



ACTION FOR DEVELOPMENT (AFOD)
“Working together to empower communities”

AFOD Procuring and Disposing Entity

Bidding Document For Disposal by public bidding.

Subject of Disposal:	Movable and non-movable assets
Disposal Reference Number:	AFOD/DISPOSAL/2021/2022
Disposal Method:	Public bidding or sale to public officers
Date of Issue:	25th February 2022

PREFACE

The Standard Bidding Document (SBD) has been prepared by AFOD Procurement and Disposal unit for the purpose of disposing Entities Assets. For the purpose of this document, disposal means the divestiture of assets, including intellectual and proprietary rights and good will, and any other rights of a Procuring and Disposing Entity by any means, including sale, rental lease, franchise, and auction. The procedures and practices presented in this SBD have been developed to reflect the requirements of the Procurement manual of AFOD, The South Sudan Public Procurement and Disposal draft Act 2013 and the best international procurement practices.

The Standard Bidding Document has been developed for use under the Public Bidding and Sale to Public Officers disposal methods. It may also be used for disposal under the Direct Negotiations method with appropriate modifications to the document. The SBD is designed for reasonably straightforward disposal process.

The Standard Bidding Document contains two types of documents, those that must be used unchanged, and those that should be customized especially for each disposal.

Explanatory notes on the use of this SBD are contained in the assets management and procurement manual 2016 of AFOD.

All bidders have been highly welcomed to participate in this bidding process as detailed in part 2 of this document without any discrimination in regard to race, nationality and any social background



BY ORDER OF
MR. ALFRED ECEGA GULI
EXECUTIVE DIRECTOR
ACTION FOR DEVELOPMENT – SOUTH SUDAN

Standard Bidding Document

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Standard Format for Bid Notices

Invitation for Bids for the Sale of MOVABLE AND NON-MOVABLE ASSETS OF AFOD

Disposal Reference number: **AFOD/DISPOSAL/2021/2022**

AFOD a National NGO intends to sell **4 MOTOR VEHICLES, 3 MOTORCYCLES, 5 LAPTOPS, 3 PRINTERS AND 2 TV SETS** These are sold on an “as is, where is” basis and **AFOD** will have no further liability after sale.

AFOD now invites sealed bids from individuals, Companies and Organizations for the purchase of **the 4 MOTOR VEHICLES, 3 MOTORCYCLE, 5 LAPTOPS, 3 PRINTERS AND 2 TV SETS.**

Bidding will be conducted in accordance with the AFOD Procurement and Disposal of Assets Manual 2016, South Sudan Public procurement and disposal regulation 2006 and procurement best practices. And the disposal is open to all bidders.

Interested bidders may inspect the **3 MOTOR VEHICLES, 3 MOTOR CYCLES, 5 LAPTOPS, 3 PRINTERS, 2 TV SETS** at **AFOD office premises in Juba Gudele 1, block 9 and 1 MOTORVEHICLE** at **AFOD Office premises in WAU** On the dates of 25th, 26th and 28th February 2022 from 9:00 am to 4:30 PM CAT.

Interested bidders may obtain further information from AFOD and inspect the bidding documents at the address given below, **AFOD, JUBA OFFICE, GUDELE 1 EAST, BLOCK 9** from 09:00 AM TO 4:30 PM CAT.

The Bidding Documents in **English** may be obtained by interested bidders on the submission of a written application to the address below **AFOD, BLOCK 9, GUDELE** and **obtain soft copy of the bidding document or sent to your mail**. No liability will be accepted for loss or late delivery.

Bids must be delivered to the address below at or before **4:30 PM CAT, 9th March 2022**. Late bids shall be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below at **10:00 AM, 10TH MARCH 2022**.

ACTION FOR DEVELOPMENT (AFOD)

South Sudan, Gudele Block 9, Munuki Payam,

P.O.Box 287, Juba South Sudan

Tel: +211921756798/ +211925257650

Email:afodsouthsudan@gmail.com

PART 2: BIDDING PROCEDURES

Disposal Reference Number: **AFOD/DISPOSAL/2021/2022**

Subject of Disposal: **MOVABLES AND NON-MOVABLE ASSETS.**

A. General

Scope of Bid: AFOD, hereinafter called the “Procuring and Disposing Entity”, invites bids for the purchase of the assets described in Part 2, Description of Assets.

This disposal process will be conducted in accordance with the Public Bidding disposal method or sale to public officers contained in the AFOD Procurement and Disposal Manual 2016 and the procedures described in Part 1: Bidding Procedures.

Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

Limits on Purchase-sale to staff: staffs’ shall not be permitted to purchase more than one similar item. Staffs’ may bid for more than one similar item, but in the event that they are the best-evaluated bidder for more than one such item, they shall be required to indicate their preferred item and shall be awarded a contract for that item only.

Lots and Items: The assets are divided into lots and/or items, as listed in Part 2, Description of Assets. Bidders shall be permitted to bid for individual or multiple lots and/or items according to the following rules:

1. Bidders must bid for complete lots only. Bids for partial lots shall be rejected.
2. Bidders may bid for any individual lot or combination of lots.

Corrupt Practices: our anti-corruption policy requires that AFOD, as well as Bidders and Buyers observe the highest standards of ethics during disposal and the execution of contracts. In pursuit of this policy, AFOD (herein referred to as the Disposing entity);

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of officials in the disposal process or in contract execution; and
- (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a disposal process or the execution of a contract to the detriment of the Procuring and Disposing Entity (AFOD), and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring and Disposing Entity (AFOD) of the benefits of free and open competition;

- (b) Will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;
- (c) Will suspend a Provider or Buyer from engaging in any of its procurement and disposal proceeding for a stated period of time, if it at any time determines that the Provider or Buyer has engaged in corrupt or fraudulent practices in competing for, or in executing, any contract.

Code of Ethical Conduct: In pursuit of the policy defined above, AFOD requires representatives of both AFOD and of Bidders, Providers and Buyers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Bidders and Providers is available and Bidders are required to indicate their acceptance of this Code through the declarations in the Bid Submission Sheet.

B. Bidding Document

Bidding Document: The Bidding Document consists of the following Parts, which should be read in conjunction with any addenda issued:

- Part 1: Bidding Procedures
- Part 2: Description of Assets
- Part 3: Contract

The Bid Notice or non-Public Invitation Notice is not part of the Bidding Document.

At any time prior to the deadline for submission of bids, AFOD may amend the Bidding Document or extend the deadline for submission of bids by issue of addenda. Addenda will be issued in writing to all Bidders who obtained the Bidding Document directly from (AFOD).

Clarification of Bidding Document: Any queries regarding this Bidding Document should be addressed to the Procuring and Disposing Entity (AFOD) at the following address and not later than the date indicated below.

Address: **AFOD, BLOCK 9, GUDELE,
MUNUKI PAYAM
P.O.BOX 287, JUBA-SOUTH SUDAN
EMAIL: afodsouthsudan@gmail.com
Contacts: +211921756798/+211925257650**

Latest Date: **FRIDAY, 4TH MARCH 2022**

Any clarifications will be issued to all Bidders who obtained the Bidding Document directly from the Procuring and Disposing Entity (AFOD).

C. Preparation of Bids

Preparation of Bids: You are advised to carefully read the complete Bidding Document, including the Conditions of Contract in Part 3: Contract, before preparing your bid.

Inspection of Assets: Potential Bidders may inspect the assets prior to preparing bids, at the following location and at the following time and date:

Address for inspection:

**AFOD, OFFICE PREMISES,
GUDELE BLOCK 9, MUNUKI –PAYAM, JUBA
and AFOD, OFFICE PREMISES IN WAU**

Date(s) for inspection: 25th, 26th and 28TH, February 2022

Time(s) for inspection: 9:00 am to 4:30 PM CAT

Documents Comprising the Bid: You are requested to bid for these items by completing, signing and returning:

1. the Bid Submission Sheet in this Part;
2. the List of Assets and Price Schedule in Part 2, with prices completed for all items or lots for which you are bidding;

The standard forms in this Bidding Document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Bids: The bid validity required is **30** days.

Currency of Bids: All Bids are priced in US. Dollars for easy management.

Bid Security: No Bid Security of any kind may be required.

Copies of Bid: The Bidder shall prepare one original and (1) other copy of the bid, which shall be marked “ORIGINAL” or “COPY” as appropriate. In the event of any discrepancy between the original and the copies, the original shall prevail.

Signing of Bids: The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. All pages of the bid shall be signed or initialled by the person signing the bid.

D. Submission and Opening of Bids

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Disposal Reference Number above, the Bidder’s name, the name of AFOD and a warning not to open before the date and time of the bid opening. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late bids will be rejected.

Date of deadline: 9th March 2022

Time of deadline: 4:30 PM CAT

Address: **ACTION FOR DEVELOPMENT (AFOD)**
South Sudan, Gudele Block 9, Munuki Payam,
P.O.Box 287, Juba South Sudan
Tel: +211921756798/ +211925257650
Email:afodsouthsudan@gmail.com

Opening of Bids: AFOD shall conduct the bid opening in the presence of Bidders' representatives who choose to attend, at the address, date and time below. A record of the opening will be posted on AFOD's Notice Board within one working day of the opening.

Date of opening: 10th March 2022.

Time of opening: 10:00 AM. CAT

Address: AFOD, JUBA OFFICE PREMISES

E. Evaluation of Bids

Evaluation of Bids: The evaluation of bids shall be based on price only.

Evaluation of Price: AFOD shall correct any arithmetic errors in the bids, convert the bids to a common currency and rank bids to determine the highest priced bid.

Evaluation Currency: The currency of evaluation is US DOLLER Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of South Sudan on the date of the submission deadline.

Best Evaluated Bid: The best evaluated bid shall be the highest priced bid and shall be recommended for award of contract, subject to any reservations regarding failure to meet the official valuation or reserve price and subject to a limit of one similar item for one public officer.

Right to Reject: AFOD reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

F. Award of Contract

Award of Contract: Award of contract shall be by placement of a Contract in accordance with Part 3: Contract.

Bid Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your bid, with any documents requested above attached. Ensure that your bid is authorised or signed in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bidding Document prevail over any attachments. If your bid is not authorised or signed, it may be rejected.]

Bid Addressed to (PD Entity):	ACTION FOR DEVELOPMENT (AFOD)-SOUTH SUDAN
Date of Bid:	
Disposal Reference Number:	AFOD/DISPOSAL/2021/2022
Subject of Disposal:	MOVABLE AND NON-MOVABLE ASSETS

We/I offer to purchase the item or items listed in the attached List of Assets and Price Schedule, at the prices indicated on the attached List of Assets and Price Schedule, in accordance with the terms and conditions stated in your Bidding Document referenced above.

We/I undertake to abide by the Code of Ethical Conduct for Bidders and Providers during the disposal process and the execution of any resulting contract.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Assets and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Bid Submitted By:

Signature: _____

Name: _____

Date: _____ (DD/MM/YY)

Address:

Tel No:

PART 3: DESCRIPTION OF ASSETS

Disposal Reference Number: AFOD/DISPOSAL/2021/2022

The descriptions of the assets given below are for information purposes only and AFOD gives no guarantee of the accuracy of the description. The Bidder bears all risk for the condition of the assets.

Item No	LOT NUMBER	Description of Asset	Registration Number	Chassis Number	Engine Number	STATUS	Location
1	LOT 1	Toyota Hilux Double Cabin Pick-Up	NNGO 59/04 SSD	LN107-0024802	3L-4080211	Moving	Afod-Juba Country Office
2	LOT 2	Toyota Hilux Double Cabin Pick-Up	NNGO 59/05 SSD	LN107-0021464	3L-3759477	Grounded	Wau-Afod Office
3	LOT 3	Toyota Landcruiser Prado (SX 3.0 Turbo)	NNGO 59/01 SSD	KZ178-0030125	1KZ-0190164	Grounded	Afod-Juba Country Office
4	LOT 4	Toyota Landcruiser-Hard Top (3 Door)	NNGO 59/14 SSD	JTERB71J500022 461	1HZ-0453870	Moving	Afod-Juba Country Office
1	LOT 5	Yamaha Motorcycle (DT 125)	NNGO 59/02 SSD	DE02X-088721	3TT-211470	Grounded	Afod-Juba Country Office
2	LOT 6	Yamaha Motorcycle (DT 125)	NNGO 59/03 SSD	DE02X-088722	3TT-211471	Grounded	Afod-Juba Country Office
3	LOT 7	Yamaha Motorcycle (DT 125)	NNGO 59/13SSD	DE02X-084386	3TT-207136	Grounded	Afod-Juba Country Office

Attach a list of descriptions of assets where necessary.

Item No	LOT NUMBER	Description of Asset	Serial Number	Asset Category	Status	Location
1	LOT 8	HP Probook G2 450, Core i3 processor, 4GB RAM, 500 GB SSD Hard Drive, Windows 10 Pro..	SN: CND549513T	Laptop	Working	AFOD-Juba Country Office
2	LOT 9	HP Probook G2 450, Core i3 processor, 4GB RAM, 500 GB SSD Hard Drive, Windows 10 Pro.	SN: CND5233Y7N	Laptop	Working	AFOD-Juba Country Office
3	LOT 10	DELL Inspiron 15, Dual core processor, 4GB RAM, 500 GB SSD Hard Drive.	SN: 3DKF412	Laptop	Working	AFOD-Juba Country Office
4	LOT 11	HP Pro-book G2 450, Core i3 processor, 4GB RAM, 500 GB SSD Hard Drive, Windows 10 Pro. With faulty keyboard.	SN: : JCD6021N5	Laptop	working	AFOD-Juba Country Office
5	LOT 12	Accer Aspire V3, Core i3 processor, 4GB RAM, 600GB Hard Drive, Windows 7 Pro.	SN: NXM31EA007312039807200	Laptop	working	AFOD-Juba Country Office
1	LOT 13	Canon Image Runner C3025i MFP DADF AV1	S/N F281170	Printer	working	AFOD-Juba Country Office
2	LOT 14	HP, P1102 CE651A	S/N VNF8412108	Printer	working	AFOD-Juba Country Office
3	LOT 15	HP, P1102 CE651A	S/N VNC3127913	Printer	working	AFOD-Juba Country Office

1	LOT 16	LG TV set, 32 inches, 2015	M/N: 32LF560D	TV sets	Faulty	AFOD-Juba Office
2	LOT 17	32 inches, 2015	M/N: 32LF560D	TV sets	Faulty	AFOD-Juba Office

List of Assets and Price Schedule

Disposal Reference Number: _____

Lot Number: _____

Name of Lot: _____

[Complete the currency of your bid. Complete the price for each item below for which you are bidding. Insert "No Bid" against any items for which you are not bidding. Authorise your bid prices in the signature block below.]

The descriptions of the assets given below are for information purposes only and AFOD gives no guarantee of the accuracy of the description. The Bidder bears all risk for the condition of the Assets.

CURRENCY OF BID: _____

Item No	Brief Description of Asset	Price
TOTAL FOR LOT:		

Price Schedule Submitted By:

Signature: _____

Name: _____

Date: _____ (DD/MM/YY)

Address: _____

Tel No: _____

PART 4: CONTRACT

Any resulting contract shall be placed using the Agreement form below and shall be subject to the AFOD General Conditions of Contract for the Disposal of Assets, as attached.

Agreement

Disposal Reference Number: _____

THIS AGREEMENT made the _____ day of _____, _____, between _____ of _____ (hereinafter "the Procuring and Disposing Entity"), of the one part, and _____ of _____ (hereinafter "the Buyer"), of the other part:

WHEREAS AFOD invited bids for the disposal of certain Assets, viz., _____ and has accepted a Bid by the Buyer for the purchase of those Assets in the sum of _____ (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. This Agreement shall be subject to the AFOD General Conditions of Contract for the Disposal of Assets (attached), except where modified herein.
2. The Buyer hereby covenants to pay AFOD in consideration of the provision of the Assets, the Contract Price at the times and in the manner prescribed by the Contract.
3. In consideration of the payments to be made by the Buyer to AFOD as indicated in the Contract, AFOD hereby covenants with the Buyer to release the Assets in conformity in all respects with the provisions of the Contract.

THE GENERAL CONDITIONS OF CONTRACT ARE MODIFIED AS FOLLOWS:

The location of the assets is _____.

The official to contact to arrange collection of the assets is _____.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of South Sudan on the day, month and year indicated above.

Signed by _____ (for AFOD)

Name _____ Position _____

Signed by _____ (for the Buyer)

General Conditions of Contract for the Disposal of Public Assets

1. Definition of Assets

The assets subject to this contract are as defined in the attached Description of Assets.

2 Condition of Assets

AFOD shall sell the assets on an “as is, where is” basis and shall offer no warranty or guarantee as to the condition of the assets.

The Buyer shall assume full responsibility for the assets from the date and time of transfer and shall bear all costs and risks associated with the assets thereafter.

3. Payment

The Buyer shall make payment to AFOD of the full Contract Price, as defined in the Agreement, within **two weeks** of the date of the Agreement. AFOD Shall issue a receipt for the payment.

Payment shall be made by any method acceptable to AFOD and shall be considered to have been made on the date that it is credited to AFOD’s account.

AFOD may terminate this contract if the Buyer has failed to pay the full Contract Price within one week of the due date for payment.

4. Transfer of Assets

The location of the assets is as specified in the Agreement.

The Buyer shall have full responsibility and shall bear all risks and costs associated with the collection, dismantling, removal and transportation of the assets from the location defined above and shall bear and pay all associated costs.

The Buyer shall collect the assets within one week of the date of receipt by AFOD of full payment for the assets.

The Buyer shall contact the official named in the Agreement, at AFOD’s address, as specified in the Agreement, to arrange a date and time for the collection of the assets.

The Buyer shall sign a Handover Certificate, certifying receipt of the assets, at the time of transfer.

5. Corrupt Practices

It is AFOD’s policy to require that AFOD’s staff, as well as Bidders and Buyers for contracts for assets, observe the highest standard of ethics during the disposal process and execution of such contracts.

In pursuit of this policy, AFOD may terminate a contract for disposal if it at any time it determines that corrupt or fraudulent practices were engaged in by representatives of AFOD or of a Buyer, during the disposal process or the execution of that contract, without AFOD having taken timely and appropriate action satisfactory to the LAWS of South Sudan to remedy the situation.