

COMMUNITY ACTION ORGANIZATION

Physical Address: Hai Commercial, Juba Republic of South Sudan

Email Address: commaction.org@gmail.com/d.lam61@yahoo.com

Name of Company	
Address	
Tax Identification Number	
Active Phone Number	
Email address	

CAO – INVITATION TO TENDER FOR VARIOUS ITEMS FOR THE YEAR 2022 UNDER NINE MONTHS AGREEMENT

a. Background

Community Action Organization (CAO) is a National Not-for Profit humanitarian and development organization with thematic areas of Food Security and livelihood, WASH, Nutrition, Health, Protection, Education and Peace building.

CAO is looking for competent and reputable suppliers to supply and delivery various items for CAO as per below specification.

b. Specifications:

S/n	Description of Goods	UOM	Qty	Unit Price (USD)	Total Price (USD)
1	Supply of fuel both petrol and diesel Juba and field base	Liter	1		



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2	Supply of general office stationaries	Pc	1		
3	Supply of general gust house/office consumables	Pc	1		
4	Supply of drinking water (20l)	liter	1		
5	Supply of assorted building materials	-	-		
6	Provision of river transport from Juba, Bor, Malakal and Fangak	-	-		
7	Provision of air flight charter within South Sudan	-	-		
8	Provision of external institutional audit	-	-		
9	Branding and printing of visibility materials	-	-		
TOTAL PRICE IN USD					

c. Other information pertaining of our quotation are as follows:

#	Please provide the following information:	Provide your response below correctly
1	Quote validity	
2	Delivery lead Time to: CAO-Head quarter Juba	



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3	Payment Mode		
4	Payment period		
#	Eligibility Criteria	Document Required	Remarks/Comment (Tick if it is valid)
Note: Requirements from number 1-9 is applicable to supply of various categories of items to CAO Juba, Mandatory requirement to the supplier to provide.			
1	Registration Business/company in South Sudan with minimum of 2 years of operation 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	
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	
5	Valid tax clearance certificate	Tax clearance certificate from Ministry of Finance and Taxation	
6	Valid importers and Exporters registration certificate	Importers and Exporters registration certificate from the Ministry of Trade, Industry and East African Community Affairs	
7	Valid letter of no objection	Letter of no objection from the Ministry of Interior	
8	Bank statement to assess financial capability	Bank statement for the last 6 months period ending 31 st December 2021.	



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9	Recommendation letters and sample of contracts/LPO for the same items	Provide list of recommendation letters for relevant goods and services, attached sample of contracts as an evidences.	
#	Annexed: CAO Policies and CAO terms & conditions for supply of goods and services (suppliers requires to sign and stamps all the policies as part of their response)		
1	Appendix A_ CAO terms and conditions for supply of goods or services		
2	Appendix B_ CAO Supplier code of conduct		
3	Appendix C_ CAO Safeguarding Policy		
4	Appendix D_ CAO Ant bribery Policy		

d. Language for the Bids

The language for the bids shall be English only

e. Submission of Quotes

The quotations shall be submitted in Hard copies in a sealed envelope. Email submission will not be accepted.

f. Submission Address:

Bids shall be submitted to:

CAO office located at commercial opposite Mama Suzi restaurant, call

Tel: +211 927 132 129 for direction

Envelope should be labeled with reference no#: CAO RFQ/001/2022.

NB. The bids should be hand delivered in a seal envelope to the above address, and placed in the designated Tender Box, by close of business on Friday 8th April 2022. The tender reference number CAORFQ/001/2022 should be clearly stated on the envelop.



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g. **Registration for submission:**

Please ensure that you register your hand delivered quotation and drop it in the tender box yourself in our security guards room. Each hand delivered quotation /bid must be registered individually on the visitor's book which is available at guard's room

Unregistered quotation /bid will not be considered even if it is dropped in the tender box.

h. **Request for clarifications:**

Any request for clarification must be made in writing through the email: ayelabosco9@gmail.com or commaction.org@gmail.com and must be received not later than Friday 5th April 2022, at 12:00pm local Time.

i. **Closing date and time of this Tender**

The deadline for the submission of the tender will be on Friday 8th April 2022, before or at 4:00pm local time.

j. **Opening of tender sessions**

Tender opening date; Monday 11th April 2022 at 10: 00 am. Due to COVID-19 measures all suppliers who have submitted their bids are not allowed to participate in the opening ceremony because of high risks involved and tender shall be administered internally.

k. **Bid Evaluation Criteria**

CAO is bound by the supply chain policy for Procurement of good and services and works. We adhere to strict rules and procedures in any procurement process of goods, works and services, to ensure transparency, accountability, and good value for money.

This tender process will be evaluated by the Bid Evaluation Committee. The evaluation will be based on the following criteria on.

1. Technical compliance of the bidders and capacity,
2. Financial consideration
3. Administrative and logistics capacity
4. Proven experience in the similar work from INGO, NNGO and UN agencies will be an added advantage.
5. Deadline for the submission of the quotation:



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The deadline for the submission of the quotes will be strictly on Friday 8th April 2022 before or at 4: 00am South Sudan local time. No bids will be received after this deadline.

I. Notification of the results

Only the successful and competition bidders will be notified, and if you do not receive any email communication within three weeks after expiry of the deadline, considered your bid not been successful.

We, the undersigned, hereby accept in full the CAO annexed in section C and hereby offer to supply the items listed in conformity with the requirements of CAO as per details provide above.

For the Supplier:	
Name:	
Position/Title:	
Signature and stamp:	
Date:	

2. Disclaimer

This is only a call for quotation and CAO reserve the right to either amend or cancel it at any time with or without notice. In such cases, CAO shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of quotations dossiers. The decision of the CAO Procurement Evaluation Committee shall be final and PEC are exercising the right invested into them by CAO supply chain Manual.

