



ZOA Dorcas South Sudan

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Email: info@zoadorcas.ngo

Websites: www.dorcas.org | www.zoa-international.com

Tender Reference Number: EU-SORUDEV – SSDI823

Bid Title: Supply of Agricultural Seeds in Pibor, The GPAA, Jonglei State – South Sudan

Annex 1: Seed Specifications and Quantities

Annex 2: Supplier Registration Form

Annex 3: ZOA-Dorcas Code of Conduct

ZOA-Dorcas South Sudan is seeking for a reputable company to supply and deliver Agricultural Seeds to Pibor, the GPAA – Jonglei State, South Sudan. Please submit your tender documents via E-mail procurement.southsudan@zoadorcas.ngo by 9th March, 2023 at or before 4:00pm (CAT).

Kindly indicate on your tender email subject line: **EU-SORUDEV – SSDI823 for Supply of Agricultural Seeds, Pibor, the GPAA, Jonglei State - South Sudan.**

For further inquiries, please send your concerns to the above email and you will be heard.

Looking forward to receiving your tenders in order.

Sincerely,

Cor Verduijn
Country Director
ZOA-Dorcas South Sudan



**CALL TO BID
(the "BID DOCUMENT")**

Date: March 3rd, 2023

Subject: INVITATION TO TENDER FOR SUPPLY OF AGRICULTURAL SEEDS IN PIBOR, THE GPAA, JONGLEI STATE, SOUTH SUDAN.

Tender Code: EU-SORUDEV – SSDI823

Bids to be submitted via email to: procurement.southsudan@zoadorcas.ngo or Hand delivered in Sealed envelopes to **ZOA-Dorcas Country Office** Located at **Nyakuron West, Juba-South Sudan.**

Closing deadline: Time: 4:00 p.m. (CAT) Date: Monday 13th, March, 2023

CALL FOR EXPRESSION OF INTEREST TO SUPPLY AGRICULTURAL SEEDS IN PIBOR, THE GPAA, JONGLEI STATE – SOUTH SUDAN.

I. Introduction

ZOA-Dorcas South Sudan is an international NGO that was established in March 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA-Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA-Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei States as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA-Dorcas has funding from its Donor the European Union under the SORUDEV project for provision of inputs to farmers for demonstration and seed centers in Pibor, the GPAA. The project seeks to replenish the seed centers and increase agricultural productivity of the beneficiary farmers in the area. ZOA-Dorcas would therefore like to use this project grant to achieve this purpose.

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2. Description of the Assignment

ZOA-Dorcas South Sudan wishes to engage a competent supply company with a strong understanding of the local contexts in Pibor to bid for the supply of agricultural seeds as provided in **Annex I**. Your Company must demonstrate extensive experience in this field.

Bids must include quotations with minimal costings of prices in USD for all that is required to achieve the objective.

Prospective bidders must use the information on **Annex I** to prepare and submit their bids not later than **Thursday 9th March, 2023**.

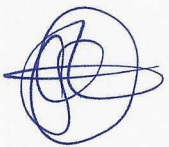
3. Required Documents for bidding

Your Company must prepare and submit your quotations with the following documents;

- Letter of expression of interest.
- Delivery period with timeline
- Bid validity period
- A company profile with reference for related supplies done previously (track record)
- Proof of valid Legal registration and evidence of tax returns to National Revenue Authority.
- Copy of Nationality ID or Passport + Personal email addresses of the Company Director(s) for MemberCheck.
- Company Bank Account details (For payment purposes).

4. Further instructions

1. Your Company shall bear all costs associated with the preparation and submission of the bid documents and ZOA-DORCAS shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
2. Each of you will participate in and submit one set of bid. This rule applies equally to companies within the same group of companies with the same ownership.
3. Bidders shall prepare and submit bids independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect, with any other bidder.
4. The bidder is expected to carefully examine the contents of its bid. Failure to comply with the requirements of the call for expression shall be at the bidder's own risk. Bids not submitted in conformity with the above bidding Conditions and its annexes shall be rejected.
5. The bidder must be a fully registered entity or group in South Sudan with all valid legal documents attached to the bid.
6. ZOA-DORCAS has a ZERO TOLERANCE TO SEXUAL HARRASMENT, EXPLOITATION & ABUSE and also to abuse against Children. Any bidder known to have indulged in such practice now or during this bidding process will be disqualified with the immediate effect.



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7. Each bidding company and its director(s) shall be subjected to vetting (MemberCheck) against list of listed companies or individuals on OFAC, EU, USA, South Sudan list of sanctions.
8. The successful bidder shall be responsible for acquisition of all required clearances from the different government organs for the smooth delivery of the good.

5. Amendment of Call for Expression of Interest

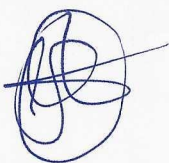
9. At any time prior to the deadline for submission of bids, the Procurement committee, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the call for expression of interest documents by the issue of addenda.
10. Any addenda that is issued shall be part of the call for expression documents pursuant to Part 5 above, and shall be communicated in writing to all bidders who are requested to immediately acknowledge the receipt of each addendum by E-mail through the address above. To allow prospective bidders reasonable time in which to consider an addendum in preparing their bids, the procurement committee may extend the deadline for submission of bids.

6. Process to be Confidential

11. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of the contract will not be disclosed with the process of evaluation. Any effort by a bidder to influence the processing of the bids or award decisions may result in the rejection of its bid.
12. Information contained in and with the RFQ is considered proprietary in nature and is to remain confidential between ZOA-DORCAS and the bidder. Access to these materials shall not be granted to third parties without the prior written consent of ZOA-DORCAS.
13. Due to the sparse nature of bidders, bids shall be opened by ZOA-DORCAS procurement committee in the absence of the bidder representatives.

7. Award of Contract

14. Bids must be received by ZOA-DORCAS in the manner specified as in annex I on or before the deadline date on page I of this call to bid document.
15. The Procurement committee, in its sole and unfettered discretion, reserves the right to accept your bid in whole or part.
16. The Procurement committee reserves the right to negotiate with one or more of the bidders, seek clarification from bidders regarding their bids and invite modifications to the bids submitted.
17. The procurement committee reserves the right to reject any offer before the award of the contract, or to annul the bidding process and reject all offers at any time.
18. The procurement committee shall notify the successful bidder in writing of the results of the bid evaluation. Upon notification by the successful bidder, the tender committee will promptly inform the other bidders that their Submissions were unsuccessful.



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19. Awards shall be made per full bidding for the entire seed category as per Annex I specifications, and the contracts committee reserves the right to award the contract to one company or to two different companies.

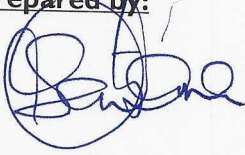
8. General Conditions and Disclaimers

20. This Call for expression of interest is simply an invitation to bidders to submit a bid in accordance with this call to bid document. This Call to bid does not constitute an offer of any kind on the part of ZOA-DORCAS.

21. No contractual or other legal obligations arise on the part of ZOA-DORCAS to any bidder by this call to bid or the submission of a bid by a bidder nor is any legal relationship created between ZOA-DORCAS and any bidder until such time as an agreement, if any, is subsequently reached with a bidder.

22. ZOA-DORCAS reserves the unilateral and exclusive right to modify or cancel this call to bid at any time without any obligation to any bidder and makes no guarantee that the process initiated by this call will continue.

Prepared by:



**Head of Operations
ZOA-Dorcac South Sudan**

Verified by:



**Head of Finance
ZOA-Dorcac South Sudan**

Approved by:



**Country Director
ZOA-DORCAS South Sudan**



**ZOA-DORCAS
South Sudan**