Letter of no objection
- m. The latest bank Statement for the last **six** (6) months ( 1<sup>st</sup> July 2022 to 31<sup>st</sup> December 2022).
- n. Trade references (latest) from other INGOs or UN agencies and attached contract samples as an evidence to your engagement for Supply and Delivery of Fuel Products:

## Section 5: Tender Instructions

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to procure Fuel Supply (Diesel & Petrol) for project implementation. The tender is open to eligible Suppliers as indicated in the instructions.

## Section 6: Delivery Period

The bidders must state the exact date of delivery lead time.

## Section 7: Delivery Conditions

DDP- (Incoterms 2020) – CAFOD & Trocaire in Partnership Office (CTP), Hai Malakal, Juba, South Sudan. Delivered Duty Paid (DDP) is a delivery agreement where the seller undertakes all the responsibility such as risks, and cost associated with the delivery of the two (2) units of Motor Vehicles and its accessories to the buyer (CAFOD & Trocaire Office) location as stated in the above.

## Section 8: Language of Tender

All the information requested for tender process shall be provided in the English language.

## Section 9: Experience

Prospective Suppliers must have carried out successful supply and delivery of similar goods to INGOs and UN Agencies with same the magnitude.

## Section 10: Terms and Conditions – Appendix clause 21

Eligible and interested Suppliers shall be required to read and be willing to abide to the CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Clause 21**.

## Section 11: Eligible Suppliers

The procuring entity’s employees and their relative (spouse and children) are not eligible to participate in the tender process.

## Section 12: Submission and Deadline for tender documents

A sealed hard copy of tender application containing all the requirements shall be submitted to address provided above clearly marked with the tender reference number.

## Section 13: Questions Arising from Tender Documents

Questions and clarification that may arise from the tender documents should be addressed to the email address below on or before **30<sup>th</sup> January 2023**. Responses to the questions and clarifications shall be uploaded into the **NGO FORUM website on 1<sup>st</sup> February 2023**. Email; [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk).

## Section 14: Additional Information

CAFOD reserves the right to request the submission of additional information from prospective Suppliers.

## Section 15: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notified the successful bidder/Supplier for the tender for Fuel Products (Diesel & Petrol) bid committee reviewing outcome in writing, and this will be done after three (3) weeks to closure of tender deadline.

## Section 16: Tender Guidelines/Regulations and Criteria

### i. Incomplete Application

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.

### ii. The Tender Data

It is understood and agreed that the tender data of the prospective Supplier is to be used by CAFOD in selection of prospective Supplier to perform the contract in respect items as described by the client in **clause 2** in this document.

### iii. Tender Requirements

Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.

## Section 17: Essential Criteria for Tender

### i. Experience

The prospective bidder shall have at least three (3) years' experience in the supply of similar goods. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations.

Prospective suppliers should have special experience and capability to organize, supply and deliver items at short notice.

### ii. Financial Condition

The supplier's financial condition will be determined by latest audited financial statements submitted with the tender documents as well as latest bank statement for the last six (6) months. Reference letters from the bank should also be provided as a proven of financial viability. Potential Suppliers will be awarded based on the satisfactory information given.

### iii. Declaration – Appendix Section

Application MUST include a declaration Appendix section certifying the accuracy for the information given.

### iv. Withdrawal of Tender

CAFOD has the right to reject the tender from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

## Section 18: Declaration

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation for tender we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.

- c. That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other Tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

Designation .....

(Full name and designation of the person signing and stamp or seal.).

### Section 19: Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful.



We, the undersigned, hereby accept in full the CAFOD & Trocaire General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Tax Identification Number</b>	
<b>Active Phone Number</b>	
<b>Email:</b>	

## Section 20: Disclaimer

This is only a call for tender and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers. The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.

## Section 21: Appendix – CAFOD Policies

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Supplier Code of Conduct
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy