

PLEASE MAKE A COPY

Inset Date
«Contact_Name»
«Firm_Name»
«Address»
«ParishCity»

RE: Invitation to Bid

Dear sir/Madam;

World University Service of Canada (WUSC) is a leading Canadian international development organization. Our vision is a world where every young person thrives and belongs, achieved by catalyzing positive education and economic outcomes for young people. We support all young people, with a focus on women and displaced people. WUSC currently works in over 25 countries across Africa, Asia, the Middle East, and Latin America, with an annual budget of approximately CAD \$45 million. Globally, we partner with a network of higher education institutions, civil society organizations, private sector partners, professionals, students, volunteers, faculty and community leaders that work with us to achieve our mission.

WUSC is launching its new 5-year project in South Sudan: Strengthening Collection Action and Learning for Education (SCALE) that is designed to enhance the empowerment of adolescent girls to access educational pathways in border zones of South Sudan (Yei River, Kajo Keji and Magwi). The project will support key actors in the education ecosystem to test, adapt, expand, and sustain innovative models and practical approaches to improve learning opportunities for girls and other vulnerable groups. This \$10 million (canadian dollar) project is funded by Global Affairs Canada.

WUSC. invites your organization to provide a competitive bid for the supply and Installation of Star link Standard Kit Gen 3,

Attached is the Invitation to Tender. Responses are due on Monday 23rd June, 2025 at (insert time)

.

Tenders received after that time will not be considered.

We look forward to receiving your bid.

Yours truly,

Procurement department



Advertisement - Invitation to Bid (ITB)

WUSC invites bids for the following:

Supply and Installation of Star link Standard Kit Gen 3,

Closing date for receipt of Bid proposal will be 23 June 2025. AT - **INSERT TIME** –

Sealed bids must be delivered to the tender box or email or google link to

Procurement.southsudan@wusc.ca

Addressed to – *Procurement Committee WUSC scale Project*

For further information, contact WUSC through procurement.southsudan@wusc.ca

Contents

Invitation to Bid– (<i>Insert tittle</i>)	4
INSTRUCTION TO BIDDERS	6
1. 5	
2. 5	
3. 6	
4. 6	
5. 6	
6. Error! Bookmark not defined.	
7. 7	
8. 7	
9. 7	
10. Error! Bookmark not defined.	
11. Error! Bookmark not defined.	
12. Error! Bookmark not defined.	
13. 8	
14. Error! Bookmark not defined.	
15. Error! Bookmark not defined.	
16. 9	
17. 9	
18. Error! Bookmark not defined.	
19. Error! Bookmark not defined.	
Annex 1: Detailed Technical Specifications	12
Annex 2: Suppliers Bid Submission form	13
Annex 3: Price Schedule	14
Annex 4: Evaluation Criteria	15
Annex 5: Procurement Timetable	16
Annex 6: Declaration of No Conflict of interest	17
Annex 7: Supply Contract for technical Goods	18
THIS CONTRACT WITNESSES AS FOLLOWS:	18

Invitation to Bid– *(Insert title)*

1. Date of Issuance:

Closing Date:

Location:

2. Purpose of the Tender:

3. You are invited to submit your most competitive bid for the following item:

Description of Item	Quantity	Delivery Period

The item must confirm to the technical specifications as detailed in Annex 1

- 4.** Bidders can obtain the bidding document from WUSC office or by request using email address insert procurement.southsudan@wusc.ca or download from WUSC website *(provided link)*
- 5.** All bids should be clearly marked in a sealed envelope or email and submitted no later than *Monday 23, 2025 4Pm and location* . All bids should be addressed to *Procurement Committee – WUSC South Sudan Scale Project*
- 6.** Bids must be valid for 90 days after date of opening.
- 7.** All enquiries should be written to WUSC through procurement.southsudan@wusc.ca

Yours truly,

Procurement Department.

INSTRUCTION TO BIDDERS

1. Description of the Procurement

WUSC intends to procure Starlink Standard Kit Gen 3, connect up to 50 users, covers 610 Sq. Meters with Wi-Fi 6 Technology, Supplied and installed in Juba office. as per the technical specifications below.

Item/Lot	Description of supplies	Qty	Unit	Currency:	USD
				Unit Price (USD)	Total Price (USD)
Lot 1 Option 1 Juba office	Starlink Standard Kit Gen 3, connect up to 50 users, covers 610 Sq. Meters with Wi-Fi 6 Technology, Supplied and installed in Juba office.	1	Set		
	All equipment supplied to WUSC at a cost for WUSC ownership				
	MONTHLY RECURRING COST: (MRC) Internet Connectivity Solution Downlink 40Mbps – 220Mbps Uplink 8Mbps – 25Mbps Note to Bidders: - Star link Equipment and Accessories will be on Free Lease for duration of contract	12	Months		
	Installation, commissioning and Activation	1	Lot		

2. Eligibility and Qualification of Bidders

- 2.1 In order to be awarded the contract, bidders should possess the financial, economic, technical and professional capacity to perform the contract. Bidders should fulfill their tax and social insurance liabilities in the country and should not currently be subject to a debarment penalty.
- 2.2 Bidders must adhere to the highest ethical standards, both throughout the bidding process and execution of the contract.
- 2.3 WUSC has a zero tolerance for unethical behavior/corrupt practices including:
 - Bribery: the act of unduly offering, giving, receiving or soliciting anything of value to influence the procurement process;
 - Extortion or coercion: the act of attempting to influence the process of procuring goods or services, or executing contracts by means of threats of injury to person, property or reputation;
 - Fraud: misrepresentation of information or facts for the purpose of influencing the procurement process;
 - Collusion: an agreement between bidders designed to result in bids at artificial prices that are not competitive;

- Guilt of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or failing to supply this information;
 - Anti-terrorism: support of any terrorist or terrorist group as defined by donors;
 - Other civil, criminal acts or otherwise illegal activity which would be detrimental to the financial interests of WUSC
- 2.4 WUSC may declare supplying firms, their boards of directors and/or individual personnel ineligible to register with the organization either indefinitely or for a stated period of time.
- 2.5 WUSC will reject a bid if it establishes that the bidder recommended for award has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract.

3. Language of the Bid

The bid, as well as all, correspondence and documents related to the bid and exchanged with WUSC. will be written in English Language.

4. Documents included in the Bid

The bid must contain the Suppliers Bid, the Price Schedule and other documents to be submitted in accordance with these Instructions to Bidders and the Evaluation Criteria. (Incase of an open tender where the suppliers are not known to WUSC; the following mandatory documents should be requested)

- Covering letter on firms headed paper giving complete details including email addresses, telephone contacts, office location
- Copy of Certificate of incorporation/registration
- Valid Tax compliance certificate
- Copies of relevant Purchase/Service orders (3 copies of your highest value)
- Copy of Manufacturer(s) Authorization/Dealership (where applicable)
- Copy of Current Trade License
- Copy of regulatory body certificate (where applicable)
- Comprehensive Company Profile (including organization chart)
- Audited accounts for the last 2 years (to be asked for high value procurements)
- Description of any Sustainable procurement and environmental considerations in place for the assignment.

5. Clarification and Amendment

WUSC will, within 3 days, respond in writing or electronic mail to any request clarification received in writing or electronic mail no later than 7 days before expiry of the deadline for submission of the bid. The response will be distributed to all bidders without identifying the source of the request. All enquiries should be written to WUSC through procurement.southsudan@wusc.ca

6. Modification and Withdrawal

6.1 The bidder may submit a modified bid or a modification to any part of it at any time prior to the proposal submission deadline. The bidder's withdrawal notice envelope must be marked as "Modification". No modifications to the bid shall be accepted after the deadline.

6.2 The bidder may submit a bid withdrawal notice to any part of it at any time prior to the proposal submission deadline. The bidder's withdrawal notice envelope must be marked as "Withdrawal". No withdrawals to the bid shall be accepted after the deadline.

7. Bid Price

7.1 The prices given in the Price Schedule must include all taxes and duties in accordance with the Laws of the country.

7.2 The price offered by the bidder must remain fixed during the contract performance.

7.3 The bid price must be in the requested Currency which is USD

8. Bid Payment and Currency

8.1 Payment under the Contract shall be made in the currency or currencies in the bid which is USD

8.2 Payment will be made within 30 days upon submission of invoice and satisfactory receipt of goods.

9. Format, signing and submission of Bid

9.1 An authorized representative of the bidder shall sign the original submission letters in the required format as one original.

9.2 The bidder will submit the bid in a sealed envelope or email which must be addressed and delivered to: *WUSC office- Located at Women for Change Office IN Gudelle – Seven Eleven – 300 Meters Off Gudelle Hospital Road.*

10. Deadline for Submission of Bids

The bids shall be addressed to WUSC and bear the submission address, ITB reference number, the name of the assignment, must be received in hard copies or via email by WUSC by *Monday 23rd June 2025* . Bids received after this date will be rejected.

11. Bid Opening

11.1 WUSC evaluation committee shall conduct the opening of the bids in the presence of the bidders authorized representatives who choose to attend (in person, or online if this option is offered). The opening date, time and the address are stated above.

11.2 At the opening of the bids the following shall be read out: (i) the name and the country of the bidder (ii) any modifications to the bid submitted prior to proposal submission deadline; (iii) The prices quoted by the bidders and (iv) any other information deemed appropriate. This information will be filled in the bid opening form.

12. Evaluation of Bids

12.1 WUSC will determine the responsiveness of each bid to requirements of the bidding documents. A substantially responsive bid is one that satisfies all the indicated provisions without material deviation.

- 12.2 During evaluation of bids, WUSC may request of the bidder, in writing using mailing address or email address, to provide clarification of his bid. No change in price or substance of the bid shall be sought, offered or permitted.
- 12.3 Arithmetical errors will be rectified in the following manner. If there is a discrepancy between the unit price and the total price, obtained in multiplying the unit price by quantity, the unit price will prevail. If there is a discrepancy between the words and figures, the amount in words shall prevail. If the bidder disagrees with such his bid will be rejected.
- 12.4 WUSC will only compare bids that are responsive.

13. Confidentiality

- 13.1 No bidder will contact WUSC on any matter related to his bid except for requests related to clarifications of the bid. Information concerning procurement process and evaluation of bids is confidential. Any clarification related to the selection process, shall be done only in writing.
- 13.2 Any attempt by the bidder to influence improperly WUSC officials in the evaluation of the bid or Contract award decisions may result in the rejection of its bid, and may be subject to the application of prevailing WUSC's debarment procedures.

14. Notification of Award

- 14.1 The bidder whose bid is accepted will be notified of award of contract by WUSC in writing.
- 14.2 At the same time WUSC notifies the successful bidder, WUSC will notify all other unsuccessful bidders and provide a debrief where one is sought in writing within 3 days.
- 14.3 The notice of acceptance will be given by the successful bidder within 7 days of the notification of award.

15. Award of Contract

- 15.1 WUSC will award the contract to the bidder whose bid is determined to be substantially responsive and who offered the best evaluated bid.
- 15.2 An overriding principle, however, is that of value for money where the following factors are considered:
 - Cost related factors: This is not only the initial purchase price. Other cost considerations for example are support, warranty period, upgrading, shipping and clearance costs, storage, maintenance, associated consumables, disposal costs, project resale value, financing costs, after sale services offered as well as availability of spare parts for machinery.
 - Non-cost related factors: These are factors related to the needs and requirements of the organization. Examples are technical specification, quality, delivery timeline, competence of supplier support staff, reliability of the product, and financial stability of the supplier.
 - Market research: Identifying suitable and appropriate vendors, the market dynamic and product availability.

- Ethical sourcing: Procuring items in a way, which is consistent with WUSC policies and those of donors providing funds with their own ethical restrictions, in particular the Anti- Corruption, Anti-Terrorism and International Sanctions policies of the governments of particular bi-lateral donors.
 - Risk factors: Any risk that may impact negatively on the outcome of procurement. For example, the financial viability and capacity of the vendor, legal exposure and liability, geopolitical circumstances, price stability and dependency.
- 15.3 WUSC reserves the right when entering into a contract to increase or decrease the quantity of goods and relates services. No change in the unit price or other conditions will be made.
- 15.4 WUSC reserves the right to accept or reject any bid or all bids and to cancel the bidding process at any time prior to award of the contact without thereby incurring any liability to bidders without being required to inform the bidders of reasons for such actions.

16. Signing of Contract and Performance Security

- 16.1 WUSC will send the successful bidder the Contract. The bidder will sign and date the contract and return to WUSC within 14 days of receipt of the notice of award.
- 16.2 Together with the signed Contract, the bidder will furnish WUSC with a Performance Security, if required to do so.
- 16.3 If the successful bidder fails to submit the performance security, if required to do so, within 14 days, then it shall be sufficient grounds to revoke the award of the contract. In this case, WUSC will award the contract to the next bidder.
- 16.4 A performance security may be required in cases where the supplier is given an advance payment. Performance Security must be in the form of a Bank Guarantee or a bond from and Insurance Company licensed by the Bank.

17. Settlement of Disputes

Disputes that may arise during the performance of the Contract shall be settled in accordance with the laws of the country, by arbitration or mutual agreement between the parties.

18. Compliances

Bidders must submit valid certificates of compliances from the relevant bodies as requested.

19. Defects Liability

The Defects Liability Period for goods and related services is 6 months from the date of taking over possession. During this period, the supplier will be responsible for rectifying any defects or replacement of goods free of cost to WUSC.

Annex 1: Detailed Technical Specifications

The delivery schedule, expressed as days, specifies the date of delivery to destination point.

Item/Lot	Description of supplies	Qty
Lot 1 Option 1 Juba office	Starlink Standard Kit Gen 3, connect up to 50 users, covers 610 Sq. Meters with Wi-Fi 6 Technology, Supplied and installed in Juba office.	1
	All equipment supplied to WUSC at a cost for WUSC ownership	
	MONTHLY RECURRING COST: (MRC) Internet Connectivity Solution Downlink 40Mbps – 220Mbps Uplink 8Mbps – 25Mbps	12
	Note to Bidders: - Star link Equipment and Accessories will be on Free Lease for duration of contract	
	Installation, commissioning and Activation	1

Annex 2: Suppliers Bid Submission form

To: -----

Dear Sir/ Madam,

Having examined the bid documents, the receipt of which is hereby acknowledged, we offer to execute -----
for the total amount of -----

The VAT for our bid is -----

The price of our bid is -----

We, including all subcontractors, have no conflict of interest pursuant to the Instructions to Bidders and Annex 1.

We undertake, if our bid is accepted, to supply the goods, in accordance with the schedule given. If our bid is accepted, we undertake to furnish the Performance Security in the form of -----
----- to the amount of -----
comprising ----- % of the contract price in order to execute the contract properly.

[illegible]

Annex 4: Evaluation Criteria

No.	PRELIMINARY ELIGIBILITY CHECK FOR MANDATORY DOCUMENTS
1.	Submission of a valid business registration or certificate of incorporation that is clearly legible . Incorporated companies must submit a list of directors.
2.	Submission of a valid tax compliance certificate in the name of the business as per business registration. Document must be clearly legible.
3.	Proof of previous supply ie. Past LPOs or contracts (3 copies of your highest value)
4.	Copy of Manufacturer(s) Authorization/Dealership <i>(where applicable)</i>
5.	Copy of Current Trade Licence
6.	Copy of regulatory body certificate <i>(where applicable)</i>
7.	Audited Accounts for the last 2 years <i>(to be asked for large contracts)</i>
No.	TECHNICAL EVALUATION OF SPECIFICATIONS_ RATED TYPE CRITERIA
1.	Provision of documentation detailing the technical specifications for the items listed in the Schedule of Requirement or evidence to show that the goods match the Technical Specifications as detailed.
2.	Delivery within acceptable time range (Specified in Section IV-Delivery Schedule, after the earliest and before the latest date, both dates inclusive)
3.	Availability of spare parts in the purchaser's country and after sales service. (as applicable)
4.	Warranty period
5.	Description of any Sustainable procurement and environmental considerations in place for the assignment (if applicable)
	THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SIGNED.
1.	Completed and signed supplier's bid page
2.	Completed and signed price schedule must be submitted.
3.	Completed and signed delivery schedule

Annex 5: Procurement Timetable

Invitation to Tender Release	Thursday 19, 2025
Deadline for Submission of request or clarifications by bidders	Friday 23, 2025
Closing date of Tender	Monday 24, 2025
Tender Opening	Tuesday 25, 2025
Notification of Award	Thursday 26, 2025
Acceptance of Award	Friday 27, 2025
Contract Signing	Friday, 27, 2025

Annex 6: Declaration of No Conflict of interest

I, -----, declare to WUSC that:

- I have no, any obligation to persons with whom WUSC deals with as a contributor, supplier of goods and services or as a recipient of services or funds from WUSC
- I have no, any personal interest in a transaction or with parties to a transaction involving a material contract or proposed material contract with WUSC.; and/or
- I have no material interest in a company or person to be regarded as interested in any contact made with that company or person.

In the event of conflict or the risk of perceived conflict, I will immediately inform WUSC

Signature

Date

Annex 7: Supply Contract for Technical Goods

THIS CONTRACT made the _____ day of _____ 200__ between _____ *[name of Procuring Entity]* (hereinafter referred to as "the Procuring Entity"), on the one hand, and _____ *[name of Supplier]* from _____ *[city and country of Supplier]* (hereinafter referred to as "the Supplier"), on the other hand have come to an Agreement on the following:

The Procuring Entity has announced bid for procurement of goods and services, namely _____ *[brief description of goods and related services]* and has accepted the Supplier's bid for the supply of indicated goods and services to the sum of _____ *[Contract Price in words and figures]* (hereinafter referred to as "the Contract Price").

THIS CONTRACT WITNESSES AS FOLLOWS:

1. In this Contract, the terms and expressions have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall form the Contract and shall be deemed its integral part, viz.:
 - (a) Procuring Entity's Notification of Award;
 - (b) Bid and Price Schedule submitted by Bidder;
 - (c) Schedule of Requirements;
 - (d) Technical Specifications;
 - (e) General Conditions of Contract;
 - (f) Special Conditions of Contract;
 - (g) Other documents included in the Contract documents;
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Services, and remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Procuring Entity hereby agrees to pay the Supplier in consideration of the delivery of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS of the foresaid, the parties hereto have caused this Contract to be executed in accordance with the legislation of Guyana the day and year first above written in the beginning of the document.

Signed and Sealed _____ *[Full name and title of Procuring Entity's representative]*

Signed and Sealed _____ *[Full name and title of Supplier's representative]*