

## INVITATION TO TENDER FOR PROVISION OF CIVIL WORKS

<b>Date of issue:</b>	14/02/2025
<b>Tender no.:</b>	WPDI/SSD002/2025
<b>Contract title:</b>	Construction of Wall Fence, Security Office and Two Offices at Kugi Community Learning Center-Juba County
<b>Closing date:</b>	24 <sup>th</sup> February 2025 at 4:00 PM CAT
<b>Tender opening:</b> in Juba by WPDI Procurement Committee only.	26 <sup>TH</sup> February 2025 @ 3:00 PM
<b>Contracting authority:</b>	Whitaker Peace & Development Initiative, South Sudan Country Office. Procurement Office E-Mail: <a href="mailto:procurement-south-sudan@wpdi.org">procurement-south-sudan@wpdi.org</a> copying <a href="mailto:adil@wpdi.org">adil@wpdi.org</a>

WPDI with funding from SDC is launching a "Tender" and invites potential construction companies to Construct Wall Fence, Security Office and Two Offices at Kugi CLC, Juba County, Central Equatoria State.

Bidders to submit bids to the address below; -

**WHITAKER PEACE & Development Initiative-Juba,  
Next to Nile Fortune Hotel, UNESCO Compound**

### Site Visitation

**Kugi-Community Learning Center, Juba**

**1. Paul Levi Wagbia**

**Tell: +211 920 683 574**

### Note:

1. All prices must include applicable government taxes, transportation and delivery cost to Kugi Community Learning Center, Juba County - Central Equatoria State.
2. The bidder shall provide fixed prices for the duration of a contract period of 90 days from the date of bid submission.
3. **NB: To be accompanied by a proforma invoice.**

### A.1. Bidding will be conducted through an open tender procedure.

1. The tender is for WPDI project in Central Equatoria State, an intervention supported by SDC.
2. All logistics, handling and transportation of the construction material from the location of origin



to Kugi Community Learning Center is the responsibility of the contractor.

3. The tenderer must have a valid registration and permanent office which is verifiable in South Sudan.
4. All bid prices shall be quoted in USD only.

## A.2. TENDER SUBMISSION

1. Bids shall be delivered by hand to WDPDI offices in the locations mentioned above. Bids submitted by hand delivery must be registered in the bids/tender's submission register. Bids submitted via email shall not be rejected.
2. All bids in English language only must be delivered or sent by email to WDPDI offices at the above- mentioned addresses by 4:00 PM CAT, 24<sup>th</sup> February 2025. Late bids beyond this date and time will **NOT** be considered. Bid documents must be clearly marked "Invitation to Tender – **“WDPDI INVITATION TO TENDER – CIVIL WORKS FOR CONSTRUCTION OF WALL FENCE, SECURITY OFFICE AND TWO OFFICES AT KUGI COMMUNITY LEARNING CENTER-JUBA COUNTY (PLEASE SUBMIT PER LOCATION)– CENTRAL EQUATORIA STATE, SOUTH SUDAN - WDPDI/SSD002/2025”**”.
3. Questions regarding this tender shall be sent in writing to email [procurement-south-sudan@wpdi.org](mailto:procurement-south-sudan@wpdi.org) copying [adil@wpdi.org](mailto:adil@wpdi.org)
4. before the deadline. Tenderers are not allowed to approach the Contracting Authority for oral clarification about this call.
5. Bids opening will take place in Juba on Tuesday 26<sup>th</sup> February 2025 at 3.00 PM in Juba by only the Procurement Committee for all the bids received.

## A.3. Eligibility Criteria

Bidders must attach copies of valid company registration documents as listed below.

#	Eligibility Criteria	Document Required
1	Valid registration of business/company in South Sudan Valid Certificate of Incorporation or equivalent	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate. <b>Failure to attach the back page with valid renewals will lead to disqualification of your bid.</b>
2	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce
3	Valid Operation License	Operation License from the State Ministry of Finance & Economic Development
4	Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation or the South Sudan Revenue Authority
5	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation or the South Sudan Revenue Authority

**Bids that do not meet the minimum requirements or submit all of the documents requested as outlined under sections A.4. Please do not submit your bid if it does not meet the minimum requirements in the table above.**



#### A.4. Evaluation Criteria (comparison criteria):

The committee shall undertake selection process based on the following parameters:

#	Evaluation Criteria	Weight	Scoring Method & documents required
1	Price	60%	<p>Comparison between the total values of each offer for the complete construction works. Lowest bidder receives full score (60). The score of other candidates is calculated in relation to the lowest bid amount.</p> <p>Formula: (lowest offer/tenderer's offered value) * 60</p>
2	Availability and feasible estimated completion time frame. Completion of the entire renovation works is required preferably within 30 calendar days upon issuance of Purchase Order/Contract.	10%	<p>If the Tenderer is able to complete the renovation works within 30 calendar days, they will receive full score (10), above 30 calendar days the bidder will receive 0 points.</p> <p>If the tenderer is unable to complete the renovation works within the maximum of 30 calendar days, the tenderer <b>must</b> submit a schedule proposal. In that case, the Tenderer will receive 0 points.</p>
3	Demonstrated previous experience in civil works specifically in Western Equatoria counties for the period between October 2020 to December 2024	30%	<p>Maximum of 3 Purchase Orders/Contracts above 10,000 USD and 3 completion certificates for similar civil works</p> <p>10 points for each delivery note. Full score 30.</p>

This Invitation to Tender document and Instructions for tenderers document must be completed and returned together with your quotation document.

Thank you,

WPDI-South Sudan Procurement Committee

#### **A.5. Planned timetable:**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	14 <sup>th</sup> /02/2025	4:00 PM
Last date on which clarifications are issued by the Contracting Authority	19 <sup>th</sup> /02/2025	4.00 PM
Deadline for submission of tenders (closing date)	24 <sup>th</sup> /02/2025	4:00 PM
Tender opening session (By WPDJ Procurement Committee in Juba)	26 <sup>th</sup> /02/2025	3.00 PM
Contract award	3 <sup>rd</sup> /02/2025	10:00 AM
Contract start	3 <sup>rd</sup> /02/2025	10:30 AM

All times are in the time zone of South Sudan.

#### **A.6. Eligibility and qualification requirements:**

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria.

Tenderers shall also be requested to certify that they comply with article 13. "Child Labour & Forced Labour" and article 14. "Mines" of the General Terms and Conditions for Supply Contracts.

To give evidence of their capability and adequate resources Tenderers shall provide the information and the documents requested in the Tender Dossier.

#### **A.7. Exclusion from award of contracts**

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest.
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure.
- (d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

#### **A.8. Language of Tenders**

The tender, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English. Supporting documents and printed literature furnished by the tenderer must be in English.

**A.9. Documents comprising of the Tender:**

The Tenderer shall complete and submit the following documents with his/her tender:

- a) Tender submission form (annex 3) with supporting documents and other relevant information that should be made known to the Contracting Authority.
- b) Annex 4

**A.10. Price:**

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

Tenderers must quote prices on one of the following bases:

1. For construction material supplied locally, unit and overall prices must be quoted for delivery to the final place of destination and in accordance with the above conditions, including all domestic taxation applicable and sale including VAT.
2. For construction material to be imported into the country or state of the Beneficiary, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, including all duties and taxes applicable to their importation and VAT<sup>1</sup>/taxes, from which they are exempt.)

Prices shall be quoted in USD only.

**A.11. Price Validity:**

Tenders shall remain valid for a period of 3 months (90 days) from tender closing date.

**A.12. Submission of tenders and closing date:**

Tenders maybe hand delivered to the office below on or before the closing date and time as specified in the Annex 4 above. Any tender received after that time will not be considered.

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<sup>1</sup> Value added tax



### ANNEX 3: TENDER SUBMISSION FORM

Submitted by (name of company):	
Contact Person:	

*NB: To be accompanied by a proforma invoice.*

### PRICE SCHEDULE (Price Summary and currency to be inserted by tenderer)

Item	Description of supplies		Currency: USD	
				Total Price
1	Overall Total Cost for the entire constructions works (Elements 1-14)			

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Bid validity (Bids must be valid for 3 months) <b>YES/NO</b>	
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Bid Annex	
Company experience	
Implementation for the entire project	

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
Fax. no.:	
E-mail:	
website:	
Sales Manager (name)	
Director (Name)	
Other contact (Title & Name)	

General information	
Nature of business – please enclose complete product information in English.	
Year of Establishment	
Number of full-time employees	
Licensing Authority	
Licence number (VAT no./TAX I.D.)	
Does your company have a written statement of its environmental policy?	
Please state in which languages technical documents are available:	

Working language:	
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Signature & stamp:

Signed by:

<b>The Tenderer</b>	:	
Name of the company	:	
Address	:	
Telephone no.	:	
Fax no.	:	
E-mail:	:	
Name of contact person	:	
Date:	:	

After having read your letter of Invitation to Tender no. **WPDI/SSD002/2025** for provision of renovation works at **Kugi Community Learning Center, Juba**, year 2025; on behalf of my company/business, we hereby;

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts –with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- We hereby certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.

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

- Our company/business has the following **nationality**....., as evidenced in the enclosed Company Registration Certificate.
- We certify that the goods have the **origin** stated above.

- In the event the contract is awarded to us, we request that payments under the contract be made to the following **account**:
- Our tender is valid for a period of .....days after the closing date in accordance with instructions to tenders. (N.B! Must be at least 3 months)

Signature & stamp:

Signed by:

**The Tenderer** :

Name of the company :

Address :

Telephone no. :

Fax no. :

E-mail: :

Name of contact person :

Date: :

“WPDI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.”

NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”.

**Note:** Only the successful bidder will be notified. If you don't get a notification from WPDI within one week after the closing date, consider your quotation unsuccessful.

