



Action Against Hunger  
Mission South Sudan

Our reference: PD-JUB-TBC

SUBJECT: INVITATION TO TENDER FOR SUPPLY OF DRILLING RIG

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Dear Sir/Madam,

Action Against Hunger is looking for a suitable supplier to supply Drilling Rig, please find enclosed the following documents, which constitute the tender dossier.

Action Against Hunger must receive any request for clarification in writing at least 3 days before the deadline for submission of tenders. Action Against Hunger will reply to bidders' questions at least 3 days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Instructions to Bidders before 25<sup>h</sup> August, 2023 at 3:00 PM CAT as stated in the RFQ.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

Procurement committee  
Action Against Hunger  
Juba - South Sudan





Action Against Hunger  
Mission South Sudan

# Call for Tender For Supply of Drilling Rig

Publication reference:

Date of Publication: 3<sup>rd</sup> August 2023

Submission Deadline: 25<sup>th</sup> August 2023

Tender Opening: TBC



Action Against Hunger  
Mission South Sudan

## A - INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure. The bidder accepts Action Against Hunger General Terms and Conditions of Purchase by default, or will include its own Sales conditions in its offer.

If the bidder wishes to point out restrictions to Action Against Hunger Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

### Preamble

Action Against Hunger tackles the causes and effects of hunger and diseases that threaten the lives of vulnerable children, women and men.

Action Against Hunger (ACF) is an International Humanitarian Organization operating in South Sudan and providing humanitarian assistance to the vulnerable population through its Nutrition, Water Sanitation and Hygiene, Food security and Livelihood programs in Northern Bhar El Ghazal State, Awest and Aweil Centre Counties, Warrap State, Gogrial West and East counties, and Fangak region in Jonglei.

### Purpose of the Call for Tenders

The purpose of this Call for Tenders is to Supply Drilling Rig to Action Against Office in Juba, South Sudan

The Call for Tenders aims at selecting reliable supplier(s) to supply the stated total quantities mentioned in this Call for Tenders can be considered as a firm commitment from Action Against Hunger.

The successful bidder will be triggered off by a Purchase Order issued by Action Against Hunger and will be submitted to the same conditions listed in the attached Quotation request.

A detailed description of the goods and services required by Action Against Hunger International is contained in the technical specifications (see APPENDIX 2 – Technical specifications).

## Call for Tenders Schedule:

	DATE	TIME*
Last date on which clarifications are issued by Action Against Hunger	18 <sup>th</sup> August 2023	4:00 PM
Deadline for submission of tenders (receiving date, not sending date)	25 <sup>th</sup> August 2023	3:00 PM
Tender opening session by Action Against Hunger	TBC	TBC

All times are in the local time (CAT) Central African Time.

Please note all dates are provisional dates and Action Against Hunger reserves the right to modify this schedule.

Please note Action Against Hunger reserves the right to pre-select some of the received offers, based upon the criteria listed in *article 13* of the present document, to enter into a competitive dialogue with the shortlisted companies.

## Questions and Clarifications

If Action Against Hunger, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, ideally by email, up to three (3) calendar days before the deadline for submission of tenders, specifying the publication reference and the Tender title to:

[tender@ssd-actionagainsthunger.org](mailto:tender@ssd-actionagainsthunger.org)

Any prospective tenderer seeking to arrange individual meetings with Action Against Hunger during the tender period may be excluded from the tender procedure.

## Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company

However, to comply with some of Action Against Hunger's donors' rules, participants must clearly indicate their company's nationality and origin of the Drilling Rig

## Instructions to submit an Offer

### 6.1 – Response Format

The tender shall consist of soft original copy placed submitted through the email [tender@ssd-actionagainsthunger.org](mailto:tender@ssd-actionagainsthunger.org) ” written in English.

This email shall be titled:

### **SUPPLY OF DRILLING RIG**

Therefore, that it is received no later than 25<sup>th</sup> August 2023, 3:00 pm

### 6.2 – Content of Tenders

The Tenderer must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this request for proposal. The proposal shall include, as a minimum:

- 1) “Supplier Questionnaire” duly completed. This questionnaire should be completed with all required information such as:
  - a. Proof of Company Registration in South Sudan
  - b. A copy of the audited financial statements for last two years (balance sheet and income statement only).
  - c. The details of the names, address and contact telephone of three (3) clients for whom the same type of Supply/services were provided in various and disperse geographic locations in the period of the last Two Years. Action Against Hunger reserves the right to contact these references, without notifying the Tenderer.
  - d. Strictly a 3-page Company profile – clearly indicating the physical address of the business.
  - e. Valid Tax Certificate
- 2) “Pricing Matrix” or detailed Price offer with explanatory notes if necessary attached/Annexed in this Tender Document. Note that only budgets in US Dollars will be accepted.
- 3) “The Declaration of compliance and commitment to respect Action Against Hunger Good Business Regulations” filled and signed by the duly authorised person.
- 4) Action Against Hunger Terms and Conditions of Purchase (signed and approved by supplier)

Failure to provide all of the above and in the formats stipulated may result in disqualification of the Tenderer's proposal.

## Call for Tender Process

Action Against Hunger reserves the right to negotiate, accept or reject any or all quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. Action Against Hunger does not bind itself to accept the lowest prices.

Action Against Hunger reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced in *paragraph 13* of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

## Period of validity

Suppliers shall be bound by their tenders for a period of Ninety days (90) days minimum from the deadline for submission of tenders.

However, the Prices and conditions defined in the Supplier Purchase Order signed with the selected supplier will be valid for 60 (days), Two Months from the date of the Agreement signature.

## Currency of tenders

Tenders must be presented in US Dollar, VAT AND ANY OTHER TAXES INCLUDED.

## Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and Action Against Hunger must be written in English.

## Alteration or withdrawal of tenders

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 3. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

## Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

## Opening, evaluation of tenders and selection criteria

The opening and examination of tenders is for checking whether the tenders are complete and whether the tenders are generally in order.

The subsequent evaluation of the tenders shall be carried out in Juba-office by an Evaluation Committee made up of representatives of Action Against Hunger.

The contract will be awarded to the technically and administratively compliant tender that is the most economically advantageous, taking into account the quality of the supply offered and the price of the tender.

Tenders will be evaluated and selected based on the criteria listed below:

Essentials= 10%	Administrative = 20%	Technical = 40%	Financial = 30%
<ul style="list-style-type: none"> <li>• Bids submitted must be sealed and Label properly. Label has to mention the tender reference clearly and correctly. No bidders names should be indicated at the envelope</li> <li>• Ability to meet the requirements of the Call for tenders stated in article 6.2.</li> <li>• Compliance with Action Against Hunger terms and conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Bidders' references and proof of past performance</li> <li>• Legal certifications in South Sudan</li> <li>• Certification of Authorised dealer with international Standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Bidders' product and service offering.</li> <li>• Product Quality.</li> <li>• Value added services</li> </ul>	<ul style="list-style-type: none"> <li>• Total price/cost submission</li> <li>• Financial stability of the company</li> </ul>

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

Any attempt by a bidder 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 Action Against Hunger in its decision concerning the award of the contract will result in the immediate rejection of his/her tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## Notification award and contract signature

The successful bidder will be informed in writing that its tender has been accepted (notification of award).

Within thirty (30) working days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within Ten (10) working days, Action Against Hunger can consider after notification the award as null and void.

The unsuccessful tenderer will be informed in writing shortly after the award.

## Ownership of tenders

Action Against Hunger retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

## Contract

The contract that will be concluded between the successful tenderer and Action Against Hunger is done according to Action Against Hunger Standard Supplier Purchase order Agreement

## Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by Action Against Hunger.

If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.



Under no circumstances will Action Against Hunger be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if Action Against Hunger has been warned of the possibility of damages.

The publication of a procurement notice does not commit Action Against Hunger to implement the announced programme or project.

## Ethics

Action Against Hunger pays very careful attention to working with companies that commit to respect basic Ethics Rules.

The tenderers have to read and understand the Good Business Regulations as defined by Action Against Hunger and introduced in the Appendix 4 of this tender dossier. The tenderers will have to fill and sign the Appendix 4. *Declaration of compliance & commitment to respect Action Against Hunger Good Business Regulations.*

## B – TECHNICAL and COMMERCIAL SPECIFICATIONS

### Technical description of the Goods / Services

The subject of the call for tender is the supply and delivery by the supplier of Drilling Rigs to Action Against Hunger listed in the Annex 3 (*Detailed Pricing Matrix*)

#### 19.1 Packaging requirements

The supplier is responsible for using a packaging that is suitable for the items and the transportation/shipping method, while being conform to the state of the art. The packaging should protect the Drilling Rig items from any deterioration or contamination during the shipment, the handling and storage at final destination.

Invoicing of, or a deposit on, packaging shall not be accepted by Action Against Hunger, unless provided for in the order placed by Action Against Hunger.

Any deposit on packaging, eventually accepted by Action Against Hunger, shall necessarily be mentioned on the supplier's delivery slips.  
Each parcel should be duly labelled according to applicable laws and specific requirements included in the Contract.

#### 19.2 Marking

Packaging must be duly labelled, in conformity with the delivery note.

## Delivery conditions

### 20.1 Documentation

Action Against Hunger will be issuing the successful Tenderer(s) a Supplier Purchase Order bearing a reference to this Purchase Dossier Agreement for each delivery. In return, and for each delivery, the supplier will issue:

- A delivery note, bearing the Purchase order number, the full designation and quantities of the delivery.
- A packing List (if necessary)
- A commercial invoice mentioning the Purchase Order number

The Supplier commits to inform Action Against Hunger of any constraint or specific regulation linked to the goods or service supply or to the country of importation

### 20.2 Quality Guarantee

The supplier bears the responsibility to verify and certify that the Drilling Rig they supply are in keeping with the conditions applicable to them.

The supplier commits to provide Action Against Hunger with Drilling Rigs that have not been exposed to premature deterioration. Products supplied by the Supplier are covered by a Twelve (12) month warranty where applicable.

**NOTE:** All bidders are required to submit bids under sealed envelope with number of pages not more than 50pages. Any bid submitted with more than the 50 pages and not under sealed envelope will be rejected during tender opening.

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Action Against Hunger  
Mission South Sudan

## Appendices

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|--------------------|---|
| <u>Appendix 1:</u> | Supplier Questionnaire                            |
| <u>Appendix 2:</u> | Technical Specification                           |
| <u>Appendix 3:</u> | Detailed Pricing Matrix                           |
| <u>Appendix 4:</u> | Bank Certificate                                  |
| <u>Appendix 5:</u> | Action Against Hunger's Good Business Regulations |



## Appendix 1:

### Supplier Questionnaire

Company Name:

Publication reference: PD-JUB-TBC







Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details (Phone / Email):	


Company Information:		
1	Is your company registered in South Sudan? Please provide a copy of Registration.	
2	When was it registered?	
3	Is your company part of an international company?	
4	Do you have other offices / plants in the country? Where?	
5	How many employees work for your company in-country?	
Financial Information:		
6	What is your yearly income in [USD] over the last 2 years:	
	Last Year (2022):	
	Previous Year (2021):	

7	Can you provide audited Financial accounts upon request?	
8	Please provide a certificate of solvency issued by your Bank on the bank Letterhead (see template in Appendix)	
<b>Customer References:</b>		
9	Have you worked in the past with Action Against Hunger (detail year and activity)?	
10	Please provide names and contacts of 3 customers (Humanitarian NGOs) to whom you have recently provided the same kind of products / services	
<b>Technical Capacity:</b>		
11	What is your core activity?	
12	What other products / services do you offer?	
<b>Delivery Capacity (for SUPPLY of PRODUCTS):</b>		
13	Can you hold dedicated stocks for your customers?	
14 (a)	Do you have a storage/available items in Juba	
15	What is the average delivery lead-time for delivery after receipt of Action Against Hunger Purchase Order?	
16	Can you specify the country of origin of the parts you supply?	
17	Are you a certified agent with the international standards, If yes please attached copy of the certificate.	
<b>Documentation:</b>		
18	Can you provide a detailed Bill of delivery for each delivery?	
19	Can you provide an Invoice for each delivery?	
<b>Financial Conditions:</b>		
21	What is the validity of your offer?	
22	When do you expect payment? /what is your credit terms?	

## Appendix 2:

# TECHNICAL SPECIFICATIONS

 <b>ACTION AGAINST HUNGER - DRILLING RIG SPECIFICATIONS</b>			
EQUIPMENT	DESCRIPTION	UNIT	PHOTOS
<b>PAT-DRILL 401T</b>	<p>Japanese Yanmar diesel engine, 35kW at 3000 rpm, 4 cylinders, water-cooled, electric start</p> <ul style="list-style-type: none"> <li>- American Parker hydraulics, built-in pump</li> <li>- lifting force 3,800 kg, chain feed system</li> <li>- speed 0-50 rpm, continuously adjustable</li> <li>- torque 2,300 Nm</li> <li>- 4 hydraulic jacks</li> <li>- drill pipes, diameter 76 mm, length 2 m, thread 2 3/8" API REG</li> <li>- dosing pump 15 l/min, 30 bar, for drilling with foam</li> <li>- lubricator 8 l, for drilling with a pneumatic hammer</li> <li>- rack for pipes on the unit: capacity of 48 pipes with a diameter of 76 mm</li> <li>- hydraulic wrench for breaking threads on drill pipes</li> </ul>	1	  
<b>ATLAS COPCO Compressor XAS 186</b>	<p>Equipment capable of drilling boreholes of 4½" - 6½" (110 - 165mm) diameter using 4" and 5" hammer tools</p> <p>Atlas Copco XAHS-186 Compressor</p> <p>1885kg</p> <p>4.3 x 1.7 x 1.6m</p> <p>175 l/s free air delivery, working pressure 12 bar</p> <p>Deutz diesel engine, water cooled, 175L fuel tank</p> <p>High working pressure (12 Bar)</p> <ul style="list-style-type: none"> <li>- PACE system (a simple way to change operating pressure)</li> <li>- Three tool compressor (depending on the pressure required per tool)</li> <li>- Reliable and efficient Deutz engine</li> <li>- Three-layer protection across all bodywork</li> <li>- Anti-air lock system for guaranteed starting</li> <li>- Strong undercarriage (spillage free – good for the environment)</li> <li>- Starter motor protection system</li> <li>- C10Low weight with a single axle (for easy transport)</li> </ul>	1	
<b>Pump kit, submersible, 3"</b>	<p>A 3" diameter pump set supplied with rising main, wellhead assembly and control panel. Used for pumping from water depth 25-60m.</p> <p>This pump unit and equipment has provided a dependable and easy to use option in numerous programs over many years.</p> <p>The 3" unit is preferred as many of the existing boreholes across the work regions are typically small diameter 4" wells.</p> <p>Flow rate 5 m<sup>3</sup>/hr. at rated head 73 m, 3" diameter pump and single phase motor</p> <p>Electrical switching device (connected in series to pump power supply from generator of at least 2.2 Kw – recommended generator 5 kVA).</p>	1	
<b>Camera, Borehole Inspection</b>	<ul style="list-style-type: none"> <li>• Camera diameter: 1.66" inches (4.22cm) O.D.</li> <li>• Overall camera length: 16.5" inches (42cm).</li> <li>• Housing: Stainless steel.</li> <li>• Lens: BK-7 glass.</li> <li>• Total camera weight: 9 lbs (4.1kg).</li> <li>• Pressure rating: Pressure tested and waterproof to 750 psi.</li> <li>• Camera resolution: Downhole greater than or equal to 540 TVL (both NTSC and PAL).</li> <li>• Operating temperature: 0° to 50°C (32° to 122°F).</li> <li>• LED lighting: 18 high intensity, long life, shock proof LEDs.</li> </ul>	1	
<b>Yanmar Water pump generator</b>	<p>PUMP TYPE : Fresh water pump / Self-priming pump</p> <p>ENGINE TYPE : 4-stroke, air-cooled diesel engine</p> <p>STARTING SYSTEM : Recoil</p> <p>MAX. CAPACITY : 550 lit/min</p> <p>SUCTION LIFT : 7 m</p> <p>MAX. ENGINE OUTPUT : 3.5 kW / 3600 rpm</p> <p>DIMENSIONS (LXWXH) : 530 x 435 x 637 mm</p> <p>SECTOR : Agriculture, Home</p> <p><b>MORE INFORMATION</b></p> <p>This light, easy to use fresh water pump features a durable triple bladed cast iron impeller. The inner casing is also cast iron, and it has been designed to be really easy to clean – access is gained by removing just 4 bolts. A long lasting carbon ceramic seal keeps the liquid where it should be.</p>	1	
<b>Mud Pump</b>	<p>Robust Design and metallurgy ensuring long life, under any soil and abrasion content.</p> <ul style="list-style-type: none"> <li>• Discharge 600 lpm</li> <li>• Engine power 10 hp</li> <li>• Engine make Yanmar</li> <li>• Delivery/suction size 65 mm/75mm</li> </ul>	1	

<p>7</p> <p><b>ABEM TERRAME TER SAS1000</b></p>	<ul style="list-style-type: none"> <li>• Casing Rugged Aluminum case meets IEC IP 66.</li> <li>• Computer PC compatible.</li> <li>• Display LCD, 200 x 64 pixels, 8 lines of 40 characters.</li> <li>• I / O ports Multifunction connector with current and potential including RS232 communication for external devices as PC, LOG and Imaging.</li> <li>• Banana connectors for current and potential.</li> <li>• Measuring</li> <li>• Resistivity, SP, IP.</li> </ul> <p>Current pulse length from 0.1 s to 4 s, User selectable.</p> <p>IP Windows Up to ten time windows.</p> <p>IP integration interval Up to 8 s.</p>	<p>SET</p>	<p>1</p>	 <p>ABEM TERRAME TER SAS1000 rugged geophysical instrument with a black and orange casing, a central LCD screen, and various ports and connectors on the top panel.</p>
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### Appendix 3:

### PRICE MATRIX

#	EQUIPMENT	DESCRIPTION	UNIT MEASURE	QUANTITY	PRICE
1	PAT-DRILL 401T	<p>Japanese Yanmar diesel engine, 35kW at 3000 rpm, 4 cylinders, water-cooled, electric start</p> <ul style="list-style-type: none"> <li>- American Parker hydraulics, built-in pump</li> <li>- lifting force 3,800 kg, chain feed system</li> <li>- speed 0-50 rpm, continuously adjustable</li> <li>- torque 2,300 Nm</li> <li>- 4 hydraulic jacks</li> <li>- drill pipes, diameter 76 mm, length 2 m, thread 2 3/8" API REG</li> <li>- dosing pump 15 l/min, 30 bar, for drilling with foam</li> <li>- lubricator 8 l, for drilling with a pneumatic hammer</li> <li>- rack for pipes on the unit: capacity of 48 pipes with a diameter of 76 mm</li> <li>- hydraulic wrench for breaking threads on drill pipes</li> </ul>	SET	1	
2	ATLAS COPCO Compressor XAS 186	<p>Equipment capable of drilling boreholes of 4½" - 6½" (110 - 165mm) diameter using 4" and 5" hammer tools</p> <p>Atlas Copco XAHS-186 Compressor 1885kg 4.3 x 1.7 x 1.6m 175 l/s free air delivery, working pressure 12 bar</p> <p>Deutz diesel engine, water cooled, 175L fuel tank High working pressure (12 Bar)</p> <ul style="list-style-type: none"> <li>- PACE system (a simple way to change operating pressure)</li> <li>- Three tool compressor (depending on the pressure required per tool)</li> <li>- Reliable and efficient Deutz engine</li> <li>- Three-layer protection across all bodywork</li> <li>- Anti-air lock system for guaranteed starting</li> <li>- Strong undercarriage (spillage free – good</li> </ul>	PC	1	



		for the environment) - Starter motor protection system - C10Low weight with a single axle (for easy transport)			
3	Pump kit, submersible, 3"	A 3" diameter pump set supplied with rising main, wellhead assembly and control panel. Used for pumping from water depth 25-60m. This pump unit and equipment has provided a dependable and easy to use option in numerous programs over many years. The 3" unit is preferred as many of the existing boreholes across the work regions are typically small diameter 4" wells. Flow rate 5 m <sup>3</sup> /hr. at rated head 73 m, 3" diameter pump and single phase motor Electrical switching device (connected in series to pump power supply from generator of at least 2.2 Kw - recommended generator 5 kVA).	SET	1	
4	Camera, Borehole Inspection	<ul style="list-style-type: none"> <li>• Camera diameter: 1.66" inches (4.22cm) O.D.</li> <li>• Overall camera length: 16.5" inches (42cm).</li> <li>• Housing: Stainless steel.</li> <li>• Lens: BK-7 glass.</li> <li>• Total camera weight: 9 lbs (4.1kg).</li> <li>• Pressure rating: Pressure tested and waterproof to 750 psi.</li> <li>• Camera resolution: Downhole greater than or equal to 540 TVL (both NTSC and PAL).</li> <li>• Operating temperature: 0° to 50°C (32° to 122°F).</li> <li>• LED lighting: 18 high intensity, long life, shock proof LEDs.</li> </ul>	SET	1	
5	Yanmar Water pump generator	PUMP TYPE: Fresh water pump / Self-priming pump ENGINE TYPE: 4-stroke, air-cooled diesel engine STARTING SYSTEM: Recoil MAX. CAPACITY: 550 lit/min	PC	1	

		<p>SUCTION LIFT: 7 m          MAX. ENGINE OUTPUT: 3.5 kW / 3600 rpm          DIMENSIONS (LXWXH): 530 x 435 x 637 mm          SECTOR: Agriculture, Home</p> <p><b>MORE INFORMATION</b>          This light, easy to use fresh water pump features a durable triple bladed cast iron impeller. The inner casing is also cast iron, and it has been designed to be really easy to clean – access is gained by removing just 4 bolts. A long lasting carbon ceramic seal keeps the liquid where it should be.</p>			
6	Mud Pump	<p>Robust Design and metallurgy ensuring long life, under any soil and abrasion content.</p> <ul style="list-style-type: none"> <li>• Discharge 600 lpm</li> <li>• Engine power 10 hp</li> <li>• Engine make Yanmar</li> <li>• Delivery/suction size 65 mm/75mm</li> </ul>	PC	1	
7	ABEM TERRAMETER SAS1000	<ul style="list-style-type: none"> <li>• Casing Rugged Aluminum case meets IEC IP 66.</li> <li>• Computer PC compatible.</li> <li>• Display LCD, 200 x 64 pixels, 8 lines of 40 characters.</li> <li>• I / O ports Multifunction connector with current and potential including RS232 communication for external devices as PC, LOG and Imaging.</li> <li>• Banana connectors for current and potential.</li> <li>• Measuring</li> <li>• Resistivity, SP, IP.</li> </ul> <p>Current pulse length from 0.1 s to 4 s, User selectable.          IP Windows Up to ten time windows.          IP integration interval Up to 8 s.</p>	SET	1	



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Mission South Sudan

## Appendix 4:

### BANK CERTIFICATE

Document to be copied by the BANK on its own Letterhead paper.

SOLVENCY CERTIFICATE
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I undersigned .....(name).....

Acting in my quality of .....(position in bank).....

On behalf of Bank .....(bank Name).....

Having its registered address .....(bank address).....

And fully authorized to represent it,

Hereby certify that .....(Company name).....

Having its registered office in .....(Company address).....

And legally represented by .....(Company rep).....

Owens a company bank account in our bank agency.

I also certify that this company is solvent, that the company has not filed for bankruptcy and is not in a process of receivership or liquidation.

## Appendix 5:

### **Action Against Hunger GOOD BUSINESS REGULATIONS**

Action Against Hunger tackles the causes and effects of hunger and diseases that threaten the lives of vulnerable children, women and men. Established in France in 1979, Action Against Hunger is a nongovernmental, non-political, non-religious, non-profit organisation.

These Good Business Regulations are the ground for a professional working relationship between Action Against Hunger and the suppliers.

They are general regulations valid unless others particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender dossier will prevail on these Good Business Regulations.

#### I. Principles of the procurement procedures

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Action Against Hunger has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to perform the market
- Financial and economic capacities
- Technical expertise and Professional capacities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

Furthermore, Action Against Hunger is committed to limiting its environmental impact to a minimum and expects its suppliers and service providers to adopt a similar policy.

## II. Misbehaviour, ineligibility and exclusion

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Action Against Hunger considers the following misbehaviour (in accordance with its policies<sup>1</sup>) as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts with suppliers or one of its sub-contractors, affiliates or subsidiaries.

- Fraud defined as any intentional act or omission relating to:
    - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of Action Against Hunger or institutional donors funds
    - Non-disclosure of information, with the same effect
    - The misapplication of such funds for purposes other than those for which they were originally granted
  - Active corruption: to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage Action Against Hunger or institutional donors financial interests.
  - Collusion: the co-ordination of firms' competitive behaviour, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.
  - Coercive practice: harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
  - Bribery: to offer Action Against Hunger employees monetary or in kind gifts in order to gain additional markets or to continue a contract.
  - Involvement in a criminal organisation or any other illegal activity as established by a judgement, by the US Government, the EU, the UN or any other donor funding Action Against Hunger.
  - Unethical HR Practices: exploitation of child labour and the non-respect of basic social rights and working conditions of employees or subcontractors.
  - Sexual exploitation or abuse: any form of sexual, psychological or verbal abuse, or physical harassment including the following practices: sexual harassment, sexual abuse, and sexual relations with children, sexual assault, sexual exploitation or any other contributions to the "sex market."
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Action Against Hunger  
Mission South Sudan

Action Against Hunger reserves the right to use international supplier' screening tools to check the suppliers record with regards to their possible involvement in illegal or unethical practices.

Action Against Hunger will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be bankrupt or to be wound up, to have affairs administered by the courts, to have enter into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been convicted of an offence concerning professional conduct by a judgement
- To have been guilty of grave professional misconduct proven by any means that Action Against Hunger can justify
- To have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where Action Against Hunger mission is operating or those of the country where the contract is to be performed
- They have been the subject of a judgement for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be in serious breach of contract for failure to comply with their contractual obligations in another previous procurement procedure

Action Against Hunger will not award contracts to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required Action Against Hunger as a condition of participation in the contract procedure or fail to supply this information

### III. Administrative and financial sanctions

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In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices Action Against Hunger will impose:



- Administrative sanctions:

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- Financial sanctions:

Action Against Hunger will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by Action Against Hunger.

#### IV. Information of and access for the Donors

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Action Against Hunger will inform immediately the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the contractors agree to guarantee a right of access to their financial and accounting documents to the representatives of Action Against Hunger's institutional donors for the purposes of checks and audits.

#### V. Documents to be a Supplier

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Hereafter is the minimal documentation a contractor working with Action Against Hunger will have to provide:

- Personnel national ID document of the supplier/company representative
- Status and registration of the company
- Cash Transfer transaction Services registration certificate from Bank of South Sudan
- Mission order or power of attorney authorising the representative to contact

Important note: Additional documentation may be required for a particular market.

In addition the contractor must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

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#### VI. Action Against Hunger Anti-Corruption Policy

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If you believe that the action of anyone (or a group of people) working or volunteering for Action Against Hunger programs is responsible for violating the above rules, you should file a report through the Whistle-blower Email Hotline.

In order to enable the treatment, reports should give as precise information as possible; your name and contact are optional but encouraged. All reports are treated confidentially to the extent permissible by law. "Action Against Hunger" will use all reasonable efforts to preserve the confidentiality of the whistle-blower and to protect whistle-blowers against any possible retaliation.

## VII. PSEA (PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE)

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### Sexual Misconduct (Prevention of sexual and psychological harassment at workplace)

All Action against hunger partners and service providers need to take action to prevent sexual exploitation abuse and workplace sexual and psychological harassment within their staff

Recognizing that sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and, aligned with South Sudan legal framework commitment to the delivery of international assistance grounded in a human rights framework, the Organization declares and guarantees that it has in place, or will have in place within six (6) months of the Effective Date of the Agreement, a publicly available code of conduct (the CoC) to prevent, investigate and respond to sexual exploitation and sexual abuse.

The CoC shall be integrated across the Organization's operations and shall, at a minimum, include the following provisions:

- a) Accountability processes integrated throughout the Organization, including roles and responsibilities to ensure monitoring of, and compliance with, the code of conduct;
- b) A mechanism for anonymous and confidential reporting and, fair and confidential investigative procedures to respond to all allegations of sexual exploitation and abuse;
- c) Training on prevention of sexual exploitation and abuse and remedial measures when misconduct is found;
- d) Measures including disciplinary action in cases of serious conduct.

The Organization shall provide a written copy of its CoC to all Personnel, Local Partners and Ultimate Recipients, and shall promote protection from sexual exploitation and abuse. The Organization shall ensure that Local Partners and Ultimate Recipients shall either: a) sign an attestation stating they shall respect the Organization's CoC, or b) adopt their own





Action Against Hunger  
Mission South Sudan

policies and procedures to prevent sexual exploitation and abuse that shall be in keeping with the goals and objectives of the Organization's code of conduct.

For the purpose of this contract, the following definitions apply:

a) Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse.

b) Sexual exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another

d) Sexual harassment at workplace: The United States' Equal Employment Opportunity Commission (EEOC) defines workplace sexual harassment as "unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that affects (explicitly or implicitly) an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment"

d) Protection from sexual exploitation and abuse (PSEA): The term used by the United Nations and non-governmental community to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by their own staff and associated personnel.

Reports are to be sent to Country Director by email [ssesay@ssd-actionagainsthunger.org](mailto:ssesay@ssd-actionagainsthunger.org) if there is no action taken, or the outcome is not satisfactory, or the Country Director is perceived to be involved, the report should be sent Whistleblower Email Hotline at: [ActionAgainstHunger-usaConfidential@actionagainsthunger.org](mailto:ActionAgainstHunger-usaConfidential@actionagainsthunger.org)

### VIII. Safe guarding Policy Commitment

Action Against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. We will take action to vigorously investigate and manage any violations or alleged violations of this policy



Action Against Hunger  
Mission South Sudan

TO BE FILLED OUT BY the OWNER:

I, undersigned owner representative of Company name certified that I have read and understood these regulations.

On behalf of the company, I act for, I accept the terms of ACF Good Business Regulations and I commit to achieve the best performances in the event Company name is awarded a market.

By signing, I certify that Company name has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral Human Resources practices, such as the use of Child labour or overriding basic social rights and work conditions or the standards defined by the International Labour Organization (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labour, and the respect of working and hygiene conditions .

Last, I hereby certify that Company name is not involved in any pending lawsuit, claim or action in the Company's name, or on behalf of any other person or entity, against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

All the supplier's responsibilities mentions in this document extend to any supplier affiliates and subsidiaries.

Name:

Date:

Position:

Stamp:

Signature: