



## INVITATION TO TENDER (ITT)

### IMPORTANT INFORMATION

**Company Name:**

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(a) This is **not a purchase order**.

(b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "TENDER NO.

**094T/FY22/SSD1/SSHF PROJECT/CONSTRUCTION OF WORKS AT Kondako** and addressed to "THE TENDER PANEL" Plan International South Sudan to be submitted not later than **05:00pm of Thursday 5<sup>th</sup> January 2023**.

Date: 15/12/2022

You are hereby invited to submit your financial proposals for the construction works in Kondako Primary school (Pibor county) as per the clear specifications in the BOQ, Architectural drawings and the Instructions To Bidders (ITB) provided in this tender document. All prices must be filled in the BOQs 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	Units	Unit Cost (USD)	Total Cost (USD)
1	Construction of 1 block of two classrooms (1:2) TLS in four schools and provide a sign posts in Kondako (Pibor County) as per the BOQS and designs attached  (Kondako Primary School is 5km from Pibor town)	1	TLS		
	<b>Total Cost in USD</b>				

### Evaluation Criteria

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
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1	Competitive Price	30
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)	10
3	Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);	15
4	Qualifications and experience of key site management and technical personnel proposed for the Contract with their CVs and academic testimonials	15
5	Major items of construction equipment proposed to carry out the Contract. The descriptions must demonstrate the bidder's ability to complete the works and should include inter alia:	10
6	Evidence of previous construction works done to other reputable organizations (attach the certificates of work completion)	10
7	Shortest work completion period	10
	<b>Total Score</b>	<b>100</b>

	<b>Important conditions</b>				
	(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				
	<b>(d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified</b>				
	(e) The prices must be stated in USD				
	(f) All other tender requirements stated on this tender document MUST be met.				
	<b>PLEASE NOTE:</b>				
	λ The Tender should be submitted hand delivered to the above stated address or by email to <a href="mailto:SSProcurement.Committee@plan-international.org">SSProcurement.Committee@plan-international.org</a> within the deadline.				
	➤ <b>Plan International South Sudan</b> 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. <b>Plan International South Sudan</b> 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 <b>pencil</b> 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.		
CONF	FOR SUPPLIERS USE ONLY	
IRM		
(1)	QUOTATION VALIDITY: _____	
(2)	WORK COMPLETION PERIOD: _____	

## **INSTRUCTIONS TO BIDDERS (ITB)**

### General

#### **1. Scope of Bid**

#### Eligible Bidders

A Bidder shall not have a conflict of interest. All Bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are associated, or has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Procuring Entity to provide consulting services for the preparation or supervision of the Works, and any of its affiliates shall not be eligible.

#### Qualifications of the Bidder

All bidders shall provide in Section IV, "Form of Bid, Qualification Information, Letter of Acceptance, and Agreement," a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

In the event that prequalification of potential bidders has been undertaken, only bids from prequalified bidders shall be considered for award of Contract. These qualified bidders should submit with their bids any information updating their original prequalification applications or, alternatively, confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid submission. The update or confirmation should be provided in Section IV.

If the Procuring Entity has not undertaken prequalification of potential bidders, all bidders shall include the following information and documents with their bids in Section IV, unless otherwise stated in the BDS:

- 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;
- Total monetary value of construction works performed for each of the last five years;

Evidence of relevant experience in the execution of works of similar nature, including the nature and value of the relevant contracts for each of the last five years, as well as works in hand and contractually committed. The evidence must answer at least the criteria indicated to under subparagraph 5.5 below.

Major items of construction equipment proposed to carry out the Contract. The descriptions must demonstrate the bidder's ability to complete the works and should include inter alia:

The Bidder must indicate whether such equipment is owned by him, hired or used by subcontractor.

- (a) Qualifications and experience of key site management and technical personnel proposed for the Contract with their CVs and academic testimonials
- (f) Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
- (g) Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
- (i) Information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts; and awards;

## **6. One Bid per Bidder**

Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the Bidder's participation to be disqualified, unless otherwise **stated in the BDS**.

## **7. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of his Bid, and the Procuring Entity shall in no case be responsible or liable for those costs.

## **8. Site Visit**

The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense.

## **9. 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 1200 Hrs Local time, Friday XXX, 2022” 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 \_\_\_\_\_

Email Address \_\_\_\_\_

Passport Number: \_\_\_\_\_ Issuing Country: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Company Stamp and signature: \_\_\_\_\_