

INVITATION TO TENDER

Date of issue:	11/05/2021
Tender no.:	FCA/SSUCO008/2021
Contract title:	Taxi Vehicle Hire Services (Yei)
Closing date:	4th June 2021 at 2:00pm
Tender opening:	4th June 2021 at 3:00pm
Location for tender opening by only FCA Procurement Committee	FCA Office in Juba Na Bari, Behind Mindan Rembo
Contracting authority:	Finn Church Aid, South Sudan Country Office E-Mail: procurement.ssuco@kua.fi

FCA is launching a “Tender”– sealed bids” and invites potential registered vehicle hire companies to provide regular on call vehicle hire service, pick up and drop-offs and full day for Finn Church Aid staff in Juba. Staff transportation will originate from the following points/locations as per below table to and from FCA office situated at **Juba Nabari Area, Bilpam road, Behind Midan Rembo**:

#	Loading/departure point	Quantity	Unit	Unit Price in USD	Type of vehicle
0	FCA Office Location Is At The SSUHA Compound, Lasu Road	N/A	N/A		
1	ECS	1	Drop		
2	Spc Lomuku	1	Drop		
3	St. Peter/Mary	1	Drop		
4	Christ The King	1	Drop		
5	Merkule	1	Drop		
6	Jigomoni	1	Drop		
7	Luzira	1	Drop		
8	African Inland Church (Aic)	1	Drop		
9	Sobe	1	Drop		
10	De –El – Salaam Market	1	Drop		
11	State RRC Office	1	Drop		
12	County RR Office	1	Drop		
13	Municipality Office	1	Drop		
14	National Security Office	1	Drop		
15	Commissioner’s Office	1	Drop		
16	UMCOR Office	1	Drop		
17	UNHCR Office	1	Drop		
18	Yei Airstrip	1	Drop		
19	Mugwo	1	Drop		
20	Lasu	1	Drop		
21	Pukula	1	Drop		
22	Otogo	1	Drop		
23	Tokori	1	Drop		
24	Free waiting time allowed		Minutes		
25	Charges for waiting time		Minutes		
26	Taxi hire on Full day from 8:00am to 7:00pm	1	Day		

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These locations may change from time to time.

Note: Price quoted to be US Dollar and should include:

- Daily rate for picking and dropping staff to and from the above mentioned locations – Monday to Friday.
- Fixed rate for unscheduled calls (drops)
- The quotation should be accompanied by a proforma/quotation invoice

The price quoted shall remain fixed for the duration of the contract, which is one-year renewable based on satisfactory performance.

You are required to submit your bid in sealed envelope to the physical address below:

Finn Church Aid (FCA)
Juba Na Bari, Bilpham Road, Behind Midan Rembo
Juba - South Sudan
Yei Taxi Services
Tender no.: FCA/SSUCO008/2020
Tel: +211 924 173 956

OR

Finn Church Aid (FCA)
Juba Na Bari Area, Bilpham Road / SSUHA compound, Lasu road - Yei
Juba - South Sudan
Yei Taxi Services
Tender no.: FCA/SSUCO008/2020
Tel: +211 921715172

Bidding will be conducted through an open tender procedure.

1. The tender is for FCA head office in Juba.
2. All other costs for regular service and maintenance, fuel, repairs and drivers salary shall remain the responsibility of the successful bidder.
3. The service provider must have a valid registration and permanent office in Juba South Sudan.
4. Must be duly registered with sufficient fleets able to respond to FCA vehicle hire needs as and when called upon.
5. The fleets must be in good conditions, well fitted with ACs and suitable for the nature of roads in locations listed above.
6. Bidders will be required to submit copies of vehicle Log books. Please do not attach original logbooks.

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TENDER SUBMISSION

1. Bids shall be by hand delivery and dropped inside the Tender Box at the security room, Juba Na Bari and in Yei at FCA office **at the SSUHA compound, Lasu road**. The bidder shall register in the tender submission book and clearly register the official email address and other contact details.
2. All bids shall be in sealed envelopes, in English language only and must be delivered to the office mentioned above by 2:00PM, Friday 4th June, 2021 and signed for indicating date and time of delivery. Late bids will not be considered. Bid documents must be marked "Invitation to Tender – FCA/SSUCO008/2021"
3. Tenderers with questions regarding this tender should be sent in writing to email Procurement.Ssuko@kua.fi or in a sealed envelope to the address mentioned above by Wednesday 2nd June 2021.
4. Any envelope that may be submitted unsealed and marked as required will be rejected during the opening session by the procurement committee.
5. **Bid opening will take place on Friday 4th June 2021 at 3.00pm. Due to the ongoing COVID-19 pandemic, bidders will not attend the bid 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 vehicle registration certificates	Vehicle registration certificates from the traffic office
7	Valid Left hand door receipt for Regius and Noar cars	Door receipt from the traffic office for left hand door vehicles for Regius and Noah cars
8	Vehicle Insurance	Valid vehicle insurance from reputable insurance service provider
9	Valid fire receipt and fire extinguisher	Fire receipt and fire extinguisher from the fire Bridget

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FCA procurement committee shall undertake selection process based on the following criteria:

#	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 (SERVICE)

Date of issue:	11/05/2021
Tender no.:	FCA/SSUCO008/2021
Contract title:	VEHICLE HIRE SERVICE (YEI)
Closing date:	4th June 2021 at 2:00pm
Tender opening:	4th June 2021 at 3:00pm
Location for tender opening (by only FCA Procurement Committee)	FCA Office in Juba Na Bari, Behind Mindan Rembo
Contracting authority:	Finn Church Aid, South Sudan Country Office E-Mail: procurement.ssuco@kua.fi

INVITATION TO TENDER - VEHICLE HIRE SERVICE/TRANSPORT

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 service:

The subject of the contract is the service. Provision of transport service by the vendor as per details and specifications provided under Annex 4 above:

a) Delivery:

The successful bidder will be contracted for a period of one year and will provide transport service to FCA staff from Monday to Friday and from/to the locations specified under Annex 4 above.

b) Specifications:

Bidders 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 service will primarily involve transportation of FCA staff from and to their areas of residences to FCA office in Juba Na Bari area.

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 on the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. 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.

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.

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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.

	Date	Time
Deadline for request for any clarifications or enquiries 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 session (all tenderers invited)	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.

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

A.7. Exclusion from award of contracts

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

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- (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. Supporting documents and printed literature furnished by the tenderer may be in local language.

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. Daily rate for staff pick-up and drop-off to and from the locations specified in the table above.
2. Fixed rate for one-off pickup and drop-off if different from 1 above. The vendor is required to make FCA aware of any other costs that in his or her opinion will be necessary for the successful execution of this contract of service failure to which any unexplained costs in the quotation may lead to automatic disqualification.

Prices shall be quoted in USD only.

A.11. Validity:

Tenders shall remain valid for a period 90 days.

Prior to the expiry of the original tender and validity period, the Contracting Authority may ask tenderers in writing to extend this period.

A.12. Submission of tenders and closing date:

Tenders MUST be hand delivered to the office location 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.

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Annex 3: Tender submission form

Submitted by (name of company):	
Contact Person:	

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 12 months	

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
Fax. no.:	
E-mail:	
web-site:	
Sales Manager (name)	
Director (Name)	
Other contact (Title & Name)	

General information	
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:

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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”