

REQUEST FOR PRE-QULIFICATION (RFPQ)

RFPQ01

Pre-qualification of Companies providing Construction and Rehabilitation Works of Small Structures within South Sudan

RFPQ Number: RFPQ01
Issue Date: October 20, 2021
Submission Deadline: November 5, 2021, before [17:00] hours (South Sudan, UTC+3 Time zone)
Submission Email: shejhsalam-procurement@dt-global.com.

Accompany Sections:

- Section I Introduction
- Section II Instructions to Applicants
- Section III Eligibility
- Section IV Evaluation
- Section V Vendor Prequalification Form

Section I: Introduction

The Shejeh Salam is a 5-year USAID funded Activity, implemented by DT Global, and has been operational in South Sudan since September 30, 2020. Shejeh Salam will help the process toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by current conflict.

The purpose of this invitation is to solicit pre-qualification offers and conduct due diligence of eligible construction companies for as-needed construction projects to be subsequently finalized through invitations to short-listed companies to submit proposals for specific construction projects.

The Shejeh Salam Program is planning to implement new constructions and renovations of existing structures in below-listed counties within South Sudan:

- a. Western Bahr el Ghazal: Jur River and Wau
- b. Greater Jonglei: Duk, Uror, Akobo, and Pibor
- c. Unity: Panyijiar, Mayandit, and Leer
- d. Eastern Equatoria: Kapoeta North and Budi
- e. Upper Nile: Baliet and Ulang
- f. Central Equatoria: Juba

If your company is not available to work in some of the targeted counties, please indicate which ones; otherwise, please confirm your company is able and willing to carry out work in all targeted counties.

Interested companies are therefore invited to submit prequalification applications to construct small structures and other construction works, following the requirements in this RFPQ.

Section II: Instructions to Applicants

I. Questions and Answers:

Questions regarding the technical or administrative requirements of this RFPQ may be submitted no later than **October 27, 2021 [17:00] hrs (South Sudan, UTC+2 Time zone)** by email to shejhsalam-procurement@dt-global.com. Phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that DT Global believes may be of interest to other offerors, will be circulated to all RFPQ recipients who have indicated an interest in this RFPQ. DT Global would make efforts to provide responses to any questions within one working day.

2. **Sample Construction Project**

Detailed scope of work for each project will be provided to the short-listed companies at a future time when they are invited to submit bids. To assist the potential offerors, decide whether or not to apply for shortlisting, the following are general types of the buildings and other works that will be constructed by Shejeh Salam:

- Traditional Authority Court
- Office building for local NGO
- Market facility
- Rehabilitation and/or building a community radio station
- Fencing an airstrip
- Sport center and football field
- Cattle dip
- Other construction projects of similar size may be undertaken.

3. **Size of Construction Contracts**

Each construction contract will generally have a **budget of USD 50,000 to USD 250,000**.

4. **Validity Period**

The shortlisting will remain valid for 24 months, however the contracts issued to the shortlisted companies during these 24 months may extend beyond the period of validity of shortlisting.

5. **Source/Nationality Requirement**

All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is South Sudan.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan, and Burma (Myanmar).

6. **Data Universal Numbering System (DUNS) Number**

Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number, if selected to receive a BPA award in response to this RFQ. If the Offeror does not have a DUNS number and is unable to obtain one before the submission deadline, offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS is not possible. Contact Dun & Bradstreet through this webform to obtain a DUNS number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from DT Global upon request.

7. Interpretation

This is invitation for pre-qualification. Any response to it, and successful shortlisting of a company as the result of this response, shall not be construed as creating any contractual or other legal bonds between the project, its implementor or its funding agency and the offeror or shortlisted company.

The offerors shall not be entitled to any compensation for preparation and submission of their qualifications in response to this invitation. This prequalification will not constitute an obligation from the short-listed company to respond to all requests to bid.

Shejeh Salam may, at its discretion, modify the content of this invitation, the criteria for shortlisting or the shortlisted companies. If any such change occurs before the deadline of this invitation, the companies that have indicated their interest in applying for the pre-qualification may receive a written amendment. Please indicate your interest as soon as possible by emailing shejehsalam-procurement@dt-global.com to be included in the communications list with respect to this invitation.

8. Fraud

DT Global has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation.

If you suspect that fraud has been committed, please contact the DT Global Shejeh Salam Chief of Party, or please use DT Global's anonymous third-party complaint reporting system that can be accessed by phone at +61 2 9053 9285, online at qrs.ly/DTGlobalEthicsHotline or via email at speakup@coreintegrity.com.au

Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of the witnesses. Thereafter, DT Global South Sudan Management or their designee will undertake a full and effective investigation of the allegations. This investigation will be completed, and a summary of the findings will be made and communicated to you as soon as practical.

9. Format of Application

The Application for pre-qualification shall comply with the following format:

- a. All applicants must use cover letter format provided in **APPENDIX: A** to register their interest to participate in this RFPQ. The said cover letter shall be signed by authorized representative of company.
- b. The language of the applications shall be English. The evaluation team may decide to disregard any document or information submitted in other languages if they are not accompanied with a certified translation.
- c. Applications to be submitted by email to: shejehsalam-procurement@dt-global.com . The subject of the email shall be: **RFPQ01_Construction Companies Prequalification**, followed by the legal name of the company. **For example: RFPQ01_Construction Companies Prequalification_PCL Construction**
- d. A confirmation of receipt will be sent to the sender's email address.

Section III: Eligibility

Interested applicants responding to this RFPQ must submit the following documentation to meet the minimum RFPQ requirements and be eligible for pre-qualification process.

- a. Valid Company Registration Certificate;
- b. Tax Identification Number Certificate;
- c. Current, valid Tax Clearance Certificate;
- d. Valid Operational License.
- e. Company profile or short introduction to company's areas of expertise.
- f. Provide at least three (3) full names of your company Directors as they appear in your company's Article of Association and copy of their IDs or passports;
- g. A minimum of three (3) references (with name and contact information) relevant to the requested goods and/or services Section 2 – Scope of Work and carried out in the last five (5) years. References from USAID-funded or similar donor-funded projects are preferred. Please provide references from fully completed projects only. Independent verification of the references may be carried out. DT Global reserves the right to obtain past performance information from sources other than those identified by the offeror;
- h. USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that match the offeror's name, Account number, and swift code);
- i. DUNS Number or statement addressing this requirement;
- j. If your offer is for a joint venture or association, please submit documented evidence of joint venture or association indicating the lead company in the joint venture or association.

All offerors shall fill, complete, and submit the company details in template provide at **Appendix E: Company Details**.

Section IV: Evaluation

I. Evaluation Criteria

DT Global will use Qualification Based Selection (QBS) method to select and pre-qualify construction companies for future use. Doing this would enable DT Global to utilize identical criteria to select the most qualified construction companies based on the evaluation criteria for this RFPQ as provided below:

- a. Construction past performance, experience, and technical capability in South Sudan
- b. Availability of construction equipment and machinery
- c. Experience and past performance of construction company employees.
- d. Quality assurance practices and Quality Control plan
- e. Site Safety and Security SOP
- f. Environmental Protection Standard and Practices SOP
- g. Financial strength and capability

2. Technical Requirements

All technical requirements submission shall address the evaluation criteria herein mentioned. Any offer that does not meet the minimum technical requirement submission mentioned below might be disqualified for prequalification.

- a) At least past five (5) years (2016, 2017, 2018, 2019, 2020) construction experience, performance and technical capability in South Sudan, especially remote locations. Fill and complete details of your past projects in template provided in **APPENDIX B: Section: Past Performance, Experience, Technical Capability**.

- b) Provide information of your company's major construction equipment and machinery available in South Sudan. Submit photos of the equipment and machinery of the proposed equipment and machinery. Provide evidence of ownership (registration paperwork or purchase invoices in your name) of the equipment and machinery that includes not less than trucks, excavator, rollers, compactor, compressor, concrete mixers, generators, mobile water pump, testing equipments, drills, etc. Fill and complete in template provided in **APPENDIX C: List of Equipment and Machinery**.
- c) Experience and past performance of company employees: Provide at least five (5) CVs of your company's professional and skilled workforce. DT Global may request your company to provide list of your employees approved by Ministry of Labor, Government of South Sudan for verification purpose. Fill and complete required details of your company's workforce in template provided in **APPENDIX D: Professional and Skilled Workforce**.
- d) Copy of Quality assurance practices and Quality Control plan to anticipate quality of future work. Content should be based on South Sudan environment.
- e) Copy of company's Standard Operating Procedures (SOP) for Safety and Security that includes safety plan, practices and record that includes safety report for incidents occurred in the past five (5) years.
- f) Copy of company's SOP for Environmental Protection Standard and Practices.
- g) Submit company's Bank Account Statement and Audit Report of the past 3 years (2018, 2019, 2020) to ascertain company's financial strength and capability. Fill and complete your company's financial details in **Appendix F: Financial Strength and Capability**

Section V: Vendor Prequalification Form

For enhancing competition and achieve shortlist of qualified construction companies in this RFPQ, DT Global provides the templates listed below for interested offerors to fill, complete and submit. All completed templates must be presented in offeror's company letterhead signed/stamped by authorized representative on behalf of the offeror.

- a) Appendix B: Past Performance, Experience, Technical Capability.
- b) Appendix C: List of Equipment and Machinery.
- c) Appendix D: Professional and Skilled Workforce
- d) Appendix E: Company Details
- e) Appendix F: Financial Strength and Capability
- f) Appendix G: Check List

APPENDIX A: SUPPLIER’S COVER LETTER

(The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror)

To: **Shejeh Salam**
DT Global South Sudan
Kololo Road, Plot 57, Block Number 3K
2nd Class area, Tong Ping, Juba, South Sudan

Reference: **RFQ#01 Construction Companies Prequalification**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer requesting our company / joint venture / association to participate in this prequalification for construction companies in South Sudan. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFI—are eligible to participate in this pre-qualification exercise under the terms of this RFQP and under USAID Rules and regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any DT Global or Shejeh Salam Project staff members;
- We have no close, familial, or financial relationships with any other Supplier-Vendors submitting application in response to the above-referenced RFFQ;
- This RFQP does not in any way obligate DT-Global, Shejeh Salam Project or USAID to make an award or pay for any costs incurred by potential supplier/vendors in the preparation and submission of applications.
- All documents submitted will not be return by DT Global;
- All information in our application and all supporting documentation is authentic and accurate; and,
- We understand and agree to DT Global’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company DUNS Number:

Company Bank Account Number:

Official Company Name Associated with Bank Account:

APPENDIX B: SUMMARY OF PAST PERFORMANCE, EXPERIENCE & TECHNICAL CAPABILITY

(Projects should fall in the range of \$50,000 to \$250,000, but larger projects references will be accepted. Copies of the Offeror’s Certificates of Final Completion and contract must be attached for each of the projects. Additional templates can be added and minimum five (5) project details are required. Should copies of these certificates are not available, Offeror must submit at least one of the following:

- Copy of final payment verifying retention amount was fully paid
- Contractor performance report

Project #1	
Project Name/Title	
Description Of Work (Designer/Engineer/Architect)	
Site Location (Region/County)	
Client	
Reference Name:	
Email:	
Telephone:	
Type of Contract (e.g., fixed price, time-and-materials, cost plus fixed fee, etc.)	
Were You a Prime or a Sub Contractor?	
Quality Assured Contract (Yes/No)	
List Quality/Environmental Standards Applicable	
Contract Awarded Value and Final Cost (USD)	
Original Start Date – End Date	
Contract Commencing Date	
Actual Date of Practical Completion	
Applicant Performance Report Available?	
Delays – External Factors (Working Days)	
Delays – Internal Factors (Working Days)	
Final Completion/ Certificate of completion	

Company:

Signature:

Name:

Stamp:

APPENDIX C: LIST OF EQUIPMENT

(Offeror must certify that company is in possession of all equipment listed below. Any equipment not mentioned in the table below must be accompanied with a detailed justification / description for its use and purpose. Any proposed hired equipment or machinery included in the list below shall be accompanied by an agreement between the Offeror and the third-party company)

Description of equipment and machinery	Production year	Ownership	Technical condition		
			new	workable	needs repair

Note: The Company will submit the copy of the owner ship certificates of all proposed equipment and machinery

Company:

Signature:

Name:

Stamp:

APPENDIX D: PROFESSIONAL AND SKILLED WORKFORCE

(Provide information of key professional and skilled employees of your company. Your staff Information below should be accompanied with a CV attached and their signature of acceptance that the CV is included in your submission)

#	Name/Job Title	Description of Personnel Category	Education Level (Course completed in Masters/Bachelor/Diploma), Professional Certification,	Experience and Competence in specific task, years of experience
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Company:

Signature:

Name:

Stamp :

APPENDIX E: COMPANY DETAILS

Year the company was established under current business name:

Did company have previous business name(s) or associations, i.e., Joint Venture, Partnership under which it did business:

Yes (Include Type): _____ No: _____

How many years was your organization in business under the above business name or association:

Former name and/or years: _____

Indicate whether organization is:

(Please check appropriate box)

- Sole Trader Joint Venture
- Partnership Limited Liability Company
- Other: _____

Business Registration (attach Business registration certificate)

Company Registration Number:

Expiration Date:

If a Partnership, list details of all current partners:

Full Name	Address

In what other types of business are you financially engaged?

Company:

Signature:

Name:

Stamp :

APPENDIX E: FINANCIAL STRENGTH AND CAPACITY

List the annual gross revenue in USD generated from work for the previous three (3) calendar years of (2018, 2019, 2020):

(Annual gross revenue is the amount in USD generated by your company prior to any payouts or expenses)

Type of Construction	2018 (USD)	2019 (USD)	2020 (USD)
Total (USD)			

The following documents must also be attached:

- Bank statements for the last 12 (twelve) months
- Complete certified audited accounts for the last three (3) fiscal years (2018, 2019 and 2020)

If a Joint Venture, complete the following.

(1) Are you registered as a joint venture with the Government of South Sudan? If yes, provide a copy of the certificate. If not, provide a copy of the Joint Venture agreement between the two parties.

(2) Describe the proposed role of each Joint Venture member in the project.

Company:

Signature:

Name:

Stamp :

APPENDIX E: CHECK LIST

(To assist offerors in preparation of their quotes. The following checklist summarizes the documentation to include an offer in response to this RFQ)

- Offer submitted before submission deadline
- Valid Company Registration Certificate (see **Section III: Eligibility**)
- Tax Identification Number Certificate (see **Section III: Eligibility**)
- Current, valid Tax Clearance Certificate (see **Section III: Eligibility**)
- Valid Operational License (see **Section III: Eligibility**)
- Company's profile including areas of expertise (see **Section III: Eligibility**)
- Copy Company's Article of Association indicating full names of company Directors (see **Section III: Eligibility**)
- A minimum of three (3) references (with name and contact information), at least 2 years' experience; (see **Section III: Eligibility**)
- Company Bank Account Details in USD currency, (see **Section III: Eligibility**)
- DUNS Number (see **Section III: Eligibility**)
- If joint venture or association, provide documented evidence (see **Section III: Eligibility**)
- Appendix A: Supplier's cover Letter (see **Section V: Vendor Prequalification Form**)
- Appendix B: Past Performance, Experience, Technical Capability (see **Section V: Vendor Prequalification Form**)
- Appendix C: List of Equipment and Machinery (see **Section V: Vendor Prequalification Form**)
- Appendix D: Professional and Skilled Workforce (see **Section V: Vendor Prequalification Form**)
- Appendix E: Company Details (see **Section V: Vendor Prequalification Form**)
- Appendix F: Financial Strength and Capability (see **Section V: Vendor Prequalification Form**)

Company:

Signature:

Name:

Stamp :