



Empw

01/03/2021



CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT (CAFOD)

SUBJECT: INVITATION TO TENDER FOR SUPPLY OF WASH ITEMS DELIVER TO YIROL WEST, LAKE STATE AND KUAJOK, WARRAP STATE.

PERIODS OF ADVERTISEMENT: 10 WORKING DAYS

OPENING DATE: 1st March 2021

CLOSING DATE: 15th March 2021

CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT OFFICE LOCATION AT HAI MALAKAL, PLOT 19, BLOCK XIII, P.O.BOX 7

JUBA, SOUTH SUDAN.



Contents

1.0 INTRODUCTION	3
2.0 INVITATION FOR TENDERS	3
3.0 VENDOR DETAILS	4
4.0 GENERAL INSTRUCTION	4
5.0 MANDATORY REQUIREMENTS FOR THE TENDER	4
6.0 TENDER REFERENCE NOTES	5
7.0 TENDER INSTRUCTIONS	5
8.0 DESCRIPTION OF THE CONTRACT	6
9.0 DELIVERY LOCATION	6
10.0 ELIGIBILITY	6
11.0 INFORMATION MEETING	7
12.0 TENDER FORMS	7
13.0 TENDER PRICE	7
14.0 PERIOD OF IMPLEMENTATION OF TASK	8
15.0 SUBMISSION OF THE TENDERS	8
16.0 DEADLINE FOR SUBMISSION OF TENDERS	8
17.0 LANGUAGE OF TENDER	8
18.0 THE TENDER DOCUMENT	8
19.0 FORMAT AND SIGNING OF TENDER	9
20.0 CLARIFICATION OF TENDERS	9
21.0 PRELIMINARY EXAMINATION	9
22.0 CONTACTING CAFOD	9
23.0 MANDATORY REQUIREMENT DOCUMENTS	9
24.0 CRITERA OF AWARDING THE CONTRACT	11
25.0 CAFOD’S RIGHT TO VARY QUANTITIES AND RENEGOTIATE PRICES	11
26.0 NOTIFICATION OF AWARD	11
27.0 COMMENCEMENT OF CONTRACT	11
28.0 CORRUPT OR FRAUDULENT PRACTICES	11
29.0 SPECIFICATIONS	12
30.0 PACKAGING INSTRUCTIONS	15
31.0 CREDIT PERIODS	15
32.0 FORCE MAJEURE	16
33.0 APPENDIX 1: CAFOD POLICIES	16



1.0 INTRODUCTION

CAFOD is the official aid agency of the Catholic Church in England and Wales. We are part of the global Caritas Internationalis family and we work in more than forty (40) Countries worldwide. In South Sudan, we are a registered international non-governmental organization. We work across South Sudan with local communities and with our partners, in areas of poverty eradication, assistance in humanitarian emergencies, awareness and promotion of social justice.

CAFOD is looking for competent and reputable suppliers to submit their proposal for Supply of **WASH Items to Yirol West, Lake State and Kuajok, Warrap State.**

2.0 INVITATION FOR TENDERS

Tender reference No:

1. **PRF-461-21-IDHEMG for Yirol West, Lake State and Kuajok, Warrap State.
PRF-463-21-IDHEMG
PRF-464-21-IDHEMG**

Tender Name: **Tender for Supply of WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits).**

CAFOD invites expression of interest for supply of **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits) to project Locations in Yirol West, Lake State and Kuajok, Warrap State.**

A complete set of tender documents may be downloaded by interested candidates from NGO Forums website, www.southsudanngoforums.org.

Prices quoted should be net inclusive of all taxes, must be in USD and shall remain valid for 60 days from the closing date of tender.

Completed tender documents are to be enclosed in plain sealed envelopes marked only with reference number and deposited in the tender box at CAFOD's office in Juba, Hai Malakal

[Handwritten Signature] 01/03/21

Tenders will be opened internally thereafter the closing of advert because of existing of COVID-19 Pandemic diseases the participation of supplier representatives is/are not prohibited.



3.0 VENDOR DETAILS

Name of firm:

Location:

Date of Incorporation:

Telephone:

Email:

Delivery period:

Terms of trade:

Registered Supplier for supply of WASH and Relief Supplies: Yes No

4.0 GENERAL INSTRUCTION

- a. You are requested to provide all the general information as requested.
- b. Incorrect information in any respect will render the bid ineligible.
- c. Subcontracting is not permitted.
- d. The tender bid document should be **spiral-bound**, all pages numbered, countersigned, and stamped.

5.0 MANDATORY REQUIREMENTS FOR THE TENDER

The tenderers shall be required to attach the following applicable mandatory documents.

- a. Company profile (updated)
- b. Copy of Valid Certificate of Registration/incorporation
- c. Copy Tax registration certificate.
- d. Copy of Valid Tax clearance certificate (tax compliances certificate)
- e. Copy of Letter of no objections.
- f. Copy of valid membership of South Sudan Chamber of Commerce
- g. Copy of Valid Operation licence/trade licences.

Shupha 01/03/2021

- h. Letter of recommendation from the banker/s indicating bank, branch, and bank account. Also attach at least six (6) month's bank statement.
- i. Financial position-Positive audited Accounts/Bank statements and the firm financial health performance (current audit).
- j. Latest (2018-2020) Trade References and Letters of Recommendation for the relevant goods from INGOs/UN Agencies (**Attached Copies of Purchase Orders/Contracts of similar trade as an evidence of your firms dealing of WASH & Relief Supplies**).
- k. All tenderers should neatly fill and duly stamped the filled **CAFOD Policies in Appendix 1**.



6.0 TENDER REFERENCE NOTES

CAFOD invites tender applications under reference:

1. **PRF-461-21-IDHEMG for Yirol West, Lake State and Kuajok, Warrap State.
PRF-463-21-IDHEMG
PRF-464-21-IDHEMG**

Supply and Delivery of **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits)**.

7.0 TENDER INSTRUCTIONS

CAFOD based in Republic of South Sudan invites sealed tenders for the supply of **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits)**.

NB. Enquiries on the tender will be made in writing to the tender committee using email: CTPSupply@cafod.org.uk.

The Tender Committee shall respond to those enquiries made in writing within two working days.

A complete set of tender documents and policies in **Appendix 1** section are attached and CAFOD view it as a complete document published in South Sudan NGO Forum's www.southsudanngoforums.org.

Stamp
01/03/2021

Prices quoted shall be under **Delivered Duty Paid (DDP -INCOTERMS -2010)** to **Yirol West, Lake State and Kuajok, Warrap State** in USD and shall remain valid for 60 days from the closing date of tender.

Completed tender documents are to be enclosed in plain sealed envelopes marked only with reference number and deposited in the tender box at CAFOD's office in Hai Malakal, Juba South Sudan.



8.0 DESCRIPTION OF THE CONTRACT

The tender is for the Supply of Agricultural Inputs (Seeds and Tools).

9.0 DELIVERY LOCATION

The winner of the tender will deliver the **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits)** to **CAFOD's Partner Offices** as below;

NO	DESCRIPTIONS OF GOODS	DELIVERY LOCATIONS
1.	WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits)	Delivered Duty Paid (DDP-INCOTERM - 2010), for Supply of Goods to final destination in Yirol West, Lake State.
2.	WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits)	Delivered Duty Paid (DDP-INCOTERM - 2010), for Supply of Goods to final destination in Kuajok, Warrap State.

A penalty of USD- 100 per day shall be levied for delivery made outside the agreed stipulated delivery period.

10.0 ELIGIBILITY

This invitation for tender is open to all interested and eligible firms or individuals who are duly registered in the Republic of Sudan as an specialise dealers of **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits).**

Handwritten signature and date: 01/03/2021

CAFOD employees, committee members and their relatives are not eligible to participate in the tender.

Firms or individuals not registered in Republic of South Sudan but considering themselves to having fulfilled all other requirements and have the capacity to deliver as per this tender document are not invited to participate in tender exercise.



11.0 INFORMATION MEETING

There will be no meeting to provide information on tender.

Enquiries on the tender will be made in writing to the tender committee using email: CTPSupply@cafod.org.uk on **8th March 2021**.

All enquiries will be responded in writing within two (2) working days and feedback on enquiries will be published on NGO Forums website, tender section.

12.0 TENDER FORMS

The Tenderers shall complete the tender forms and the appropriate price schedule.

A complete set of tender documents will be published and downloaded by the tenderers in South Sudan NGO Forums Website; www.southsudanngoforums.org.

13.0 TENDER PRICE

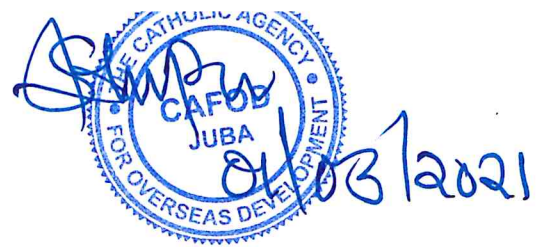
The currency for the Tender shall be USD.

The prices quoted shall be under **Delivered Duty Paid (DDP – INCOTERMS 2010)** to **CAFOD's Partners, CDoR office in Yirol West, Lake State Adjacent to Comboni Parish and TOCH Office in Kuajok, Warrap State.**

The tenderers shall indicate on the price schedule, the unit price, and total tender price.

The cost quoted for should include the cost of the **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits) to Yirol West, Lake State and Kuajok, Warrap State.**

The validity period of the tender price shall be **60 days** from the date of submitting of the tender to CAFOD.



14.0 PERIOD OF IMPLEMENTATION OF TASK

The supply of **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits)** shall be completed within **20 working days** after signing of the contract.

15.0 SUBMISSION OF THE TENDERS

Tender documents shall be submitted to the CAFOD in a sealed envelope marked: -

Tender for Supply and Delivery of **WASH Items (Borehole, WASH NFIs and Menstrual Dignity Kits)** to various Location in South Sudan.

Tender No:.....

The CAFOD,

Tender committee,

Catholic Agency for Overseas Development (CAFOD)'s Office

Hai Malakal, Plot 19, Block XIII, P.O.BOX 7

Juba, South Sudan.

Each tender document to be clearly marked with the tender details as indicated above.

The tender documents to be deposited in a tender box located in the Security Guard's Room.

16.0 DEADLINE FOR SUBMISSION OF TENDERS

The submission of the bids shall be closed at **5.00 pm on 15th March 2021**. Tenders received after the deadline will not be considered and shall be treated as noncompliance to the instruction provided by the bid committee.

17.0 LANGUAGE OF TENDER

All the information requested for Tender shall be provided in the English language.

18.0 THE TENDER DOCUMENT

The Tender document comprises the documents listed below: -

- a. Invitation to Tender.
- b. Technical specification



- c. Price schedule
- d. The company profile.
- e. The Country (Republic of South Sudan) valid legal registration certificates.

The tenderers is/are expected to examine all instructions, form, terms, and specifications in the tender documents.

19.0 FORMAT AND SIGNING OF TENDER

The tender document shall be typed, forms shall be written clearly and shall be stamped with the firm's rubber stamp and signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract.

All pages of the tender document shall be initialled by the person or persons signing the tender.

20.0 CLARIFICATION OF TENDERS

The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

Any effort by the tenderer to influence CAFOD in the tender evaluation, tender comparison or contract award decisions shall result in the rejection of the tenderers' tender.

21.0 PRELIMINARY EXAMINATION

CAFOD will examine the tenders to determine whether they are complete, whether any computational errors have been made and whether the tenders are generally in order.

22.0 CONTACTING CAFOD

No tenderer shall contact CAFOD on any matter related to its tender, after the tender deadline any attempt will lead to blacklisting of such a company.

Any effort by a tenderer to influence CAFOD in its decisions on tender, evaluation, tender comparison, or contract award shall result in the rejection of the bidder tender.

23.0 MANDATORY REQUIREMENT DOCUMENTS

The contract will be awarded to the cheapest offer that meets quality, specification, delivery period, terms of payment.



01/03/2021

No	Mandatory Requirement Documents	Document Submitted (Yes/No)
1.	Company profile	
2.	Copy of Valid Certificate of incorporation/registration	
3.	Tax registration certificate	
4.	Copy of valid tax clearance certificate (Tax Compliance Certificate)	
5.	Copy of Valid Membership certificate (Member of South Sudan Chamber of Commerce)	
6.	Copy of valid Operation Licence (Trade Licence)	
7.	Copy of Letter of no objection	
8.	Evidence Of physical Registered office– Please attach tenancy agreements with the name of the firm.	
9.	Financial position-Positive audited Accounts/Bank statements and the firm financial health performance (current audit).	
10.	Financial statement for the last six (6) months in the name of the firm i.e. (July 2020-December 2020)	
11.	Latest (2018-2020) Trade References and Letters of Recommendation for the relevant goods from INGOs/UN Agencies (Attached Copies of Purchase Orders/Contracts of similar trade as an evidence of your firms dealing of WASH Supplies).	
12.	All tenderers should neatly fill and duly stamped the filled CAFOD Policies in Appendix 1.	



24.0 CRITERA OF AWARDING THE CONTRACT

CAFOD will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, meeting stipulated specifications, shortest delivery period and good terms of credit.

25.0 CAFOD'S RIGHT TO VARY QUANTITIES AND RENEGOTIATE PRICES

CAFOD reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

CAFOD reserves the right to renegotiate the prices with the selected bidder.

CAFOD reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the CAFOD's action. CAFOD reserves the right to retender where the bids failed to meet the stipulated requirements.

26.0 NOTIFICATION OF AWARD

CAFOD shall only notify the successful tenderer in writing that its tender has been accepted once CAFOD has completed with internal evaluation of different bidders' proposals.

27.0 COMMENCEMENT OF CONTRACT

The contract shall come into force on issue of the Purchase Order and signed by both parties.

The parties to the contract shall have it signed within 5 days from the date of notification of contract award unless there is an administrative review request.

28.0 CORRUPT OR FRAUDULENT PRACTICES

CAFOD requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations; the following terms are defined as follows;

“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a CAFOD staff in the procurement process or in contract execution.



“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of CAFOD and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial noncompetitively levels and to deprive CAFOD of the benefits of free and open competition.

CAFOD will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in CAFOD’s procurement in South Sudan.

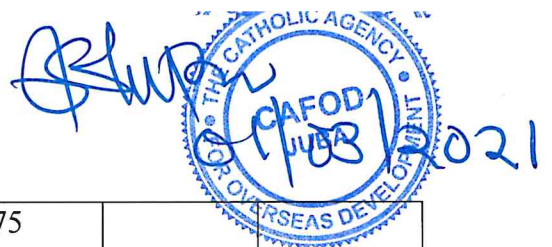
29.0 SPECIFICATIONS

The tender is for supply of WASH Items (Boreholes, WASH NFIs & Menstrual Kits) whose specifications are as follows: -

1. WASH ITEMS (BOREHOLE, WASH NFIS AND MENSTRUAL DIGNITY KITS) TO BE DELIVERED TO YIROL WEST, LAKE STATE.

No	Item Description	Unit	Qty	Unit price (USD)	Total price (USD)
A.	HANDPUMP SPARE PARTS FOR 10 BOREHOLES FOR CDOR - YIROL				
1.	Head assemblies - IM2	pcs	2		
2.	Head assemblies Extra Deep	pcs	2		
3.	Water tanks - IM2	pcs	3		
4.	GI riser pipes - IM2	pcs	200		
5.	Connecting rods - IM2	pcs	200		
6.	Pump cylinders - IM2	pcs	2		
7.	Pump cylinders Extra Deep - IM2	pcs	2		
8.	Pedestal- IM2	pcs	2		
9.	Special tool kits - IM2	Kits	4		

10.	Standard tool kits - IM2	Kits	4		
11.	Fast moving spare kits - IM2	Kits	15		
12.	Cement- ordinary Portland 50kgs per bag	Bags	90		
B	WASH NFIs FOR CDoR – YIROL				
1.	Laundry soaps, white colour (1 box = 25 long bars, 600gm/bar), 6pieces/HH	Bars	4,092		
2.	Plastic buckets 20L (1 with tap and 1 without tap) with lid, yellow colour, 2 pieces/HH	Buckets	1,364		
3.	Purification sachets, 30 sachets/HH, each small box contains 240 sachets	Sachets	20,460		
4.	Oral rehydration salt (20.5g per sachet), 12 sachets/HH	Sachets	8,184		
5.	Filter cloths (1m x 1m), white colour, polyester, 3 pieces/HH	Filter Cloths	2,046		
6.	Face mask made from local material (cloth)	Pcs	192		
7.	LA'FRESH Instant Hand Sanitiser (500 ml)	Pcs	48		
C.	MENSTRUAL HYGIENE KITS PACKED INTO 375 PACKAGING BAGS				
1.	Napkins-non disposal sanitary pads - 6pcs/girl	Pcs	2,250		
2.	Girls' underwear, 2pcs/girl	Pcs	750		
3.	Laundry soap, white colour, 1 long bar of 600grams/girl	Bars	375		
4.	Bathing soap, 250 grams/piece, 3 pieces/girl	Pcs	1,125		

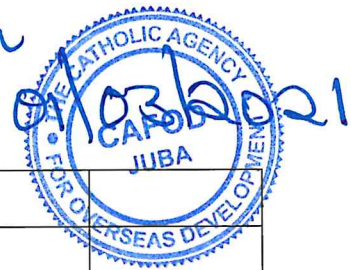


5.	Nail cutter, medium size, 1 piece/girl	Pcs	375		
6.	Toothpaste, Colgate, 500gram, 1 piece/girl	Pcs	375		
7.	Toothbrush, 1 piece/girl	Pcs	375		
8.	Packaging bag with CDOR and CTP logos	Packaging bags	375		
9.	Laundry soap, white colour, bar of 600gram (contingency stock)	Boxes of 25 Long bars	80		
D	Transportation cost, loading and Offloading cost to CDoR office in Yirol.	Lumpsum	1		
GRAND TOTAL COST IN USD					

2. WASH ITEMS (BOREHOLE, WASH NFIS AND MENSTRUAL DIGNITY KITS) TO BE DELIVERED TO KUAJOK, WARRAP STATE.

No	Item Description	Unit	Qty	Unit price (USD)	Total price (USD)
A	HANDPUMP SPARE PARTS (INDIAN MARK II) FOR 10 BOREHOLES FOR TOCH PROJECT RESPONSE IN KUAJOK, WARRAP STATE.				
1.	Head assemblies - IM2	pcs	1		
2.	Head assemblies Extra Deep	pcs	1		
3.	Water tanks - IM2	pcs	2		
4.	GI riser pipes - IM2	pcs	100		
5.	Connecting rods - IM2	pcs	100		
6.	Pump cylinders - IM2	pcs	1		
7.	Pump cylinders Extra Deep - IM2	pcs	1		
8.	Pedestal- IM2	pcs	1		

Signature



9.	Special tool kits - IM2	Kits	4		
10.	Standard tool kits - IM2	Kits	4		
11.	Fast moving spare kits - IM2	Kits	10		
12.	Cement- ordinary Portland 50kgs per bag	Bags	60		
B	WASH NFIs FOR TOCH PROJECT RESPONSE IN KUAJOK, WARRAP STATE.				
1.	Laundry soaps, white colour (1 box = 25 long bars, 600gm/bar), 6pieces/HH	Bars	1,392		
2.	Plastic buckets 20L (1 with tap and 1 without tap) with lid, yellow colour, 2 pieces/HH	Buckets	464		
3.	Purification sachets, 30 sachets/HH, each small box contains 240 sachets	Sachets	6,960		
4.	Oral rehydration salt (20.5g per sachet), 12 sachets/HH	Sachets	2,784		
5.	Filter cloths (1m x 1m), white colour, polyester, 3 pieces/HH	Filter Cloths	696		
7.	Transportation, loading and Offloading cost to TOCH's Office in Kuajok, Warrap State.	Lumpsum	1		
	GRAND TOTAL COST IN USD				

30.0 PACKAGING INSTRUCTIONS

All the packaging should conform with detailed specifications provided and potential Suppliers are advising to strictly comply with all instruction outlines in the tender dossier.

31.0 CREDIT PERIODS

Indicate the credit periods being offered as ----- days.



32.0 FORCE MAJEURE

This process of tender and contract may terminate automatically by an event of Force Majeure. Force Majeure under this agreement shall include inaccessibility due to natural factors and insecurity in area of operations.

33.0 APPENDIX 1: CAFOD POLICIES

Appendix A: CAFOD Supplier 's questionnaire

Appendix B: CAFOD Supplier's Code of Code

Appendix C: CAFOD Terms and Conditions for supply of goods and service