



Environmental Rehabilitation Program ERP
Block 7, Gudele Residential Area
Juba, South Sudan

Email: erpsouthsudan@gmail.com

Date: 07/07/2021

TENDER DOSSIER

This tender is from Environmental Rehabilitation Program – ERP

Date of issue	07/07/2021
Tender number	ERP/SS-1-04-07-2021
Contract title	supply Sewing, sweater knitting, over-lock, Computerized embroidery machines and motorbikes
Closing date	16/07/2021
Contract authority	Environmental Rehabilitation Program (ERP)

Dear Prospective Bidder(s),

Ref: Procure and Supply of Sewing, Sweater knitting & over-lock machines and Motorbikes

Instruction to Suppliers

- 1 Your company is invited to offer a tender for the Procurement and Supply of the above mentioned Machines to **ENVIRONMENTAL REHABILITATION PROGRAM – ERP** (a National Non – governmental Organization) as per the specifications outlined below.
Document 1 Instructions and information on the tendering procedures.
Document 2 Specification of the Requirement.
Document 3 List of attachments.
Document 4 Declaration and information to be provided by the tenderer.
- 2 Please read the instructions outlined on the tendering procedures carefully including evaluation criteria and other essential documents deemed necessary to complete this process. Failure to comply with the terms and conditions stipulated may invalidate your tender.
- 3 A copy of your completed tender in a sealed and well-marked envelop(s) should be submitted to Environmental Rehabilitation Program – (ERP) Office located at Gudele Block 7, and or by email to erpsouthsudan@gmail.com, Not later than 17th July, 2021. Late submission of tenders will **not** be considered.
- 5 Enclose all relevant documents that include but not limited to – Up to-date Operational/registration Certificate, Tax Clearance Certificate and Company Profile etc.
6. Please don't hesitate to contact ERP if you have any question(s) about the tendering procedures and or requirements.



1 DOCUMENT 1

1.1 INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact **ERP during working hours through erpsouthsudan@gmail.com** if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed. No inquiries through telephone calls are not accepted.

1.1.1 Contract Period

The contract is to be for 2 weeks from the date of award and signing of the contract by both parties.

1.1.2 Incomplete Tender

Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

1.1.3 Returning Tenders

Environmental Rehabilitation Program will send a confirmation of receipt of the bid by email.

Manuscript bids including envelopes and packages must bear no reference to the tenderer by name; franking machines which automatically print the company's name should not be used.

1.1.4 Receipt of Tenders

Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

1.1.5 Acceptance of Tenders

By issuing this invitation ERP is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

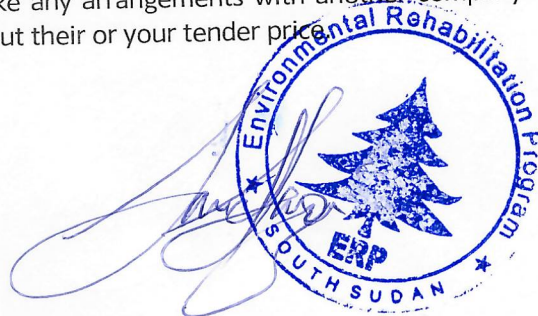
1.1.6 Inducements

Offering an inducement of any kind about obtaining this or any other contract with ERP will disqualify your tender from being considered and may constitute a criminal offense.

1.1.7 Confidentiality of Tenders

Please note the following requirements, you must not:

- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another company about whether or not they should tender, or about their or your tender price.



- Failure to comply with these conditions may disqualify your tender.

1.1.8 Costs and Expenses

You will not be entitled to claim from ERP any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

1.1.9 Debriefing

Following the award of contract, debriefing will be included in the letter sent to unsuccessful bidders.

1.1.10 Evaluation Criteria

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

Your capability to perform the contract will be evaluated using selection and award criteria the award criteria set out in Annex 1. Only the top 3 scoring companies in the selection stage will have their tenders assessed

1.1.11 Tender Period

Due to the intensive evaluation process, the ERP requires tenders to remain valid for the period specified in Document 4.

1.1.12 Basis of the Contract

The specification in Document 2, and the terms and conditions in Document 3, together with any special requirements, will form the basis of the contract between the successful tenderer and the ERP.

1.1.12.1 Personnel Security Standard

The successful contractor will need to assure ERP that staff supplied under the contract including its staff and those of sub-contractors who need unsupervised access to ERP's assets including but not limited to premises, IT equipment, and classified information meet required Disclosure Barring Standards (DBS).

This timetable is provisional and may be subject to change, but will be adhered to by ERP as far as reasonably possible.

ACTIVITY	TIMESCALE
Advertise	07/07/2021
Start of clarifications stage / any questions about the specification or procurement process	07/07/2021
End of clarifications stage	10/07/2021
Submission deadline for receipt of bids	16/07/2021
Inform bidders of selection outcome	17/07/2021
Supplier clarification interviews	17/07/2021
Award and signing of contract with successful bidder	18/07/2021
Delivery date of items	30/07/2021



2 FORMAT OF BIDS

Tenderers should present their proposals in the following format:

Section 1	Table of Contents
Section 2	Management Summary
Section 3	Meeting the Specification
Section 4	Cost and Charging Arrangements
Section 5	Declarations, Undertakings and Attachments (see Document 4)

2.1 CONCLUSIONS

Whilst every endeavour has been made to give tenderers an accurate description of ERP's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

3 DOCUMENT 2

3.1 SPECIFICATION OF REQUIREMENT

3.1.1 Introduction/Background

These item 2 and 3 machines are very important for establishing and operating a full-fledged industrial production. The original singer machines will be used for training vulnerable women and girls. These machines have to be durable and flexible for use by this category of women and girls.

3.1.2 Purpose

ERP would like to enhance the capacity women groups by establish a sweater production factory in Juba to produce sweaters to generate income for the sustainability of the vulnerable women groups. ERP will manage the factory in conjunction with the Vulnerable Women groups to produce the sweaters in bulk for supply to wholesalers and remote areas.

3.1.3 Management Information

The bidders have to include significant and accurate information about the management arrangements of the applying company. This information is paramount because it is only through this information that we in ERP can understand the relevance and strength of your company. Failure to provide this management and governance structure of your company will lead to underscoring of your application.

3.1.4 Security of Data

All tenderers are asked to submit a security plan that explains how they will ensure that ERP or personal data will be protected.

3.1.5 Costs

1.1. Please give a detailed breakdown of costs.

Every bidder must indicate the cost/prices of the items clearly in their quotations in United States Dollars. The costs should include the cost of the items to be supplied and the cost of transportation and delivery of these items to ERP's warehouse in Maridi.

1.2. The successful tenderer should provide details of discounts for prompt payment.



4 DOCUMENT 3

4.1 LIST OF ATTACHMENTS STANDARD CONTRACT CONDITIONS FOR PURCHASE

Eligibility Criteria	Document Required
Quotation	Tenderers are expected to ensure that they have attached their quotation to their tenders.
Bank statement	Attaching the latest bank statement of the company to the tender is required for financial capacity
Registration of business/company in South Sudan (with minimum of 1 year of operation in South Sudan.) Valid Certificate of Incorporation Or equivalent trade certification to do business in South Sudan by South Sudanese authorities.	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate Or equivalent
Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce
Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development
Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation
Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation
Certificate of successful supply from previous client	At least three certificate of previous experience from the company client recommending the company is required



5 DOCUMENT 4

5.1 DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

5.1.1 Declarations

1. (Name of tenderer) declares that we accept ERP's standard terms and conditions included in Document 3 as the basis of the contract; and
2. Declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and
3. Declare that the tender will remain valid until *30th July 2021* and that we are not entitled to claim from ERP any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

Signed on behalf of the Tenderer.....

5.1.2 Undertaking

The ERP requires all tenderers to make full and frank disclosure to the organization in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
- b) any convictions for a criminal offense committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to the payment of Social Security contributions; and
- e) any failure by the tenderer (or being a company, by its officers, or any representative of the company) to fulfil their obligations relating to the payment of taxes.



6 ANNEX 1: TECHNICAL SPECIFICATIONS DATA FORM:

Tenderers are requested to complete the following template.

The following technical specifications are provided in the format of a checklist. They are compulsory as a minimum standard and will be the only basis for the evaluators to assess the technical compliance of the supplies presented in the tender document. Deviations from the specifications may be considered only if deemed to be in the best interest of the contracting authority.

Supplier's names, catalogue numbers and model designations appearing in the list are for reference only. Tenders for other items that is equal in function, quality and performance to that listed will be given full consideration.

In order to make sure that no single specification is left out from your tender by mistake, it is recommended that you use the checklist as a tool to present your tender.

Items No.	Descriptions Specification, contracting authority	Technical specification. Described by ending Yes/	Original Country No	Comply Yes/No	Deviation if any, to be described in this column
1	Sewing machines	Brand Singer Sewing Machines, Usage/Application Light Material, Machine Type, Manually Operated Model Name/Number SV Princess, Max Sewing Speed, 1100SPM, Max Stitch Width 2mm. Complete toolbox for each Singer Machine with required tools inside.			
2	Manual and computerised sweater knitting machine	1 pieces of manual 12 Gauge INTA Shia Fine Needle Hanging Yarn Knitting Machine. 1 Piece 12 Gauge Computerized Flat Knitting Machine Well-equipped tool box and at least One hundred (100) spare needles for each machine.			
3	Overlock Machine	One (1) Amata FY-737A - 1 Needle 3 Thread Industrial Serger Overlock Machine Table, Sero Motor. LED.DIY. Complete tool box and at least ten (10) sets of spares			
4	Embroidery Machine	Janome MB-7 Multi Head Embroidery Machine, Embroidery only, 7 Needles, Large bobbin, USB Port, Weight 23Kg, maximum speed of 800 SPM			
5	Motorcycles	TVS - HLX 150 CC Red in colour and 2 helmets			



7 ANNEX 2: TENDER SUBMISSION FORM

PRICE SCHEDULE (Price and currency to be inserted by tenderer) the duly filled form should be accompanied by a vendor's preform invoice.

Item Code	Description of supplier	Quantity	Unit	Unit Price	Total
1	Brand Singer Sewing Machines, Usage/Application Light Material, Machine Type, Manually Operated Model Name/Number SV Princess, Max Sewing Speed, 1100SPM, Max Stitch Width 2mm. Complete toolbox for each Singer Machine with required tools inside.	50	Pcs		
2	1 pieces of manual 12 Gauge INTA Shia Fine Needle Hanging Yarn Knitting Machine. 1 Piece 12 Gauge Computerized Flat Knitting Machine Well-equipped tool box and at least One hundred (100) spare needles for each machine.	2	Pcs		
3	One amata FY-737A - 1 Needle 3 Thread Industrial Serger Overlock Machine Table, Sero Motor. LED.DIY. With spare and a complete tool box.	1	Pc		
4	Janome MB-7 Multi Head Embroidery Machine, Embroidery only, 7 Needles, Large bobbin, USB Port, Weight 23Kg, maximum speed of 800 SPM	1	Pc		
5	TVS - HLX 150 CC Red in colour and 2 helmets	2	Pc		

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Quotation validity (in days) N.B! Must be at least 90 days.	Yes/No (Yes required)
We certify transportation to ERP warehouse in Juba.	
Estimated delivery date: N.B! If the tenderer is unable to deliver all items within 10 days, the tenderer must attach a schedule proposal to their Tender. N.B! Delivery date must be within 10 calendar days of contract signing or issuance of Purchase Order.	
ERP's mode of Payment is within 30 days after delivery and receipt of all items	Yes/No
We certify availability/ability to make the PVC tents	Yes/No
ERP/FOB Point of shipment:	
Delivery time to point of shipment (ERP/FOB)	Days
Origin of supplies	Days

Company information	
Company legal name	
Street name and No.	
City	
State	
Phone number	
Email address	
Website	
Sales manager name	
Director and name	
Other contact. Total and emails address	



ERP's Procurement Manual-2021

General Information	
Type of business	
Year of establishment	
Number of full time employees	
Licencing authority	
Licence number. (TIN) and valid tax clearance	

References				
Name of country of customer	Type of contract	Value	Contact name	Phone/email

After having read your letter of Invitation to Tender no. ERP/SS-1-04-07-2021 for supply of Sewing machines, sweater knitting, overlock machines and motorbikes dated 21/06/2021; on behalf of my company /business, we hereby ERP.

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts –with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- We hereby certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- We further certify and attest that we, and/or our affiliates,

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- Our company/business has the following nationality, as evidenced in the enclosed Company Registration Certificate.
- We certify that the goods have the origin stated above.
- In the event the contract is awarded to us, we request that payments under the contract be made to the following account:
- Our tender is valid for a period of days after the closing date in accordance with instructions to tenders. (N.B! Must be at least 90 days)

Signature & stamp:

Signed by:

The Tenderer:

Name of the company:

Address:

Telephone no. :

E-mail:

Name of contact person:

Date:

“ERP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.”



Signature & stamp:

Signed by:

The Tenderer:

Name of the company:

Address:

Telephone no. :

E-mail:

Name of contact person:

Date:

“ERP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.”

NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”

7.1.1.1 ANNEX 3: Tender evaluation criteria

Eligibility Criteria	Score weight	Document Required
Price	60%	The lowest bidder will be awarded the whole 60%. The score of the candidate is calculated in relations to the lowest bid
Delivery (all supplies should reach ERP's warehouse in Maridi within 14 days)	10%	If the tenderer is able to deliver the supplies to the destination within 14 days, they will receive full score of 20%
Bank statement	3%	Attaching the latest bank statement of the company to the tender is required for financial capacity assessment
Registration of business/company in South Sudan (with minimum of 1 year of operation in South Sudan.)	5%	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate
Valid Membership Certificate	5%	Membership Certificate from Ministry of Chambers and Commerce
Valid Operation Licence	2%	Operation Licence from the State Ministry of Finance & Economic Development
Tax identification	3%	Tax Identification Certificate from Ministry of Finance and Taxation
Valid tax clearance certificate	5%	Tax Clearance Certificate from the Ministry of Finance and Taxation
Certificate of successful delivery of similar supplies	7%	At least three certificate of previous experience from the company client recommending the company is required

