



INVITATION TO TENDER (ITT)

IMPORTANT INFORMATION

Company Name:

- (a) This is **not a purchase order**.
- (b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "**TENDER NO. 00122T/FY23/SSD1/Provision of Technical Training Consultancy services** and addressed to "**THE TENDER PANEL Plan International South Sudan** to be submitted not later than **10:00am of October 2nd 2023**

Date: 19/09/2023

You are hereby invited to submit your financial and technical proposals for the provision of technical training consultancy services as per the Instructions to Bidders (ITB) provided in this tender document. All prices must be filled in the list of finance activities below to be done and the totals must be quoted in the bellow table. You are strongly reminded to carefully follow all instructions provided in this tender document or otherwise, your bid will be disqualified.

| S/No. | Service Description | Quantity | Total Cost (USD) |
|-------|---|----------|------------------|
| 1 | Plan International Invites tenders for the Provision of Technical Training Consultancy services | 01 | |

| <u>Evaluation Criteria</u> | | |
|----------------------------|---|---------------|
| S/No. | The tender documents shall be evaluated based on the criteria stated here below. Note: All documents must be attached as per the below order for easy finding. | Maximum Score |
| 1 | Competitive Price-Consultancy fees | 25 |
| 2 | Company Profile (including Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder; written power of attorney of the signatory of the Bid to commit the Bidder, Certification of registration and Tax Clearance Certificate) | 15 |
| 3 | Bank Statement of six months | 15 |

| | | |
|---|---|------------|
| 4 | Women owned Consultancy firms | 5 |
| 4 | Qualifications and experience of key technical personnel with their CVS and academic testimonials | 20% |
| 5 | Evidence of previous audit consultancy services provided to other reputable organizations | 20 |
| 6 | Provide lead time for the items on the T.O.R | 10 |
| | Total Score | 100 |

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|---------------------------|--|--|--|--|--|
| | Important conditions | | | | |
| | (a) Plan International South Sudan will enter into agreement with awarded contractor. | | | | |
| | (b) Price variation or change of currency will not be accepted | | | | |
| | (c) No tender will be received after closing date and time | | | | |
| | (d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified | | | | |
| | (e) The prices must be stated in USD | | | | |
| | (f) All other tender requirements stated on this tender document MUST be met. | | | | |
| | PLEASE NOTE: | | | | |
| | λ The Tender should be submitted hand delivered to the above stated address or by email to SSProcurement.Committee@plan-international.org within the deadline. | | | | |
| | | | | | |
| | ➤ Plan International 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. Plan International South Sudan may retender if it deems right. | | | | |
| | ➤ If you do not hear from the tender panel two weeks after the closing date, please consider your bid unsuccessful. | | | | |
| | ➤ Tenders must be filled in permanent ink. Any tender filled in pencil will be disqualified. | | | | |
| | ➤ All alterations must be countersigned and use of correction fluid is prohibited | | | | |
| | ➤ You must fill in all sections of this form. Failure to do so may lead to disqualification | | | | |
| | ➤ Ensure accuracy in your calculations both horizontally and vertically. | | | | |
| <u>CONF</u> <u>IRM</u> | FOR SUPPLIERS USE ONLY | | | | |
| (1) | QUOTATION VALIDITY: _____ | | | | |

| | | |
|-----------------------------------|--|--|
| (2) WORK COMPLETION PERIOD: _____ | | |
|-----------------------------------|--|--|

INSTRUCTIONS TO BIDDERS (ITB)

1. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Entity (PE) in writing at the PE’s address mentioned in the BDS. The PE shall respond to any request for clarification received earlier than **Five working (5) days** prior to the deadline for submission of bids. Copies of the PE’s response shall be forwarded to all purchasers of the Bidding Documents, including a description of the inquiry, but without identifying its source.

Amendment of Bidding Documents

Before the deadline for submission of bids, the Procuring Entity may modify the Bidding Documents by issuing addenda.

Any addendum thus issued shall be part of the Bidding Documents and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the P E.

The PE may, as necessary and in accordance with ITB Sub-Clause 0 below, extend the deadline for submission of tenders to give Bidders sufficient time to take modifications into account when preparing their tenders.

Submission of Bids

Submission, Sealing and Marking of Bids

18.1 Bidders will only submit their bids by hand. The Bidder shall seal the original and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as “ORIGINAL” and “COPIES.”

- (a) The inner and outer envelopes shall
- (a) Be addressed to the Procuring Entity at the address provided in the BDS;
- (b) Bear the name and identification number of the Tender as defined in the BDS
- (c) Provide a warning “DO NOT OPEN BEFORE 10:00am Local time, 2nd October 2023” as defined in the BDS.

Bank Account Details: (Plan only pays by cheque or electronic transfers – No cash payments)

Account Name: _____

Account Number: _____

Bank Name: _____

Branch Name: _____

Currency: _____

Swift Code: _____

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

Office Location: _____

Managing Director's name _____ (Male/Female) _____

Email Address _____

Passport Number: _____ Issuing Country: _____ Date of Issue: _____

Company Stamp and signature: _____