

### INVITATION TO TENDER (SUPPLY)

<b>Date of issue:</b>	11/05/2021
<b>Tender no.:</b>	FCA/SSUCO007/2021
<b>Contract title:</b>	SUPPLY OF FUEL (DIESEL AND PETROL)
<b>Closing date:</b>	4th June 2021 at 2:00pm
<b>Tender opening:</b>	4th June 2021 at 3:00pm
Location for tender opening by only FCA Procurement Committee	FCA Office in Juba Na Bari, Behind Mindan Rembo
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office E-Mail: <a href="mailto:procurement.ssuco@kua.fi">procurement.ssuco@kua.fi</a>

FCA is launching a “Tender– sealed bids” and invites potential fuel suppliers for Finn Church Aid offices in Juba and Yei (Central Equatoria), Mingkaman-Awerial County-(Lakes State), Pibor– (GPAA) Old Fangak and New Fangak (Jonglei State).

ITEM / LOT	DESCRIPTION	LOCATION
Lot 1	Diesel and petrol	Juba
Lot 2	Diesel and petrol	Yei
Lot 3	Diesel and petrol	Pibor, Jonglei State
Lot 4	Diesel and petrol	Mingakaman, Lakes State
Lot 5	Diesel and petrol	Old Fangak, Jonglei State
Lot 6	Diesel and petrol	New Fangak, Jonglei State

Vendors should submit bids in a sealed envelope to the address below;

**Finn Church Aid (FCA)**  
**Juba Na Bari, Bilpham Road, Behind Midan Rembo**  
**Juba - South Sudan**  
**Tel: +211 924 173 956**

**Note:** All prices must include applicable government taxes, transportation and delivery cost.

The vendor shall provide fixed prices for the duration of a contract period of 24 months from the initial date of signing the contract. The initial contract will be for 12 months with subject to renewal for another 12 months.

**Bidding will be conducted through an open tender procedure.**

1. The tender is for FCA offices in Juba - Central Equatorial State, Mingkaman, Awerial County - Lakes State, Pibor, Old Fangak and New Fangak in Jonglei State.
2. All logistics handling and transport of the fuel from the location of the supplier to FCA offices in the locations specified in the table above will be the responsibility of the successful bidder.
3. The service provider must have a valid registration and permanent office in Juba South Sudan.
4. All bid prices shall be quoted in USD only.

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## TENDER SUBMISSION

1. Bids shall be by hand delivery to the Tender Box at FCA office in the location mentioned above. The bidder shall register in the tender submission book upon submission of the bid. This register exists with FCA security at the main entrance.
2. All bids (sealed), in English language only, must be delivered to the office mentioned above by 2:00 PM South Sudan time, Friday 4<sup>th</sup> June, 2021. Late bids beyond this date and time will **NOT** be considered. Bid documents must be clearly marked "Invitation to Tender – FCA/SSUCO007/2021"
3. Questions regarding this tender shall be addressed by email **ONLY** to [Procurement.Ssuo@kua.fi](mailto:Procurement.Ssuo@kua.fi) by or before Wednesday 2<sup>nd</sup> June 2021. Tenderers are not allowed to approach the Contracting Authority for oral clarification about this tender.
4. **Bid opening will take place on Friday 4<sup>th</sup> June 2021 at 3.00pm. Due to the ongoing COVID-19 pandemic, bidders will not attend the bid opening.**
5. The procurement committee will reject unsealed and incorrectly marked envelopes during tender opening.

### Eligibility Criteria (Minimum Requirements):

#	Eligibility Criteria	Document Required
1	Registration of business/company in South Sudan (Valid Certificate of Incorporation)	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate
2	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce
3	Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development
4	Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation
5	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation
6	Valid Importers and Exporters Registration Certificate	Importers and Exporters Registration Certificate from the Ministry of Trade, Industry and East African Community Affairs
7	Valid Letter of No Objection	Letter of No Objection from the Ministry of Interior
	Others	Any other relevant certification from the Ministry of petroleum

### NOTE:

1. This Invitation to Tender document and Instructions for tenderers document must be completed and returned together with your quotation document.
2. Failure to provide or complete the documentations as required may lead to disqualification.

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The committee shall undertake selection process based on the following parameters:

#	Evaluation Criteria	Weight	Scoring Method & documents required
1	Price	70%	Comparison between the total values of each offer. Lowest bidder receives full score (70). The score of other candidates are calculated in relation to the lowest bid amount.  Formula: (lowest entered/tendered value) * maximum points
2	Previous Experience  Demonstrated experience in transporting items to these two locations/counties in the last 12 months from the date of this RFQ. For this, we would require copies of contracts, signed waybills for items delivered to these two locations	30%	Maximum of 5 signed vehicle hire service agreements within South Sudan 6 points for each delivery note. Full score 30.

Thank you,  
Procurement Committee,  
FCA South Sudan

## INVITATION TO TENDER (SUPPLIES)

<b>Date of issue:</b>	11/05/2021
<b>Tender no.:</b>	FCA/SSUCO007/2021
<b>Contract title:</b>	SUPPLY OF FUEL (DIESEL AND PETROL)
<b>Closing date:</b>	4th June 2021 at 2:00pm
<b>Tender opening:</b>	4th June 2021 at 3:00pm
Location for tender opening by FCA Procurement Committee only	FCA Office in Juba Na Bari, Behind Mindan Rembo
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office E-Mail: <a href="mailto:Procurement.Ssuco@kua.fi">Procurement.Ssuco@kua.fi</a>

## INVITATION TO TENDER FUEL SUPPLY

Dear Sir/Madam,

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

### **A – Instructions to tenderers**

**Annex 3: Tender Submission form (to be completed by the tenderer)**

**Annex 4: Invitation to bid**

In order to enable the tenderer to complete the forms (Tender submission form and Technical data form) electronically a copy of these documents can be forwarded in a PDF word format upon request. It is strictly forbidden to make alterations in the printed text. The tenderer will be bound to the original text in accordance with the document forwarded in PDF format or by letter.

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## **A. Instructions to tenderers**

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his/her own conditions of sale may be, which s/he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

### **A.1. Scope of supply and related services:**

The subject of the contract is the supply. Delivery by the Supplier of the following supplies:

Lot no.	Description	Quantity	Required Delivery
Lot 1	Diesel and petrol	1 Litre	Juba
Lot 2	Diesel and petrol	1 Litre	Yei
Lot 2	Diesel and petrol	1 Litre	Pibor, Jonglei State
Lot 3	Diesel and petrol	1 Litre	Mingakaman, Lakes State
Lot 4	Diesel and petrol	1 Litre	Old Fangak, Jonglei State
Lot 5	Diesel and petrol	1 Litre	New Fangak, Jonglei State

#### **a) Delivery:**

The fuel will be delivered to the locations specified in the table above in FCA premises and the transportation cost should be included financial proposal for fuel.

#### **b) Specifications:**

Suppliers must comply fully with the requirements set out in the tender dossier (technical data form) and conform in all respects with the other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

### **A.2. General:**

The fuel will be used by the Contracting Authority for its programmes of Education, Peacebuilding and Reconciliation, and Livelihood in Juba, Yei, Mingkaman, Pibor, and Fangak Counties.

### **A.3. Cost of Tender:**

The tenderer shall bear all costs associated with the preparation and submission of his/her tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

### **A.4. Clarification of tender documents and additional information:**

Tenderers may submit questions in writing at the latest on the date specified in the time table in article A.5., specifying the tender no. and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for oral clarification. Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the time table. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time where this is practical.

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Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

#### **A.5. Planned time table:**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	02/06/2021	4:00PM
Last date on which clarifications are issued by the Contracting Authority	03/06/2021	4.00AM
Deadline for submission of tenders (closing date)	04/06/2021	2.00PM
Tender opening by FCA Procurement Committee only	04/06/2021	3:00PM
Contract award	TBC	TBC
Contract start	TBC	TBC

All times are in the time zone of South Sudan.

#### **A.6. Eligibility and qualification requirements:**

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers shall also be requested to certify that they comply with article 13. "Child Labour & Forced Labour" and article 14. "Mines" of the General Terms and Conditions for Supply Contracts.

To give evidence of their capability and adequate resources Tenderers shall provide the information and the documents requested in the Tender Dossier.

If the tenderer was selected through prequalification, the tenderer must only declare that he still conforms with the eligibility and qualification (selection) criteria applied in the course of that prequalification.

#### **Anti-money laundering and combating the financing of terrorism**

The Tenderer certifies that none of the funds provided under the contract are used directly or indirectly to assist in, sponsor, or provide support for acts of terrorism or to support organizations or persons listed as terrorists on lists maintained by the United States government, the United Nations, the European Union, and other entities.

The Tenderer authorize the verification of their company identity, whether through third parties or official government databases or by any other means considered by the Contracting Authority as appropriate for the compliance of its duties with anti-money laundering and combating the financing of terrorism (AML/CFT) policies and any requirements imposed by applicable laws.

#### Note:

- *FCA is an equal opportunity employer with zero discrimination policy*
- *FCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*

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#### **A.7. Exclusion from award of contracts**

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure;
- (d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

#### **A.8. Language of Tenders**

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English.

Any supporting documents in a language other than English must be translated by the tenderer prior to submission of the tender.

#### **A.9. Documents comprising of the Tender:**

The Tenderer shall complete and submit the following documents with his tender:

- a) Tender submission form (annex 3) with supporting documents

and other relevant information that should be made known to the Contracting Authority.

#### **A.10. Price:**

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

Tenderers must quote prices on one of the following bases:

1. for fuel supplied locally, unit and overall prices must be quoted for delivery to the final place of destination and in accordance with the above conditions, excluding all domestic taxation applicable to their manufacture.
2. For fuel to be imported into the county or state of the Beneficiary, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, including all duties and taxes applicable to their importation from which they are exempted.

Prices shall be quoted in USD only.

#### **A.11. Validity:**

Tenders shall be valid for a minimum period of 90 calendar days. In submitting the tender, the tenderer affirms that it is providing an irrevocable offer to provide the supplies for the duration stated.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

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**A.12. Submission of tenders and closing date:**

Tenders MUST be hand delivered to the office address given above on or before the closing date and time as specified in the Annex 4 above. Any tenders received after that time will not be considered. Tenders MUST be submitted in a sealed envelope bearing the following information:

**Annex 3: Tender submission form**

Submitted by (name of company):	
Contact Person:	

*NB: To be accompanied by a proforma invoice*

**PRICE SCHEDULE (Price and currency to be inserted by tenderer)**

<Item/Lot >	Description of supplies	Qty	Currency: USD	
			Unit Price	Total Price
Lot 1	Diesel - Juba	1 Litre		
	Petrol - Juba	1 Litre		
Lot 2	Diesel - Yei	1 Litre		
	Petrol - Yei	1 Litre		
Lot 3	Diesel - Mingkamn, Lakes State	1 Litre		
	Petrol - Mingkamn, Lakes State	1 Litre		
Lot 4	Diesel - Pibor Jonglei State	1 Litre		
	Petrol - Pibor Jonglei State	1 Litre		
Lot 5	Diesel - Old Fangak, Jonglei State	1 Litre		
	Petrol - Old Fangak, Jonglei State	1 Litre		
Lot 6	Diesel - New Fangak, Jonglei State	1 Litre		
	Petrol - New Fangak, Jonglei State	1 Litre		
<b>Total price FCA</b>				

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Quotation Annex	
Company experience	
Implementation for 24 months (YES/NO)	

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	

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Phone no.:	
Fax. no.:	
E-mail:	
web-site:	
Sales Manager (name)	
Director (Name)	
Other contact (Title & Name)	
<b>General information</b>	
Nature of business – please enclose complete product information in English.	
Year of Establishment	
Number of full-time employees	
Licensing Authority	
Licence number (TAX I.D.)	
Does your company have a written statement of its environmental policy?	
Please state in which languages technical documents are available:	
Working language:	

Signature & stamp:

Signed by: \_\_\_\_\_

**The Tenderer** :

Name of the company :

Address :

Telephone no. :

Fax no. :

E-mail: :

Name of contact person :

Date: :

**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”**