



INVITATION TO BID
REFERENCE NUMBER: PR-2023-EDU-0791

CONSTRUCTION OF THREE (3) TEMPORARY LEARNING SPACE BLOCKS OF CLASSROOMS (TWO (2) IN NYAL PAYAM AND ONE (1) IN GANYIEL PAYAM) IN PANYIJAR COUNTY-UNITY STATE SOUTHSUDAN

SCHEDULE OF ITB ACTIVITIES:	
Issue ITB	<i>06TH November, 2023</i>
Questions from Supplier due date	<i>13TH November, 2023</i>
Deadline for reply	<i>16TH November, 2023</i>
Deadline for submitting the bid to UNIDOR	<i>20TH November, 2023</i>
Opening and Evaluation of ITB	<i>21ST November, 2023</i>
Award of Contracts and Review	<i>21ND November, 2023</i>
Contract start	<i>22ND November, 2023</i>

1. INTRODUCTION

1.1. The Universal Intervention and development Organization.

Universal Intervention and Development organization (UNIDOR) is a South Sudanese based non-profit Christian relief, development, humanitarian and advocacy Non-Governmental Organization (NGO) dedicated to working with communities to overcome poverty and injustice.

Universal Intervention and Development Organization began operations in South Sudan in 2004 after being legally registered by Ministry of Justice under certificate number, Relief and Rehabilitation Commission (RRC) and a member of NGO forum South Sudan.

UNIDOR provide humanitarian interventions in Health, Nutrition, Education, Water and sanitation, food Security and livelihoods, peace building and conflict mitigation guided by Christian values and principles.

1.2. The Purpose of this Invitation to Bid (ITB)

Through this Invitation to Bid (ITB), UNIDOR seeks to secure competitive Bids for the selection of a Contractor for the construction of Three (3) Blocks of Temporary Learning Spaces/classrooms, in Panyijar County NYAL and GANYIEL payams. Eligible and technically qualified companies competent to provide the Construction works are invited to submit their bids as follows:

The eligible company should bid for all the locations according to the BoQ and the drawings as shown below.

LOCATIONS	Category Description
NYAL	CONSTRUCTION OF TWO (2) BLOCKS OF TWO CLASSROOMS IN NYAL PAYAM AS PER ATTACHED DRAWING AND BOQ
GANYIEL	CONSTRUCTION OF TWO (2) BLOCKS OF TWO CLASSROOMS IN NYAL PAYAM AS PER ATTACHED DRAWING AND BOQ

The winning bidder(s) will enter a fixed term contract for the duration of the works. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in South Sudan, Nyal and Ganyiel (Panyijar county) and regular taxpayers. The Bidder shall not be under any declaration of ineligibility or exclusion for corrupt or fraudulent practices in South Sudan or any other country of operation.

1.3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of their bids, and UNIDOR SOUTHSUDAN, "the Contracting Authority", will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2. THE BIDDING DOCUMENTS:

2.1. The Bidding Documents

The Bidder shall inspect all documents and information, forms, terms, and conditions in this ITB. Failure to furnish all information and address all areas of the bidding documents will be considered as substantially unresponsive and may lead to rejection of the bid in its entirety.

The Bidding documents comprise of the following documents:

- *The Invitation to Bid document, this document.*
- *Bill of Quantities (BoQs)*
- *Drawings and Designs for the temporary block of Classrooms*
- *UNIDOR Code of Conduct.*

2.2. Clarification of Bidding Documents

Any prospective Bidder wishing to seek for further clarification on the bidding documents may notify UNIDOR through the email address: nyak@unidorss.org and okumuj@unidorss.org. The request for clarification must reach UNIDOR not later than 13th **November 2023**. A representative of UNIDOR will respond by e-mail providing clarification by the 16th **November 2023**.

3. PREPARATION OF BIDS

3.1. Language of the Bid

The bid and all accompanying correspondence between the bidders and UNIDOR shall be written in English language only.

3.2. Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from further evaluation.

- *Cover letter expressing interest to provide Construction Works for blocks of Classrooms.*
 - *Technical proposal detailing the Company Profile (5 pages maximum) with a brief description of the firm's organization, Structure, Organogram, and summary of the senior personnel in the company.*
 - *Provide a table of recent construction works carried out for any International/Local Non-Governmental Organization in South Sudan on similar Works (indicate the Year of Construction, Contract Amount, the INGO/LOCAL which contracted you for the work and when it was started and completed).*
 - *Provide a summary and profiles of the Key Staff proposed for the project(s). This includes the Engineer or Foreman to act as the Construction Project Managers and who will supervise the work(s) as well as any Technical and non-technical staff who will handle contractual issues (Note that the absence of an Engineer will be grounds for non-award).*
 - *Gantt Chart or outline of key stages of construction in a Work Plan for all Categories of Works mentioned above. This workplan should indicate duration of each stage of the construction schedule and time in days stipulated.*
 - *A Financial Proposal detailing the costs of carrying out the Construction work presented in the same format of the BoQ in own letter head. Where bidders feel the UNIDOR BoQ is not sufficiently capturing some of the elements for the construction of the various structures, they may opt to propose this in a separate sheet.*
 - *Certificate of Incorporation and or Registration in South Sudan.*
 - *License for Operations from any City in South Sudan.*
 - *Tax Registration Certificates.*
 - *Tax Compliance Certificates/ Evidence of payment of tax to any relevant authority within South Sudan.*
 - *Bank details and 3-Months Financial Statements from a reputable Bank in South Sudan.*
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- *Provide details of Three Referees that UNIDOR may contact to give a testament of your previous completed works. Further, provide Three Reference Letters and or any record of similar previous relevant construction work with INGOs or UN Agencies or national NGOs*
 - *Any other document the bidder might feel will increase chances of award.*

3.3. Bid Prices & Price Changes

For the purpose of selecting a Contractor, the Bidder shall clearly indicate the unit price of each of the items in the Bill of Quantities. The Bidder must sign and officially stamp the price schedule on the Bill of Quantities.

During the validity period of the ensuing Contract, any price changes must be expressed in writing to UNIDOR, 15 days before implementing such change. UNIDOR will also respond to the request in writing within 15 days. Once the changes have been agreed upon, an addendum will be signed to form part of the original contract.

To ensure the quality of the workmanship, UNIDOR will **retain 10%** of the total amount of the contract arising therefrom, during the defects liability period as per the practice in the construction sector. Where the contractor is

not responsive to any repairs during this period, an amount will be deducted to cover such repairs with another contractor, and these notes kept as non-performance.

3.4. Bid Currencies

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **United States Dollar (USD)**.

3.5. Documents Establishing Works Eligibility and Conformity to Bidding Document

Pursuant to *Clause 3.2*, the bidder shall furnish, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all works to be provided under the contract.

The Documentary evidence of the Works' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.).

3.6. Bid Security

For the Purpose of this ITB process, Bid Security or Bond shall not be applicable.

3.7. Validity of Bids

Given the length of the contract, its UNIDOR wish that the Bids remain **valid for a minimum period of Ninety (90) days** after submission.

3.8. Format and Signing

All pages of the original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their financial proposal. The content of the cover letter shall include the following information:

- A table containing bid offer and item(s) description.
- Outline or specification of the Works to be offered for all Locations. Each location shall be submitted
- State the Delivery time from the Gantt Chart and Workplan for completion of the works.
- State the Total Revenue and or Turnover of your Construction Business for the last 6-12 Months period.
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 days).

4. SUBMISSION OF BIDS

4.1. Submission and Marking of Bids:

The Marking on the Sealed Envelope containing the Technical and Financial Proposals shall be as follows:

Ref #: PR-2023-EDU-0791: CONSTRUCTION OF BLOCKS OF CLASSROOMS IN NYAL AND GANYIEL

To:

**The procurement & Tender Committee
UNIDOR-Juba, Tong Ping Juba, South Sudan**

Hand delivered before **20th November 2023 at 17:00hrs EAT**. Evaluations will be done starting the **21th of November 2022** in UNIDOR Office in Juba.

Bids submitted after the deadline will not be accepted.

Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, and date of submission.

4.2. Format

The Bidder's offer shall comprise of all the documents requested by UNIDOR, price and cost Schedules and any other supporting documents in a sealed envelope. Please, indicate the **reference #** (Number) as indicated above.

4.3. Modification and Withdrawal of Bids

No modification or withdrawal of any bid shall be allowed after submission and deadline date.

5. BID OPENING AND EVALUATION

5.1. Preliminary Examination

UNIDOR will examine the bids to determine whether they are complete, free of any computational errors, and that all required licenses have been provided and requisite documents properly signed and stamped and whether bids are generally in order:

ADMINISTRATIVE REQUIREMENT	YES	NO
APART FROM THE NORMAL PROCESS, CONTRACTORS WILL SHOW EVIDENCE OF HAVING PPEs FOR PREVENTION AGAINST COVID-19 FOR THEIR STAFF WORKING IN THE PROJECT		
Is Profile of the Contractor or company with a table showing recent relevant construction experience provided?		
Is Certificate of Incorporation and or Registration provided?		
Is Operational License in the name of the Company provided?		
Is Construction License for 2022 for this category of works provided?		
Is Tax Clearance with any recognized regional or national authority provided?		
Is there evidence for Current Tax Submission and deductions by the bidder?		
Has the bidder provided Bank Statements and details in the name of the Contractor company		
Is there a Profile of Supervising Engineer of the Works in the bid document?		
Has the Detailed Bill of Quantities aligned to these specific works fully populated with prices		
Has the bidder provided a Gantt Chart/ or Construction Work Plan with clear completion timelines for each phase of the construction work for the Classrooms, Kitchen & Dining hall?		
Has the Bidder provided Financial Bid in the Bid Document?		
PROCEEDS TO THE NEXT EVALUATION (YES OR NO)		

Those not providing over 80% of the requirements will not be progressed to the next stage of technical evaluation.

5.2. Technical Evaluation.

Bids determined to be substantially responsive as per *section 5 above* will be considered for the evaluation stage with the below scoring criteria:

EVALUATION CRITERIA		
Tech Eval:	Description	Score (%)
	The Capacity of the Contractor: <ol style="list-style-type: none"> General Organization structure and or profile of the Construction Bidding Company and the owners - [5] A table showing 5-10 recent and previous assignments and or completed works with their value - [10] 	

Technical Capacity and Structure of the bidding Company	3. The Capacity in terms of the Technical Qualifications (Project Managers, Engineer/Masons) and Number of Employees in the company - [10%]. 4. Number of Years' Experience of the Lead Engineer, Foreman or Construction project Manager (Minimum 3 Years) - [10] 5. Number of Years (minimum 3) experience of the company in the sector and in similar works – [10%] 6. Suitable equipment for transporting materials and performance of the construction work – [5%]. 7. Detailed and itemized Price schedule, preferably in the Bill of Quantities aligned to these specific works [5%] 8. Financial Capacity: Amount of Turnover of the Company: Provide Bank Statements of the Company for the past 1 year. State your turnover [15%]	70%
Work Completion Time/ Delivery Time (from the work plan/Gantt Chart.	Completion Timeline: bidder to provide a Gantt Chart/ or Construction Work Plan with clear completion timelines for each phase of the construction work for the block of Classrooms 9. Bidder's Offered Works completion Time (<i>from the work plan/Gantt Chart</i>) as compared to other bidders – [20%]. <i>(Score on Lead Time = (Shortest Lead Time Offered/Bidder Lead Time) *20%)</i>	20%
References, Letters, Copies of Contracts	This refers to the bidder providing: Provide details of Three Referees that UNIDOR may contact to give a testament of your previous completed works. Further, provide Three Reference Letters and or any record of similar previous relevant construction work with INGOs or UN Agencies 10. Any documents, letters, contract copies, purchase orders or relevant information demonstrating experience and capacity to deliver – [10%].	10%
	TECHNICAL EVALUATION SCORE OUT OF 100%	100%
Financial Proposal	FINANCIAL PROPOSAL SCORE. SCORE= (LOWEST BID OFFER PRICE/OFFERED BID PRICE) *100%	100%
TECHNICAL EVALUATION (60 Points) + FINANCIAL (40 Points)	<u>WEIGHTED SCORES:</u> TECHNICAL EVALUATION=[SCORE/100] *60 POINTS] FINANCIAL EVALUATION SCORE= (LOWEST BID PRICE/OFFERED BID PRICE) *40 Points	60 Points + 40 Points
	TOTAL WEIGHT (TECHNICAL EVALUATION + FINANCIAL EVALUATION)	100 Points

5.3. Contacting UNIDOR

Subject to *Clause 5*, no Bidder shall contact UNIDOR on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced save as provided for in the bidding clarifications section.

5.4. Notification of Award

A representative of UNIDOR will only notify successful bidders in writing about bid acceptance. For Successful bidders, UNIDOR will share draft Contract for review before signature of the final contract. At this time, UNIDOR may choose to negotiate with the selected bidder to finalize the offer.

6. CONTRACTING

6.1. Contract award and notification

UNIDOR will award and notify the Contractor(s) whose Bid have been determined to be substantially responsive and considering rates, price, and performance factors.

6.2. Evaluation

UNIDOR, where applicable, will have the right to assess and evaluate Contractor's works and this will be done by UNIDOR Construction Consultant and or Programme staff.

Should the works not conform to the generally accepted building standards expected, UNIDOR may discontinue the works without extension of time except at UNIDOR's sole discretion. Upon discontinuation, the Contractor shall refund UNIDOR prorated amounts up to and including the last day of notice.

6.3. Commissions, Rates, Price Schedules, and Location

Bidders interested in the Construction works, should provide the information requested above and, in the *Annexes*, below.

Disclaimer

UNIDOR reserves the right to alter the dates of the timetable.

UNIDOR does not bind itself to accept the lowest or any Bid thereof.

7. ANNEXES: CONSTRUCTION OF BLOCKS OF CLASSROOMS

ANNEX I: BOQ FOR CONSTRUCTIONS: PR-2023-EDU-0791

Table 1: CONSTRUCTION OF THREE (3) BLOCKS OF CLASSROOMS TWO (2) IN NYAL AND ONE (1) GANYIEL.

NOTE:

1. A BIDDING COMPANY CAN PREPARE A STANDARD BOQ BASED ON THE TECHNICAL DRAWINGS ATTACHED.

THE SUB-TOTAL GOTTEN SHOULD BE MULTIPLIED BY THREE (3) TO GIVE A GRANT TOTAL FOR THE CONSTRUCTION OF THREE (3) BLOCKS OF 2 CLASSROOMS

**BILL OF QUANTITIES FOR CONSTRUCTION OF THREE (3) BLOCKS OF TWO (2) CLASSROOMS
IN NYAL AND GANYIEL**

S/N	Description	Unit	Qty	Rate (USD)	Amount (USD)
1.11	Mobilization of personnel, equipment & materials to execute the work.	LS	1		
1.12	Clear site of all grass, shrubs, debris, undergrowth including small trees not exceeding 600mm girth and cart away from site	m ²	220		
1.13	Excavation of 400x400x900mm hole ready to receive Metallic steel poles of size 100mm x 100mm x 3mm.	m ³	4.32		
1.14	Cast Hollow Steel Section poles footings with concrete of mix ratio 1:2:4/20 concrete	m ³	4.23		
1.15	Supply and fix 100mm x 100mm x 3mm HSS steel poles, casted with 1:2:4 concrete as specified in drawing and apply anti-termites	m	156		
1.16	Import and backfill 200mm thick murrum of approved quality, well compact and levelled where (in areas without murrum compact natural soil mixed with sand and spread on top sand before it receives concrete slab and screed)	m ²	41.1		
1.17	Cast 75mm floor slab with reinforced concrete slab of mix ratio 1:2:4/20 concrete	m ³	14.85		
1.18	Substructural walls - Walls covered with 230mm thick walls in bricks in cement sand (1:4) mortar 400mm high from foundation floor level.	m ²	31.2		
1.19	The front face and the rear face of the walls covered with, bamboos, Iron sheets or Timber walling using 1x12 inch Timbers screwed onto the steel poles, their prices differ according to the locations (options: of iron sheet, or clay burnt bricks masonry in location without bamboos or timbers be considered case by case).	m	122		
1.20	Iron sheet for side elevation upper level	m ²	22.5		
2.00	ROOFING WORKS				
2.10	Roof cover in G-28 Corrugated Iron Sheet (0.25mm hard product) screwed on 40x40mm HSS roof purlins, 60x40 rafters, 40x40 ties and struts and 60x40x 1.5mm thick tie beam, price includes ridge cover, screw nails, and other accessories (roof cover measured in actual projection & roof structured measured separately). Note all metallic structure used should be coated with anti-rust proof.				
2.11	Roof Covering: 28 Gauge Corrugated colored iron sheets	m ²	162.3		
2.12	Ridge capping.	m	16.9		
2.13	60 x 40 x 2mm Hollow Steel Section Wall plate	m	65		
2.14	60 x 40 x 2mm Hollow Steel Section Rafters	m	109.4		
2.15	40 x 40 x 2mm Hollow Steel Section Purlins	m	262		
2.16	60 x 40 x 2mm Hollow Steel Section Tie beams	m	89		
2.17	40 X 40 x 2mm Hollow Steel Section Struts/ties	m	94		
2.18	Facia board steel plate 200mm x 2mm	m	55		
3	FITTINGS AND FLOOR FINISHES				
3.11	Provide and make a doors 900x2100mm with iron sheets device	Nos.	2		
3.12	Blackboard: 4200mm x 1200mm x 16mm thick plywood	Nos.	2		
	<i>SUB-TOTAL (PER BLOCK OF TWO CLASSROOMS)</i>				
	TOTAL COST FOR 3 BLOCKS OF 2 CLASSROOMS	Qty	3		