


Reference No.: RFQ-WPDI/SSD09/2025 Construction Two Stance Pit Latrine/Bathroom.	<p style="text-align: center;">REQUEST FOR QUOTATION (RFQ) & GENERAL INSTRUCTION TO CONTRACTORS (GIC)</p> <p>WHITAKER PEACE & Development Initiative-Juba, Next to Nile Fortune Hotel, UNESCO Compound</p>	
Important: All Correspondence will refer to the Request for Quotation Number above		

Background:

Whitaker Peace & Development Initiative (WPDI) is an International non-profit and non-governmental organization founded in 2012 by artist, social activist & UNESCO’s Special Envoy for Peace and Reconciliation, Mr. Forest Whitaker with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities.

The Two Stance Pit Latrine/ Bathroom at Yambio Community Learning Center (CLC) is intended to improve sanitation and hygiene status in Western Equatoria State.

This RFQ and the GIC include Instructions to contractors, Technical Specifications and administrative requirements that contractors will need to follow in order to prepare and submit their quotation for consideration by hand delivery or by email.

Setting out

All particulars and measurements for the general settings out of the works shall be taken on the site in accordance to the drawings.

Rates and prices:

The contractor is deemed to have allowed in the rates and prices he has inserted in the bill of quantities for all charges in providing materials, labour, plant and equipment, site supervision, overhead charges and profits in carrying out and completing the work.

Scope of Work:

The proposed Two Stance Pit Latrine/ Bathroom is expected to be constructed in Yambio at Community Learning Center by Eligible Construction Companies.

LOCATION/ VILLAGE	Site	PAYAM	COUNTY	Distance		Kilometres
				From	To	
Next to the State RRC, UNMISS junction	Community Learning Center (CLC).	Yambio	Yambio Municipality County.	Yambio Town	Yambio CLC	3.5 Kms

Specifications:

Construction of Two Stance Pit Latrine/ Bathroom at Yambio Community Learning Center, Western Equatoria State.



INVITATION TO RFQ FOR PROVISION OF CIVIL WORKS

Date of issue:	20/10/2025
RFQ no.:	RFQ-WPDI/SSD09/2025
Contract title:	Construction of Two Stance Pit Latrine/ Bathroom at Yambio Community Learning Center, Western Equatoria State.
Closing date:	27 TH October 2025 at 4:00 PM CAT
RFQ Evaluation: in Juba by WPDI Procurement Committee only.	28 TH October 2025 @ 3:00 PM
Submission address	Whitaker Peace & Development Initiative, South Sudan Country Office. Procurement Office E-Mail: procurement-south-sudan@wpdi.org copying adil@wpdi.org

QUESTIONS:

Interested companies have the possibility to submit enquiries regarding the tender process. All questions need to be submitted by email using uniquely this email addresses **no later than not later 17:00 hours on 22nd, October 2025.**

DO NOT CALL FOR ENQUIRIES / CLARIFICATIONS

For inquiries, write to procurement-south-sduan@org

All questions received and answers provided will be consolidated by WPDI and shared on **23rd, October 2025** to all companies who have shown their interest in the tender process.

1. WHICH ARE THE STEPS OF THE EVALUATION PROCESS?

All bids received as a result of this competitive bidding process will be analyzed and scored through a 4-step evaluation process:

ELIGIBILITY

Purpose: Ensure all bidders have submitted all mandatory documents as specified in the tender advert and documentation

Eliminatory: YES

Scoring Methodology:

YES/NO, 100% yes to pass this phase



ARE

ELIGIBILITY Mandatory

- **Submission of 100% of Mandatory Documents is a Must for Eligible Contractors.**

TECHNICAL PROPOSAL ACCEPTABILITY

Organizational & Operational Capacities Combined 40% weight

- I. Evidence of Site Visit. (10 marks).
- II. Number of years of operations in this sector (Less than 2 years = 5 Marks and More than 2years =10 marks).
- III. References for successfully completed construction (Minimum 3 references: Less than 3, =0 Mark and 3 or more =(10 Marks).
- IV. Completion schedule time-frame: Less than 30 days = 20 Marks and more than 30 days = (10 Marks).

WHICH ARE THE DOCUMENTS TO SUBMIT

MANDATORY and OPTIONAL categorize documents.

FINANCIAL

Financial Competitiveness 60% weight

- I. Lowest bid value and technically acceptable taking in to account the minimum requirement of the BoQ

- **Mandatory documents:** if not submitted lead to eliminatory measure from the bidding process as they represent minimum requirements to be eligible for bidding.
- **OPTIONAL documents:** are documents valued by the tender committee but not necessarily leading the company to a direct elimination from the competitive process at the eligibility stage. Some of them could be mandatory at the contract award stage.

#	The following shall constitute the Quotation Documents to be submitted by the Contractors:	Mandatory / Optional
1.	Valid Certificate of registration/Incorporation (Provide a copy).	Mandatory
2.	Valid Copy of Taxation clearance certificate.	Mandatory
3.	Operational license (Provide copy).	Mandatory
4.	Minimum 3 or more letters of recommendation from organizations and institutions that your company completed projects.	Mandatory
5.	Owners or Company Chief Executive Officer or Managing Director's – Valid ID (Passport or Company ID).	Mandatory
6.	Signed & stamped Financial Proposal RFQ /BOQ.	Mandatory
7.	Time Schedule for Works (Work Plan To be provided).	Mandatory
8.	Drawings /BOQ and Technical details attached.	Provided By WPDI
9.	Evidence of Site survey (report has to be submitted along the bids).	Mandatory
10.	Schedule of equipment to be committed to the site.	Mandatory
11.	Schedule of personnel to be committed to this site.	Mandatory



Where to submit your Quotation:

WHERE?

Address:

All physical bids need to be submitted by the deadline above mentioned in a **SEALED TENDER BOX** upon signature of a **Tender Log book** at **WPDI Yambio CLC**: this is where we will formally acknowledge that your company has submitted an offer for this Tender.

No other type of physical submission will be accepted.

ALL ENVELOPES NEEDS TO SEALED AND LABELED IN THIS WAY;

RFQ-WPDI/SSD009/2025 Construction of Two Stance Pit Latrine/ Bathroom

All Bids should be valid for **at least 60 Days after bid submission**



APPENDIX 1 Total Costing of the Construction Project.

Summary of Bid Prices.

No.	Description	Total Price in USD (\$)
1.	Grand Total Bid Price	
2.	Discount Ratio (if any) ... % and the amount	
3.	Grand Total after Discount	
4.	Delivery time scales / Handover (in days)	

We have carefully checked and examined all bid documents, and we are offering the costs above on a fixed basis, they are not subject to any changes or alterations including those due to currency fluctuations.

Total Price USD (\$) _____ }

In words [_____]

Bidder's Signature

Stamp

Date

Bidder is required to stamp this document with their legal company stamp no bid will be accepted without a genuine company stamp.

APPENDIX 2 BILL OF QUANTITIES Two Stance Pit Latrine/ Bathroom

- Please also use our table when filling in the prices. If you do not have the item, just keep it empty. Your offer should be for the quantity that we request, not less and not more.
- Please only use USD (\$) as the currency for your offers per the guidelines.
- BOQ can be requested and shared on Excel format

