



BI SOUTH SUDAN

Aptech Africa Plot 63, Block-A, Hai Malakal, Juba, South Sudan

Email: asanita.angella@brac.net

REQUEST FOR TENDER

TRAVEL AGENCY SERVICE PROVIDER 2024/2025

Tender Ref: BRAC-SS-004-2024.

Issued on: June 24, 2024.

Closing Date & Time: Friday June

28, 2024 at 17:00 PM.

INVITATION TO TENDER

BRAC South Sudan is legally registered with the government of the Republic of South Sudan as a branch of Stitching BRAC International. Since its inception in 2006, BRAC South Sudan has implemented various programs in education, youth empowerment, agriculture, food security and livelihoods, health, emergency response and microfinance. In 2017, BRAC South Sudan down-scaled its operations as a result of the heightened conflict, and in 2019 began to re-open operations in South Sudan, with a programmatic focus on education, health, youth empowerment, agriculture and livelihoods, water and sanitation, and climate change.

Currently BRAC South Sudan is actively working in Central Equatoria (Juba) with fully furnished office at Aptech Africa building, Hai Malakal on the sixth floor.

BRAC South Sudan organizes workshops, has, and receives technical staff and consultants that travel nationally and internationally to implement various programs. Against this backdrop, BRAC South Sudan is looking for opportunities to improve the travel services rendered to its stakeholders for official business travels. The travel management services shall be for official purposes including missions, workshops, meetings, conferences, home leaves, emergency travels, educational leaves, and field visits to project sites by BRAC staff, consultants, Government officials, and sister organisation. BI South Sudan is aiming at securing efficient and cost-effective travel services by inviting suitably qualified and experienced companies. BRAC South Sudan intends to enter into one or more non-exclusive two-year agreements with the most competent company for provision of air ticketing/travel management services. The agreements will contain fixed committed commission. BRAC will reserve the right to utilize other sources at the organization's discretion to assure value for money.

Please inform us in writing at the following address -Aptech Africa building, Hai Malakal on the sixth floor Juba, South Sudan Email: asanita.angella@brac.net upon receipt; that you received the Letter of Invitation; and whether you will submit the tender.

Yours sincerely,

Asanita Angella
Procurement Officer,
BRAC South Sudan
Phone: +211923744950,
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1. PREPARATION OF BIDDING DOCUMENTS

- a) Bid documents can be obtained from NGO forum tender website
- b) Travel companies are invited to submit two separate bids documents; one original and a duplicate.
- c) The currency of the bidding shall be US\$. The bidding will be the basis for contract negotiations and ultimately for a signed contract with the selected contractor.
- d) The company shall inform itself fully of all circumstances and conditions relating to submitting of this bid, including site visits if appropriate, and shall satisfy itself as to the correctness and sufficiency of the bid documentation.
- e) By submitting a bid, the company understands that all provisions and conditions in the bidding documents shall fully and automatically apply to your bids.
- f) BRAC South Sudan will enter into a contract agreement with the awarded travel company not a third party.
- g) Price variation or change of currency will not be accepted
- h) No tender will be received after closing date and time
- i) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified.
- j) All other tender requirements stated on this tender document **MUST** be met.
- k) BRAC 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. BRAC South Sudan may re tender if it deems right
- l) If you do not hear from the tender panel two weeks after the tender closing date, please consider your bid unsuccessful.
- m) Tenders must be filled in permanent ink. Any tender filled in pencil will be disqualified.
- n) All alterations must be countersigned and use of correction fluid is prohibited.
- o) Bidders must ensure accuracy in their calculations both horizontally and vertically.

2. CORRUPT OR FRAUDULENT PRACTICES

- a) BRAC requires that the travel companies and their agents (whether declared or not), personnel, sub-contractors, and suppliers observe the highest standard of ethics during the selection and execution of contracts.
- b) Should any corrupt, fraudulent, collusive, coercive or obstructive practices of any kind come to the knowledge of the organization, it shall, in the first place, allow the service provider to provide an explanation and shall take actions when a satisfactory explanation is not received.
- c) In pursuance of this requirement, the organization will reject the bid if it determines that the organization recommended for award has, directly or through an agent or other third party, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question.
- d) For the purposes of this provision, the terms set forth below shall apply:

- (i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value (whether tangible or intangible) to influence the action of a person involved in making decisions;
- (ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Purchaser and includes dishonestly obtaining any such benefit by way of deception, forgery or other means;
- (iii) **“Collusive practice”** is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) **“Coercive practice”** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) **“obstructive practice”** is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts intended to materially impede the exercise of the organization’s rights.

3. **QUALIFICATIONS OF THE CONTRACTOR**

To qualify for an award of Contract, the Company shall demonstrate that it possesses the necessary professional and technical qualifications or competence, financial resources, equipment and other physical facilities, managerial capability, experience in the required field of operation and personnel to perform the contract.

In addition, the following documents are required:

- 2 Must be legally registered in South Sudan (Certificate of registration).
- 3 Must have a valid trade license.
- 4 Must have a valid tax clearance certificate.
- 5 Must be registered with the chamber of commerce.
- 6 Must have a valid certificate of incorporation.
- 7 Must have a valid industry certificate to operate a travel company.
- 8 The bidder should provide a bank statement of not less than 6 months.
- 9 Minimum of five years of experience in travel management services. Minimum of Five ongoing or completed contracts for same or similar services executed in the last years. For each contract, provide details of the client’s name, contract dates, contract values, contract focal point name and email, work location. BRAC reserves the right to conduct reference checks with one or more of the listed past clients.
- 10 Provide the work plan during the fuel crisis.
- 11 Memorandum and Articles of Association.
- 12 Must have a dedicated focal person for daily administrative management of the account. (Indicate the name, email address, position and contact number.)

1. BID SUBMISSION AND OPENING

- a) Bids should be submitted in hard copy, the original and a copy shall be placed in a sealed envelope clearly marked. The technical and finance must be in separate envelopes clearly marked.
- b) **"TENDER NO. BRAC-SS-004-2024, TRAVEL/AIR TICKETING SERVICES- BRAC SOUTH SUDAN JUBA COUNTRY OFFICE
ISSUED ON: JUNE 24, 2024
CLOSING DATE & TIME: JUNE 28,2024-17:00PM**
- c) The bid must be delivered by hand to BRAC SOUTH SUDAN office located at Aptech Africa building, Hai Malakal on the sixth floor, Juba, South Sudan and by the time and date stated.
- d) No bids shall be received after the deadline for submission.

2. BIDS EVALUATION

Bids properly received shall be evaluated in line with the evaluation criteria below;

Technical Evaluation Criteria (only companies who will attain 50% of the technical score will move to the financial evaluation stage.		
S/N o	The tender documents shall be evaluated based on the criteria stated here below:	Maximum Score
1	<ul style="list-style-type: none"> ● Operations License (updated) ● Certificate of incorporation/registration ● Valid Tax Clearance Certificate ● Company Profile (with office address, contacts, main specializations and names of the company directors) ● Memorandum and Article of Association ● Must have a valid industry certificate to operate a travel company. ● Bank statement for the last 6 months 	14
2	Minimum of Five ongoing or completed contracts for same or similar services executed in the last years. Provide details of the client’s name, contract dates, contract values, contract focal point name and email, work location.	20
3	IATA certificate	10
4	CVs for the 3-support staff	15
5	Describe the level of support that will be required from BI South Sudan to ensure a successful implementation of the contract.	11
Financial Evaluation Criteria		
6	Competitive Surcharges/fees valid for not less than 1 year as per the table below (Price quotation).	30
Total Score		100

6. Financial Evaluation:

The financial proposal shall be evaluated according to the price structure proposed and will account for 30% of the total combined scoring as per the below method.

The lowest evaluated financial proposal is given a full score which is the same as the maximum score used when evaluating the technical proposals.

(i.e. 100). The scores of the other financial proposals are then calculated in the following way: Price of lowest evaluated proposal.

$$\text{Financial score of proposal X} = \frac{\text{Price of the evaluated proposal}}{\text{Price of proposal X}} \times 100$$

- a) To assist in the evaluation of the bids, the BRAC may ask the bidder for clarification of its bid. The company may also be called upon to supply information additional to that provided in its bids to demonstrate to the satisfaction of BRAC that the travel agency has the capacity to perform the services specified. The contractor shall within the time specified comply with any such requests. Should the contractor fail to submit any or all of the information required, in the time stipulated, its bids may be treated as non-compliant and rejected.
- b) Any attempt by a company to influence the BRAC evaluation of any bids or the BRAC's award decisions will result in the rejection of its bids.

3. NEGOTIATIONS

- a) The best evaluated bidders will be called for negotiations if required, these negotiations will reflect the agreed technical modifications brought as a result of arithmetic errors realized in the bills of quantities.
- b) At the end of these negotiations, after all material business, financial, technical and legal issues have been resolved, BRAC will incorporate the results of any negotiations into a draft contract, which shall be initiated by both parties.
- c) If negotiations fail, BRAC will invite the contractor whose bid is ranked second to negotiate a contract.

4. ACCEPTANCE OR REJECTION AND DISQUALIFICATION OF ANY OR ALL BIDS

- a) BRAC reserves the rights to accept or reject any tender, and to cancel the tender process and reject all tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer(s)
- b) Failure to submit your bid documents before 17.00PM on the **June 28, 2024**
- c) Failure to indicate the Currency of the quote.

- d) Corrupt and fraudulent Bids, canvassing, and attempts to discuss the Bid with any other party in BRAC South Sudan other than the one appointed herein.
- e) Failure to submit legal document/company certificates.
- f) Third party offers will not be accepted.

5. APPROVAL AND NOTIFICATION OF CONTRACT AWARD

- a) The company whose bids have been selected will be notified by BRAC, prior to the expiration of the bid's validity period. On completion of any negotiations and provision by the company of any other documentation that may be required by BRAC, BRAC shall issue to the company the contract. The company shall return a signed copy of the contract the same day it's been issued.



REQUEST FOR PROPOSAL DOCUMENT BANK DETAILS

Bank Account Details: (BRAC South Sudan only pays by cheque or Electronic Fund Transfer (EFT) – No cash payments)

Account Name: _____

Account Number: _____

Bank Name: _____

Branch Name: _____

Currency: _____

Swift Code: _____

Tel No(s). _____ **Mobile Number:** _____

Managing Director's Name _____ **Passport No.** _____ **Date of Issue** _____

Physical Address (Office Location) _____



Price quotation Form.

Sl. No	Specification/location/destination	Measure	QTY	Service charge/fee
01.	Flights within South Sudan	Ticket	1	
02.	International Flights	Ticket	1	
03.	International flights	Date change	1	
04.	Flights within South Sudan	Date Change	1	
05.	International flights	Cancellation	1	
06.	Flights within South Sudan	Cancellation	1	
07.	Business Lounge	Departure	1	
08.	Business Lounge	Arrival	1	