



CALL FOR TENDER ACTED SOUTH SUDAN Instructions to Bidders

Date: 19/08/2025

Tender N°: T/FWC/32MULTI/CAR RENTAL SERVICES/19/08/2025/1458

Through this tender ACTED is requesting a company to provide detailed written offers for the supply of the following products:

PRODUCT SPECIFICATIONS:

- | | |
|---------------------------------|--------------------------------------|
| 1. Description: | Car Rental Services |
| 2. Product class / category: | Transport |
| 3. Made in (origin of product): | N/A |
| 4. Product stage: | Ready for use |
| 5. Quantity/unit: | As per call of purchase order |

A detailed list of requested products is provided in the attached Offer Form.

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|---|
| 1. Place of delivery: | As per of PO Request |
| 2. INCOTERM (delivery conditions): | As per of PO request |
| 3. Maximum date of delivery: | 2 Days Upon Requests with Purchase Order |
| 4. Minimum offer validity period required: | One Year - (12) Months |

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder.
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder
9	ANNEXES – Samples pictures of available Vehicles requested in the Offer Form (PRO-06) are provided
10	ANNEXES – Vehicles Legal documents such as Vehicle log books, fire extinguisher safety certificate and driver licenses, Insurance stickers , requested in the Offer Form (PRO-06) are provided (Compulsory)
11	Present Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder.





It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in English.

GENERAL CONDITIONS:

1. The **closing date** of this tender is 03/09/2025 at 4:00pm, Juba local time in ACTED office at the following address: **Plot no. 137, Block No. AXII, Tecno Apartment, Hai Malakal, Juba, the Republic of South Sudan**
2. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
3. The offer must be submitted to ACTED Logistics department in a sealed envelope marked "Not to be opened before 04/09/2025 and the Tender reference number above.
4. Unsealed envelope and late offers will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
6. Collusive practices are prohibited and will lead to offers rejection.
7. **ACTED adopts a zero-tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.**

SPECIAL CONDITIONS:

8. Lots¹:
 - If the tender is divided into lots, the Bidder **may** bid for one or all Lots. Each lot **may** be subject to a separate contract and the quantities indicated for the different lots cannot be divided. **[The Bidder must offer all items & quantities indicated for each lot. Bids for part of a lot only will not be considered.]**
 - If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
9. Eligible or prohibited origin of goods and/or exclusions (if applicable): **[to be specified]**
10. Bidders' selection criteria will be evaluated as described below:

#	Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3
1	Experience	Similar past contracts	1	The bidder has provided no past contract similar to the contract to award	The bidder has provided at least one past contract similar to the contract to award	N/A	N/A
		Amount of past contracts	1	No similar past contract provided has an amount is equal or above the contract amount to be awarded	The amount of a similar past contract provided is equal or above the contract amount to be awarded	N/A	N/A
		Positive past experience with ACTED	1	The bidder proved weaknesses in executing pas contracts awarded by ACTED as per supplier database	The bidder has a positive record as per ACTED supplier database or never had experience with ACTED	N/A	N/A

¹To be adjusted by the Purchase Committee before publication





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		Number of years in business	1	The bidder has been working in this business for less than 1 years	The bidder has been working in this business for 2 years or more than 5 years	N/A	N/A
		Positive reference checks	1	The bidder has a negative record as per contacted NGOs / private companies	The bidder has a positive record as per contacted NGOs / private companies	N/A	N/A
2	Reliability	Customer services (repair, return and exchange)	3	The bidder proposes none of the following services: - Repair - Refund - Exchange	The bidder proposes one of the following services: - Repair - Refund - Exchange	The bidder proposes two of the following services: - Repair - Refund - Exchange	The bidder proposes all of the following services: - Repair - Refund - Exchange

11. Bids award criteria will be assessed through a:

Pass/fail method

OR

Scoring method

Note:

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.

Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3	4	5	
3	Price	N/A	50	The price is scored proportionally from the lowest bid price					
4	Quality	N/A	30	Quality criteria for each item must be detailed here or in the Offer Form (PRO-06) Visits to check the cars can be conducted.					
5	Availability	Stock availability	5	The bidder has less than 50% of the required quantities available	The bidder has between 50% (included) and 60% of the required quantities available	The bidder has between 60% (included) and 70% of the required quantities available	The bidder has between 70% (included) and 80% of the required quantities available	The bidder has between 80% (included) and 90% of the required quantities available	The bidder has 90% or more of the required quantities available
		Vehicle equipment	5	The supplier can't provide insurance card, fire extinguisher safety certificate, driver licenses in accordance with local and national laws, fire extinguishers, first aid kits, vehicle tool box, and one reflective triangle					The supplier can provide insurance card, fire extinguisher safety certificate, driver licenses in accordance with local and national laws, fire extinguishers, first aid kits, vehicle tool box, and one reflective triangle.
	Delivery time	4	More than 10 working days more after request	Up to 8 working days after request	Up to 6 working days after request	Up to 4 working days after request	Up to 2 working days after request	Less than 2 days after request	





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12. ACTED's Special Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

