



NORWEGIAN CHURCH AID
actalliance

ANNEX SER 2-1: Request for Proposal for a Framework Agreement

REQUEST FOR PROPOSAL

TO:

<Name and address>

| | |
|---|--|
| Date of issue: | 10/13/2025 |
| RFP no.: | 3841 |
| Contract title: | Frame work agreement for repair and maintenance work at NCA Juba Office |
| Closing date: | 25/13/2025 |
| Contracting Authority: | Norwegian Church Aid South Sudan Programme Contact person: Taban Charles Email: Taban.Charles@nca.no |
| Please note that the Proposals may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above RFP Number and the name of the submitting company. | |

NORWEGIAN CHURCH AID INVITES YOU TO SUBMIT A PROPOSAL FOR MAINTENANCE AND REPAIR WORKS UNDER A FRAMEWORK AGREEMENT

Dear Sir/Madam,

The Service is required for MAINTENANCE AND REPAIR Works at NCA Juba Office and Guest House an intervention supported by Multi Donors. The services and the supplies required as depicted below:

| Item | Description | Required delivery date |
|------|--|------------------------|
| 1 | Electrical power repair and installation work | Call off basis |
| 2 | Plumbing repair and installation work | Call off basis |
| 3 | Repair and maintenance of building and compound (Civil works) | Call off basis |
| 4 | Carpentry and joinery | Call off basis |
| 5 | Metal Mongering and fabrications (Welding) | Call off basis |
| 6 | Any other maintenance and repair services deem necessary | Call off basis |

Please find enclosed the following documents which constitute the Request for Proposal:

A – Instructions

Annex 1: Terms of Reference

Annex 2: General Terms and Conditions for Service Contracts

Annex 3: Code of Conduct for Contractors

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

A. INSTRUCTIONS

In submitting a proposal the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Agreement as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

A.1. Scope of services

The purpose of this Request for Proposal is to establish a Framework Agreement between the Service Provider (Contractor) and the Contracting Authority. Specific requirements for services covered by this Agreement will be established through separate Purchase Orders or Procurement Approval between the Service Provider and the Contracting Authority when necessary and as required.

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

The Contractor acknowledges that:

- (a) The Contracting Authority is not obligated to place any minimum number of purchase orders with the Contractor, pursuant to this Agreement
- (b) The Contracting Authority shall not be liable for any cost in the event that no purchase order is placed under this Agreement; and
- (c) This Agreement is non-exclusive, and the Contracting Authority is entitled to procure the same or similar supplies from other Contractors, as it sees fit.
- (d) The contract shall be implemented through a secondary bidding unless for very low value supplies and services that it may be dealt with directly with one service provider

A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit the following documents with the proposal:

- a. Proposal Submission Form (Annex 2) duly completed and signed by the Candidate
- b. CV. highlighting the Candidate's experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed;
- c. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates, tax registration, VAT registration and membership certificates of any relevant professional bodies.

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

A.6. Financial proposal

This Frame work agreement shall be subjected to secondary bidding and the selected service providers shall be ask to provide quotations which shall be analyst and call off order or procurement approval be placed against. However, for services of very low value one service provider may be ask for quotation which shall be approved by designated officer and work shall be done accordingly. Submission of this proposal does not require financial offer, however, bidders are advised to submit their bids with price list which may not be binding in any way.

Price shall be quoted in **USD/SSP** in the quotation whenever quotations are requested during secondary bidding.

For evaluation purpose, where quotations are given in local currency, it shall be converted into **USD** at the rate published in Central Bank rates on the closing date.

During the secondary bidding, the Candidate shall indicate in his/her quotation his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied themselves as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, insurance, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

A.7. Validity

Proposals shall remain valid and open for acceptance for 90 days after the closing date.

A.8. Submission of proposals and closing date

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the front page.

A.9. Evaluation of Proposals

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (*\$t*) scores which 100% for the Technical Proposal; and no scores will be required for financial since financial offers are not required at this stage

Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

| Technical evaluation | | Maximum Points |
|--|---|----------------|
| 1 | Candidate's relevant academic qualifications | 10 |
| 3 | Candidate's knowledge and familiarity with NCA Office premises | 20 |
| 5 | Candidate's knowledge and experience in the areas in which the services are required | 20 |
| 6 | Candidate's analytical, communication and report writing skills | 10 |
| Sub-total Candidate and/or Organisation | | 60 |
| 1 | To what degree does the proposal show understanding of the task? | 15 |
| 2 | Have the Terms of Reference been addressed in sufficient detail? | 15 |
| 4 | Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract? | 10 |
| Sub-total Methodology | | 40 |
| Total Technical Score | | 100 |

Interviews

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

Financial evaluation

There will be no financial evaluation at this stage since the financial offers have not been asked at this stage and the process shall involve secondary bidding.

Sf is the financial score

Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.10. Award criteria

The Contracting Authority will award the Contract to minimum of three (03) candidates whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall ranked scores and has good experience in the services required.

A.11. Commencement Date

The Agreement shall commence on in April 2025.

A.12. Terms and Termination

The Agreement is valid for a period of 24 months and commences on the commencement date and expires at midnight on the expiry date, unless earlier termination in accordance with the General Terms and Conditions of this contract.

The Contracting Authority shall be entitled to renegotiate the contract for a further period of 12 months on similar terms and conditions, by giving the Contractor written notice of its intention to renegotiate the agreement not less than 30 days prior to the expiry date.

In the event of a breach of the Agreement, the Contracting Authority may terminate the agreement as per General Terms and Conditions.

A.13. Confirmation of Purchase Order

The Agreement shall be implemented through requests for services detailed in Purchase Orders or procurement approval, which will be placed by the Contracting Authority according to the terms and conditions in the agreement.

The Contractor shall acknowledge receipt of a request for services by signing and returning the request for services within 2 working days of its receipt.

A.14. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 5 days of receipt of the Agreement, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Agreement and return it to the Contracting Authority. On signing the Agreement, the successful Candidate will become the Contractor and the Agreement will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Agreement within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

A.15. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

A.16. Data Protection and Privacy

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

ANNEX 1: TERMS OF REFERENCE

TOR FOR REPAIR AND MAINTENANCE SERVICES FOR NCA SOUTH SUDAN PROGRAMME

Summary

| | |
|---------------------|--|
| Title | Electrical maintenance to UNICEF offices and guest houses in Juba, Southern Sudan |
| Purpose | To identify the Contractor/ Company to issue a non-exclusive Framework Agreement for scheduled electrical, plumbing, civil works, carpentry, welding and any other services deem necessary |
| Location | Juba, Southern Sudan and some field locations |
| Duration | Two years |
| Start Date | 1 st April 2024 |
| Reporting to | Admin/logistics |

1. Background and Context

The Norwegian Church Aid (NCA) is an independent diaconal, humanitarian, and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. Based on the Christian faith, NCA works for the benefit of the poor, destitute and oppressed – regardless of gender, race, political opinion or religion.

2. Purpose

The overall purpose of this frame work agreement is to solicit a potential service provider who will be able to undertake supply, maintenance and repair for NCA South Sudan Programme particularly Juba. For any assignment that might require traveling to the field NCA shall provide ticket and accommodation for the technician. The maintenance services require are as depicted below:

| Item | Description |
|------|--|
| 1 | Electrical power repair and installation work |
| 2 | Plumbing repair and installation work |
| 3 | Repair and maintenance of building and compound (Civil works) |
| 4 | Carpentry and joinery |
| 5 | Metal Mongering and fabrications (Welding) |
| 6 | Any other maintenance and repair services deem necessary |

NCA Juba requires scheduled for the above services and related spares on-call off basis to NCA Offices, CD house and guest houses in Juba. In case of similar services to be done in the field NCA will provide ticket and

accommodation. Logistics shall issue a work order prior the execution of each work. The Contractor will perform both scheduled and emergency (on-call) work orders.

The Contractor shall furnish managerial and direct technicians to accomplish all work as required in this Contract. The Contractor shall designate as Manager a qualified and experienced representative who shall supervise the Contractor's workforce. The manager should be on call 24/7.

3 Hours of Operation

Time is of the essence in the provision of the services and the downtime experienced by NCA should be avoided or, where unavoidable, kept to a minimum. In this regard:

- To the extent feasible, scheduled maintenance tasks shall be scheduled in a manner which will minimize inconvenience to NCA staff and visitors. Scheduled maintenance, specifically those tasks that require the use of machinery and other potentially disruptive equipment, shall be organized outside office hours (8:30am – 5:00pm) when possible.
- Where disruption to service is essential, planned shutdowns shall be carried out at times pre-arranged with the Admin. Office.
- Where service shutdowns are essential, the disruption shall only be undertaken with the specific agreement of the contracting Authority.
- Where the shutdown is a direct result of the failure of an item or equipment, attendance shall be within the scheduled time period and all necessary actions shall be taken to return equipment back in working order.

4. Scope

The repair and maintenance services shall be for NCA South Sudan Programme Juba and may involve the field trip but in case of mission to the field NCA will cover the ticket and accommodation.

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6. Key outputs/deliverables

- Timely repair and maintenance at NCA Offices and guest houses
- Use of appropriate tools and protective gears to perform the work
- Shorter response time of less than 1 hour.
- Available to render services 24/7.
- Use of qualified and technical staff to perform different tasks as indicated in the TOR above.

VAT Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box

| | |
|---|--|
| YES – I AM legally obligated to charge VAT | NO – I am NOT legally obligated to charge VAT |
| <input type="checkbox"/> | <input type="checkbox"/> |
| State country of tax liability, if any | |
| State applicable VAT rate | |

| CANDIDATE OR COMPANY INFORMATION | |
|---|--|
| Candidate or Company (legal name) | |
| Street name and no. | |
| City | |
| Postal code | |
| Country | |
| Phone no. | |
| Email | |
| Website | |
| Director (name) | |

| GENERAL COMPANY INFORMATION) | |
|---|--|
| Year of establishment | |
| Number of full time employees | |
| Licensing authority | |
| Licence number (VAT no./TAX id) | |
| Countries with registered office: | |
| Registration Certificate – please attach | |
| Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies. | |
| Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which. | |
| Does your company have a Code of Conduct? | |

| REFERENCES | | | | |
|-------------------------------------|-------------------------|--------------|---------------------|----------------------------|
| Name and country of customer | Type of contract | Value | Contact name | Phone/fax and email |
| | | | | |
| | | | | |

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| | | | | |

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of <number> days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. <number> for <agreement title> dated <date>, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts –
- Provided that an Agreement is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 .
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors.

The above declarations will become an integrated part of the Agreement and misrepresentation will be regarded as grounds for termination.

Any subsequent Purchase Order related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Service Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

The Candidate

Name of the company

Address

Telephone no.

Email

Name of contact person