



Date: 30. AUGUST.2022

INVITATION TO BID

REFERENCE NO. PR-2022-EDU-030

Introduction;

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, livelihoods, peace building and conflict mitigation guided by Christian values and principles.

Universal Intervention and Development Organization (UNIDOR) South Sudan is calling for a Quotations, from reputable, competent, reliable and qualified company to apply as per attached document.

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 company to supply goods. Eligible and qualified and competent company to supply assorted stationaries are invited to submit their bids as follows.

AGRICULTURAL SEEDS AND TOOLS

| S/No. | DESCRIPTION OF GOODS | UNIT OF MEASURE (UOM) | QTY |
|--------------|---|------------------------------|------------|
| 1 | Exercise books 96 pages | Dozens | 2600 |
| 2 | Pens (Obama smooth line) | Box (pkt of 50pcs) | 650 |
| 3 | Rulers (transparent plastic 1 feet (30cm) | dozens | 600 |
| 4 | Pencils, | dozens | 1234 |

| | | | |
|----|--|---------------|-----|
| 5 | Counter book blue 4Q | pcs | 300 |
| 6 | Chalk board, 80x112.5cm Unicef standard, (see separate attachment) | pcs | 50 |
| 7 | Chalks, white and colour | Pkt of 100pcs | 120 |
| 8 | Small School back bags for ECD kids | pcs | 900 |
| 9 | Note books (writing pads) | dozens | 60 |
| 10 | Flip Charts paper 30 sheets | pcs | 30 |
| 11 | Permanent Marker pen (pkt of 12) | box | 80 |

TERMS AND CONDITIONS FOR BIDDING.

Your bid should clearly indicate the following:

1. Provide legal required documents of the company as follows;
 - Copy of valid Certificate of tax clearance,
 - Copy of the company's certificate of incorporation,
 - Copy of Chamber of Commerce registration,
 - Copy of Tax Identification Certificate,
 - Bank account details preferably where the money would be paid.
 - Copy of Certificate of Operation,
 - Company's Bank Statement,
 - Company's official address,
2. Price based on the current context, Currency of offer -USD and Mode of payment
3. Delivery time frame; clearly indicate the number of days required for delivery to UNIDOR Office:
4. Provide detailed specifications as stated (detailed specification if different from stipulated one):
5. Attach copies of reference list of at least 3 NGOs/NNGOs for supply of assorted stationaries.
6. Validity of the offer should be min 60 Days

7. Payment shall be within 30 working days after receipt of goods and invoice, by cheque or transfer.
8. Ability to deliver all the above items to the partner offices.
9. Business Contact details including President/Owners/CEO of the company.
10. UNIDOR is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

NOTE: Delivery DDP Juba (Tax and Duty Paid)

TENDER EVALUATION CRITERIA FOR ASSORTED STATIONARIES:

The criteria applied for the evaluation will be **the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver.**

The supply of goods will be awarded to the winning bidder according to the stated criteria above.

CODE OF CONDUCT:

The project team's work is based on deeply held values and principles, it is essential that our commitment to the rights of beneficiaries is supported and demonstrated by all persons and entities working for UNIDOR. All bidders obliged to abide by the organization Code of conduct.

NOTIFICATION OF THE OUTCOME.

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

LANGUAGE FOR THE BIDS

The language for the bids shall be **English** only.

CONTRACT:

UNIDOR will enter into a contract with a competitively selected company.

The contract shall clearly stipulate; terms and condition to be performed by the service provider timelines, mode of payment among others.

LABELING AND SEALING OF BIDS:

The company **MUST** clearly label the sealed envelope and written "ASSORTED STATIONARIES"

Each hand delivered quotation/bid must be registered individually on the bids submission book which is available in the security guard room. Unregistered quote/bid will not be considered even if it is dropped in the tender box.

CLARIFICATIONS

Any request for clarification must be made in writing through the following emails:

1. nyak@unidorss.org
2. okumuj@unidorss.org

Not later than 05th, SEPTEMBER, 2022 at 12:00 pm Local Time/South Sudan time.

DEADLINE FOR THE SUBMISSION OF THE QUOTATION/BIDS

The deadline for submission of the offer will be strictly on **Monday the 12th, SEPTEMBER 2022, at 3:00 pm Local Time.**

DISCLAIMER

This is only a Call for quotations/Bid and UNIDOR South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, UNIDOR South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the UNIDOR South Sudan Procurement Review Committee shall be final.