



RE- EXTENSION OF AN INVITATION TO TENDER (ITT)

IMPORTANT INFORMATION

Company Name:

- (a) This is **not a purchase order**.
(b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "**TENDER NO. 00123T/FY23/SSD1/Provision of Rapid Gender Analysis Consultancy services** and addressed to "**THE TENDER PANEL Plan International South Sudan** to be submitted not later than **10:00am of November 19th 2023**

Date: 13/11/2023

You are hereby invited to submit your financial and technical proposals for the provision of Rapid Gender analysis consultancy services as per the Instructions to Bidders (**ITB**) provided in this tender document. All prices must be filled in the list of finance activities below to be done and the totals must be quoted in the bellow table. You are strongly reminded to carefully follow all instructions provided in this tender document or otherwise, your bid will be disqualified.

S/No.	Service Description	Quantity	Total Cost (USD)
1	Plan International Invites tenders for the Provision of Rapid Gender Analysis Consultancy service	01	

<u>Evaluation Criteria</u>		
S/No.	The tender documents shall be evaluated based on the criteria stated here below. Note: All documents must be attached as per the below order for easy finding.	Maximum Score
1	Competitive Price-Consultancy fees	25
2	Company Profile (including Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder; written power of attorney of the signatory of the Bid to commit the Bidder, Certification of registration and Tax Clearance Certificate)	15
3	Bank Statement of six months	15
4	Women owned Consultancy firms	5



4	Qualifications and experience of key technical personnel with their CVS and academic testimonials	20%
5	Evidence of previous Rapid Gender Analysis consultancy services provided to other reputable organizations	20
6	Provide lead time for the items on the T.O.R	10
	Total Score	100

	Important conditions			
	(a) Plan International South Sudan will enter into agreement with awarded contractor.			
	(b) Price variation or change of currency will not be accepted			
	(c) No tender will be received after closing date and time			
	(d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified			
	(e) The prices must be stated in USD			
	(f) All other tender requirements stated on this tender document MUST be met.			
	PLEASE NOTE:			
	λ The Tender should be submitted hand delivered to the above stated address or by email to SSProcurement.Committee@plan-international.org within the deadline.			
	➤ Plan International South Sudan reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or assign reasons for its decision. Plan International South Sudan may retender if it deems right.			
	➤ If you do not hear from the tender panel two weeks after the closing date, please consider your bid unsuccessful.			
	➤ Tenders must be filled in permanent ink. Any tender filled in pencil will be disqualified.			
	➤ All alterations must be countersigned and use of correction fluid is prohibited			
	➤ You must fill in all sections of this form. Failure to do so may lead to disqualification			
	➤ Ensure accuracy in your calculations both horizontally and vertically.			
<u>CONF</u>	<u>FOR SUPPLIERS USE ONLY</u>			
<u>IRM</u>				
(1)	QUOTATION VALIDITY: _____			



(2) WORK COMPLETION PERIOD: _____		
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Bank Account Details: (Plan only pays by cheque or electronic transfers – No cash payments)

Account Name: _____

Account Number: _____

Bank Name: _____

Branch Name: _____

Currency: _____

Swift Code: _____

Tel No(s). _____ Mobile Number: _____

Office Location: _____

Managing Director's name _____ (Male/Female) _____

Email Address _____

Passport Number: _____ Issuing Country: _____ Date of Issue: _____

Company Stamp and signature: _____

