

T/FWA/32MULTI/LEGAL SERVICE /JUBA/LOG/18/10/2024/909

CALL FOR TENDER ACTED SOUTH SUDAN

Instructions to Bidders

Date : 18/10/2024

Tender N° : T/FWA/32MULTI/LEGAL SERVICE /JUBA/LOG/18/10/2024/909

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

PRODUCT SPECIFICATIONS:

1. Description: *Provision Of Legal Advocate Services (Law Firms) Within Acted South Sudan -as per attached TORs*
2. Product class / category: **Services**
3. Quantity/unit: **See as per the Offer form PRO-06**

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

RESPONSIBILITIES OF THE SUPPLIER:

1. Place of delivery: **As per Request within ACTED South Sudan**
2. Service starting date: **As per TORs**
3. Minimum offer validity period required: **06 Months recommended.**

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. (Compulsory)
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder <i>(detailed as per the requested currency)</i> (Compulsory)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder. (Compulsory)
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder. (Compulsory)
5	The Bidder's official registration documents. (Compulsory)
6	A copy of the Bidder's legal representative ID or passport. (Compulsory)
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder. (Compulsory)
8	ANNEXES – Proofs of past performances in a similar field of activity (e.g. past experience of similar consultancy services) are provided. (Compulsory)
9	Consultant/Firm/Company Profile, CVs of Lawyers with relevant experience.
10	Technical Proposal, in line with TORs.
11	ANNEXES – Financial proposals if relevant to add details or thresholds
12	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder. (Compulsory)

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 in either English or French.



GENERAL CONDITIONS:

1. The closing date of this tender is **31/10/2024 at 4:00pm** 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 01/11/2024”** 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:

Bids award criteria will be assessed through a:

Pass/fail method ☐

OR

SCORING METHOD ☒

1. Bids award criteria will be assessed through a:

Scoring method:

#	Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	4	5	N/A
1	Price	N/A	50	The price is scored proportionally from the lowest bid price			
2	Technical Proposal	Technical Proposal as per TOR's	25	This criterion will be scored proportionally from 25 for the Firm/Consultants/supplier who offers the most adherence to the conditions and coverage detailed in the ToRs.			
3	Experience	Similar past contracts	4	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	4	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	4	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 no past experience with Acted	N/A	N/A
		Number of years in business	4	The bidder has been working in this business for less than 5 years	The bidder has been working in this business for 5 years or more than 5 years	N/A	N/A





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		Positive reference checks	4	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
4	Delivery	Delivery time	5	Firm/Consultants/supplier Negative as per TOR's delivery time	N/A	Firm/Consultants/supplier Positive as per TOR's delivery time	N/A

1. 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: _____

