



**INVITATION TO BID**  
**REFERENCE NUMBER: PR-2024-EDU-01079**

**CONSTRUCTION OF SCHOOL TWO (2) BLOCKS OF TWO (2) CLASSROOMS SEMI-PERMANENT IN NYAL PAYAM (NYAL UNITY PRIMARY SCHOOL) AND GANYIEL PAYAM (THOANHOM PRIMARY SCHOOL) IN PANYIJAR COUNTY-UNITY STATE SOUTHSUDAN**

SCHEDULE OF ITB ACTIVITIES:	
Issue ITB	29 <sup>TH</sup> November, 2024
Questions from Supplier due date	09 <sup>TH</sup> , December 2024
Deadline for reply	11 <sup>TH</sup> , December 2024
Deadline for submitting the bid to UNIDOR	13 <sup>TH</sup> , December 2024
Opening and Evaluation of ITB	16 <sup>TH</sup> , December 2024
Award of Contracts and Review	17 <sup>TH</sup> , December 2024
Contract start	18 <sup>TH</sup> , December 2024

## 1. INTRODUCTION

### 1.1. The Universal Intervention and development Organization.

Universal Intervention and Development organization (UNIDOR) is a South Sudanese based non-profit Christian relief, development, humanitarian and advocacy Non-Governmental Organization (NGO) dedicated to working with communities to overcome poverty and injustice.

Universal Intervention and Development Organization began operations in South Sudan in 2004 after being legally registered by Ministry of Justice under certificate number, Relief and Rehabilitation Commission (RRC) and a member of NGO forum South Sudan.

UNIDOR provide humanitarian interventions in Health, Nutrition, Education, Water and sanitation, food Security and livelihoods, peace building and conflict mitigation guided by Christian values and principles.

### 1.2. The Purpose of this Invitation to Bid (ITB)

Through this Invitation to Bid (ITB), UNIDOR seeks to secure competitive Bids for the selection of a Contractor for the construction of Two (2) Blocks of Two (2) classrooms, in Panyijar County NYAL and GANYIEL payams. Eligible, competent and technically qualified companies to provide the Construction works are invited to submit their bids as follows:

**The eligible company should bid for all the locations according to the BoQ and the drawings, the name of school as shown below.**

LOCATIONS	Category Description
NYAL	<b>CONSTRUCTION OF ONE (1) BLOCK OF TWO CLASSROOMS IN NYAL UNITY PRIMARY SCHOOL AS PER ATTACHED DRAWINGS AND BOQ</b>
GANYIEL	<b>CONSTRUCTION OF ONE (1) BLOCK OF TWO CLASSROOMS IN THOANHOM PRIMARY SCHOOL AS PER ATTACHED DRAWING AND BOQ</b>

The winning bidder(s) will enter a fixed term contract for the duration of the works. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in South Sudan, Nyal and Ganyiel (Panyijar county) and regular

taxpayers. The Bidder shall not be under any declaration of ineligibility or exclusion for corrupt or fraudulent practices in South Sudan or any other country of operation.

### **1.3. Cost of Bidding**

The Bidder shall be responsible for all costs associated with the preparation and submission of their bids, and UNIDOR SOUTHSUDAN, “the procurement/tender committee”, will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **2. THE BIDDING DOCUMENTS:**

### **2.1. The Bidding Documents**

The Bidder shall inspect all documents and information, forms, terms, and conditions in this ITB. Failure to furnish all information and address all areas of the bidding documents will be considered as substantially unresponsive and may lead to rejection of the bid in its entirety.

*The Bidding documents comprise of the following documents:*

- *The Invitation to Bid document, this document.*
- *Bill of Quantities (BoQs)*
- *Drawings and Designs for the temporary block of Classrooms*
- *UNIDOR Code of Conduct.*

### **2.2. Clarification of Bidding Documents**

Any prospective Bidder wishing to seek for further clarification on the bidding documents may notify UNIDOR through the email address: [nyak@unidorss.org](mailto:nyak@unidorss.org) and [okumuj@unidorss.org](mailto:okumuj@unidorss.org). The request for clarification must reach UNIDOR not later than 09<sup>th</sup> **December 2024**. A representative of UNIDOR will respond by e-mail providing clarification by the 11<sup>th</sup> **December 2024**.

## **3. PREPARATION OF BIDS**

### **3.1. Language of the Bid**

The bid and all accompanying correspondence between the bidders and UNIDOR shall be written in English language only.

### 3.2. Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from further evaluation.

- *Cover letter expressing interest to provide Construction Works for blocks of Classrooms.*
- *Technical proposal detailing the Company Profile (5 pages maximum) with a brief description of the firm's organization, Structure, Organogram, and summary of the senior personnel in the company.*
- *Provide a table of recent construction works carried out for any International/Local Non-Governmental Organization in South Sudan on similar Works (indicate the Year of Construction, Contract Amount, the INGO/LOCAL which contracted you for the work and when it was started and completed).*
- *Provide a summary and profiles of the Key Staff proposed for the project(s). This includes the Engineer or Foreman to act as the Construction Project Managers and who will supervise the work(s) as well as any Technical and non-technical staff who will handle contractual issues (Note that the absence of an Engineer will be grounds for non-award).*
- *Gantt Chart or outline of key stages of construction in a Work Plan for all Categories of Works mentioned above. This workplan should indicate duration of each stage of the construction schedule and time in days stipulated.*
- *A Financial Proposal detailing the costs of carrying out the Construction work presented in the same format of the BoQ in own letter head. Where bidders feel the UNIDOR BoQ is not sufficiently capturing some of the elements for the construction of the various structures, they may opt to propose this in a separate sheet.*
- *Certificate of Incorporation and or Registration in South Sudan.*
- *License for Operations from any City in South Sudan.*
- *Tax Registration Certificates.*
- *Tax Compliance Certificates/ Evidence of payment of tax to any relevant authority within South Sudan.*

- *Bank details and 3-Months Financial Statements from a reputable Bank in South Sudan.*
- *Provide details of Three Referees that UNIDOR may contact to give a testament of your previous completed works. Further, provide Three Reference Letters and or any record of similar previous relevant construction work with INGOs or UN Agencies or national NGOs*
- *Any other document the bidder might feel will increase chances of award.*

### **3.3. Bid Prices & Price Changes**

For the purpose of selecting a Contractor, the Bidder shall clearly indicate the unit price of each of the items in the Bill of Quantities. The Bidder must sign and officially stamp the price schedule on the Bill of Quantities.

During the validity period of the ensuing Contract, any price changes must be expressed in writing to UNIDOR, 15 days before implementing such change. UNIDOR will also respond to the request in writing within 15 days. Once the changes have been agreed upon, an addendum will be signed to form part of the original contract.

To ensure the quality of the workmanship, UNIDOR will **retain 10%** of the total amount of the contract arising therefrom, during the defects liability period as per the practice in the construction sector. Where the contractor is not responsive to any repairs during this period, an amount will be deducted to cover such repairs with another contractor, and these notes kept as non-performance.

### **3.4. Bid Currencies**

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **United States Dollar (USD)**.

### **3.5. Documents Establishing Works Eligibility and Conformity to Bidding Document**

Pursuant to *Clause 3.2*, the bidder shall furnish, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all works to be provided under the contract.

The Documentary evidence of the Works' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.).

### **3.6. Bid Security**

For the Purpose of this ITB process, Bid Security or Bond shall not be applicable.

### **3.7. Validity of Bids**

Given the length of the contract, its UNIDOR wish that the Bids remain **valid for a minimum period of Ninety (90)** days after submission.

### **3.8. Format and Signing**

All pages of the original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their financial proposal. The content of the cover letter shall include the following information:

- A table containing bid offer and item(s) description.
- Outline or specification of the Works to be offered for all Locations. Each location shall be submitted
- State the Delivery time from the Gantt Chart and Workplan for completion of the works.
- State the Total Revenue and or Turnover of your Construction Business for the last 6-12 Months period.
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 days).

## **4. SUBMISSION OF BIDS**

### **4.1. Submission and Marking of Bids:**

The Marking on the Sealed Envelope containing the Technical and Financial Proposals shall be as follows:

**Ref #: PR-2024-EDU-01079: CONSTRUCTION Of TWO BLOCKS OF TWO CLASSROOMS IN NYAL AND GANYIEL**

**To:**

**The procurement & Tender Committee  
UNIDOR-Juba, Tong Ping Juba, South Sudan**

Hand delivered before **16<sup>th</sup> December 2024 at 17:00hrs EAT. Evaluations will be done starting the 17<sup>th</sup> of December 2024 in UNIDOR Office in Juba.**

Bids submitted after the deadline will not be accepted.

Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, and date of submission.

#### **4.2. Format**

The Bidder's offer shall comprise of all the documents requested by UNIDOR, price and cost Schedules and any other supporting documents in a sealed envelope. Please, indicate the **reference #** (Number) as indicated above.

#### **4.3. Modification and Withdrawal of Bids**

No modification or withdrawal of any bid shall be allowed after submission and deadline date.

### **5. BID OPENING AND EVALUATION**

#### **5.1. Preliminary Examination**

UNIDOR will examine the bids to determine whether they are complete, free of any computational errors, and that all required licenses have been provided and requisite documents properly signed and stamped and whether bids are generally in order:

ADMINISTRATIVE REQUIREMENT	YES	NO
APART FROM THE NORMAL PROCESS, CONTRACTORS WILL SHOW EVIDENCE OF HAVING PPEs FOR PREVENTION AGAINST COVID-19 FOR THEIR STAFF WORKING IN THE PROJECT		
Is Profile of the Contractor or company with a table showing recent relevant construction experience provided?		
Is Certificate of Incorporation and or Registration provided?		
Is Operational License in the name of the Company provided?		
Is Construction License for 2024 for this category of works provided?		
Is Tax Clearance with any recognized regional or national authority provided?		

Is there evidence for Current Tax Submission and deductions by the bidder?		
Has the bidder provided Bank Statements and details in the name of the Contractor company		
Is there a Profile of Supervising Engineer of the Works in the bid document?		
Has the Detailed Bill of Quantities aligned to these specific works fully populated with prices		
Has the bidder provided a Gantt Chart/ or Construction Work Plan with clear completion timelines for each phase of the construction work for the Classrooms, Kitchen & Dining hall?		
Has the Bidder provided Financial Bid in the Bid Document?		
<b>PROCEEDS TO THE NEXT EVALUATION (YES OR NO)</b>		

Those not providing over 80% of the requirements will not be progressed to the next stage of technical evaluation.

## 5.2. Technical Evaluation.

Bids determined to be substantially responsive as per *section 5 above* will be considered for the evaluation stage with the below scoring criteria:

EVALUATION CRITERIA		
Tech Eval:	Description	Score (%)
	<p>The Capacity of the Contractor:</p> <ol style="list-style-type: none"> <li>General Organization structure and or profile of the Construction Bidding Company and the owners - [5]</li> <li>A table showing 5-10 recent and previous assignments and or completed works with their value - [10]</li> </ol>	



<b>Technical Capacity and Structure of the bidding Company</b>	<p>3. The Capacity in terms of the Technical Qualifications (Project Managers, Engineer/Masons) and Number of Employees in the company - [10%].</p> <p>4. Number of Years' Experience of the Lead Engineer, Foreman or Construction project Manager (Minimum 3 Years) - [10]</p> <p>5. Number of Years (minimum 3) experience of the company in the sector and in similar works – [10%]</p> <p>6. Suitable equipment for transporting materials and performance of the construction work – [5%].</p> <p>7. Detailed and itemized Price schedule, preferably in the Bill of Quantities aligned to these specific works [5%]</p> <p>8. Financial Capacity: Amount of Turnover of the Company: Provide Bank Statements of the Company for the past 1 year. State your turnover [15%]</p>	<b>70%</b>
<b>Work Completion Time/ Delivery Time (from the work plan/Gantt Chart.</b>	<p>Completion Timeline: bidder to provide a Gantt Chart/ or Construction Work Plan with clear completion timelines for each phase of the construction work for the block of Classrooms</p> <p>9. Bidder's Offered Works completion Time <i>(from the work plan/Gantt Chart)</i> as compared to other bidders – [20%].  <i>(Score on Lead Time = (Shortest Lead Time Offered/Bidder Lead Time) *20%)</i></p>	<b>20%</b>
<b>References, Letters, Copies of Contracts</b>	<p>This refers to the bidder providing: Provide details of Three Referees that UNIDOR may contact to give a testament of your previous completed works. Further, provide Three Reference Letters and or any record of similar previous relevant construction work with INGOs or UN Agencies</p> <p>10. Any documents, letters, contract copies, purchase orders or relevant information demonstrating experience and capacity to deliver – [10%].</p>	<b>10%</b>
	<b>TECHNICAL EVALUATION SCORE OUT OF 100%</b>	<b>100%</b>
<b>Financial Proposal</b>	<p><b>FINANCIAL PROPOSAL SCORE.</b></p> <p><b>SCORE= (LOWEST BID OFFER PRICE/OFFERED BID PRICE) *100%</b></p>	<b>100%</b>

<b>TECHNICAL EVALUATION (60 Points)</b> <b>+</b> <b>FINANCIAL (40 Points)</b>	<b>WEIGHTED SCORES:</b> <b>TECHNICAL EVALUATION=[SCORE/100] *60 POINTS]</b>  <b>FINANCIAL EVALUATION SCORE= (LOWEST BID PRICE/OFFERED BID PRICE) *40 Points</b>	<b>60 Points</b> <b>+</b> <b>40 Points</b>
	<b>TOTAL WEIGHT (TECHNICAL EVALUATION + FINANCIAL EVALUATION)</b>	<b>100 Points</b>

### 5.3. Contacting UNIDOR

Subject to *Clause 5*, no Bidder shall contact UNIDOR on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced save as provided for in the bidding clarifications section.

### 5.4. Notification of Award

A representative of UNIDOR will only notify successful bidders in writing about bid acceptance. For Successful bidders, UNIDOR will share draft Contract for review before signature of the final contract. At this time, UNIDOR may choose to negotiate with the selected bidder to finalize the offer.

## 6. CONTRACTING

### 6.1. Contract award and notification

UNIDOR will award and notify the Contractor(s) whose Bid have been determined to be substantially responsive and considering rates, price, and performance factors.

### 6.2. Evaluation

UNIDOR, where applicable, will have the right to assess and evaluate Contractor's works and this will be done by UNIDOR Construction Consultant and or Programme staff.

Should the works not conform to the generally accepted building standards expected, UNIDOR may discontinue the works without extension of time except at UNIDOR's sole discretion. Upon discontinuation, the Contractor shall refund UNIDOR prorated amounts up to and including the last day of notice.

### 6.3. Commissions, Rates, Price Schedules, and Location

Bidders interested in the Construction works, should provide the information requested above and, in the *Annexes*, below.

### *Disclaimer*

UNIDOR reserves the right to alter the dates of the timetable.

UNIDOR does not bind itself to accept the lowest or any Bid thereof.

### **7. ANNEXES: CONSTRUCTION OF TWO BLOCKS OF TWO CLASSROOMS**

**ANNEX I: *BOQ FOR CONSTRUCTIONS: PR-2024-EDU-01079***

**Table 1: CONSTRUCTION OF TWO (2) BLOCKS OF TWO (2) CLASSROOMS IN NYAL 1 (ONE) AND ONE (1) GANYIEL.**

#### **NOTE:**

**1. A BIDDING COMPANY CAN PREPARE A STANDARD BOQ BASED ON THE TECHNICAL DRAWINGS ATTACHED.**

**THE SUB-TOTAL GOTTEN SHOULD BE MULTIPLIED BY TWO (2) TO GIVE A GRANT TOTAL FOR THE CONSTRUCTION OF TWO (2) SCHOOLS**

S/N	Description	Unit	Qty	Rate (USD)	mount (USD)
A1	Mobilization of personnel, equipment & materials to execute the work.	LS	1		
2	Clear site of all grass, shrubs, debris, undergrowth including small trees not exceeding 600mm girth and cart away from site	M <sup>2</sup>	220		
3	Excavation of 400x400x900mm hole ready to receive Metallic steel poles of size 100mm x 100mm x 3mm.	M <sup>3</sup>	4.32		
4	Cast Hollow Steel Section poles footings with concrete of mix ratio 1:2:4/20 concrete	M <sup>3</sup>	4		
5	Supply and fix 100mm x 100mm x 3mm HSS steel poles, casted with 1:2:4 concrete as specified in drawing and apply anti-termite	M	120		
6	Import and backfill 200mm thick mar rum of approved quality, well compact and levelled where (in areas without murrum compact natural solid mixed with sand and spread on top sand before it receives concrete slab and screed	M <sup>2</sup>	41.1		
7	Cast 75mm floor slab with reinforced concrete slab of mix ratio 1:2:4/20 concrete	M <sup>3</sup>	14.85		
8	Structural walls - Walls covered with 230mm thick walls in bricks in cement sand (1:4) mortar 400mm high from foundation floor level	M <sup>2</sup>	56		
9	The front face and the rear face of the walls covered with, block, plastered well finish with trowel and pained with weather guard Internal paint with vinyl silk.	M <sup>2</sup>	122		
10	Iron sheet for side elevation upper level	M <sup>2</sup>	57		

B	<b>ROOFING WORKS</b>				
	Roof cover in G-28 Corrugated Iron Sheet (0.25mm hard product) screwed on 40x40mm HSS roof purlins, 60x40 rafters, 40x40 ties and struts and 60x40x 1.5mm thick tie beam, price includes ridge cover, screw nails, and other accessories (roof cover measured in actual projection & roof structured measured separately). Note all metallic structure used should be coated with anti-rust proof				
1	<b>Roof Covering:</b> 28 Gauge Corrugated colored iron sheets	M <sup>2</sup>	189.3		
2	Ridge capping.	M	30		
3	60 x 40 x 2mm Hollow Steel Section Wall plat	M	89.5		
4	60 x 40 x 2mm Hollow Steel Section Rafters	M	160.4		
5	40 x 40 x 2mm Hollow Steel Section Purlins	M	262		
6	60 x 40 x 2mm Hollow Steel Section Tie beams	M	102		
7	40 X 40 x 2mm Hollow Steel Section Struts/ties	M	105		
8	Oil paint for hollow section	Tine	23		
9	Cutting disk	Pcs	22		
10	Welding rode	Pcs	24		
11	Screwing nail	Kgs	25		
12	Facia board steel plate 200mm x 2mm	M	60		
C	<b>FITTINGS AND FLOOR FINISHES</b>				
	<b>Water tank</b>	Pcs	1		

1	Provide and make a doors 900x2100mm with steel plats device	N0s	2		
2	Blackboard: 4200mm x 1200mm x 16mm thick plywood	Nos	2		
	<b>TOTAL (FOR ONE BLOCK OF TWO CLASSROOMS)</b>				
	<b><i>TOTAL FOR TWO (2) BLOCKS OF (FOUR CLASSROOMS)</i></b>				