

Annex 4

**INVITATION TO TENDER (CIVIL WORKS)**

<b>Date of issue:</b>	28/10/2022
<b>Tender no.:</b>	FCA/SSUCO014/2022
<b>Contract title:</b>	Renovation Works
<b>Closing date:</b>	14th November 2022 at 4:00 PM
<b>Tender opening:</b>	16th November 2022 @ 2:00 PM. FCA Procurement Committee in Juba.
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office. Procurement Office E-Mail: <a href="mailto:Procurement.Ssuco@kua.fi">Procurement.Ssuco@kua.fi</a>
<b>Location for tender opening</b>	FCA Office in Juba Na Bari, Behind Mindan Rembo

FCA with funding from the RSRTF is launching a “Tender” and invites potential construction companies to carry out renovation of Leikor Vocational Training Institute - Kajo Keji County.

Leikor Vocational Training Institute - Kajo Keji County is one of the specialized technical and vocational schools under the State Ministry of General Education and Instruction, Central Equatoria, South Sudan. Currently the school has not been operational due to the instability since 2016. The school is Located in Leikor, Kangapo-I Payam of Kajo Keji County.

**A.1. Scope of Civil Works:**

ITEM / LOT	DESCRIPTION	QUANTITY
1.	Renovation of classroom - block 1 (14.75m * 7.50 M) Leikor Vocational Training Institute - Kajo Keji County (Including construction material, labour and material transport cost)	1 Block
2.	Renovation of classroom - block 2 - Mvan Technology Workshop Leikor Vocational Training Institute - Kajo Keji County (Including construction material, labour and material transport cost)	1 Block

**ITEM/LOT:**

- Civil Works** - renovation of Leikor Vocational Training Institute - Kajo Keji County. **(Pictures and artwork of the building is attached to this tender as an Annexures I and II)**

**A.1. Bill of Quantity**

S/N	Description of Work	Quantity	Unit	Unit Cost (USD)	Total Cost (USD)	Remarks
<b>A</b>	<b>CLASSROOM BLOCK 1 (14.75M * 7.50 M)</b>					
<b>A1</b>	<b>Preliminaries</b>					
1	Mobilization of materials/Manpower	1	Ls			
2	Removal of Cow Dung of Floors	1	Ls			
3	Removal of Old Screeding	1	Ls			
4	Correction of Cracking Walls	1	Ls			

	<b>Total Amount Preliminaries - block 1</b>					
<b>A2</b>	<b>Fixes - block 1</b>					
5	Fixing of Doors	6	Pcs			
6	Fixing of Windows	7	Pcs			
	<b>Total Amount Fixes</b>					
<b>A3</b>	<b>Screed of rooms (flooring 6 rooms) – block 1</b>					
7	River Sand	64	Cubic			
8	Cement	60	Bags			
9	Design dust boards sheets (4*8")	20	Sheets			
10	Ceiling nails 1.5"	10	Kgs			
	<b>Total Amount Screed of rooms – block 1</b>					
<b>A4</b>	<b>Painting</b>					
11	Water Paint	600	Litres			
12	Under coat	400	Litres			
13	Fillers (Gallon Cans)	6	Boxes			
14	Rollers 9" standard set	6	Pcs			
15	Sun paper - standard size rolls	3	Rolls			
16	High gloss paint (5 lts tin)	20	Tin			
17	Weather guard paint (10 lts bucket)	20	Bucket			
18	Bricks 2 "	6	Pcs			
19	Bricks 3 "	8	Pcs			
20	Bricks 4 "	5	Pcs			
	<b>Total Amount Painting – block 1</b>					
<b>A5</b>	<b>Glasses</b>					
21	Sheet for glasses	10	Pcs			
	<b>Others</b>					
22	Water		Ls			
23	Transportation of Materials		Ls			
24	Labor Cost		LS			
	<b>Overall Total Cost for Block 1 (A1+A2+A3+A4+A5)</b>					
<b>B</b>	<b>CLASSROOM BLOCK 2 - MVAN TECHNOLOGY WORKSHOP</b>					
<b>B1</b>	<b>Preliminaries</b>					
1	Mobilization of materials/Man Power	1	Ls			
2	Removal of Cow Dung of Floors	1	Ls			
3	Removal of Old Screeding	1	Ls			
4	Correction of Cracking Walls	1	Ls			
	<b>Total Amount Preliminaries Block 1</b>					
<b>B2</b>	<b>Fixes</b>					
5	Rewelding of doors and windows	1	LS			
6	Re-Fixing of Windows and doors	1	LS			
	<b>Fixes - block 2</b>					
<b>B3</b>	<b>Screed of rooms (flooring 6 rooms)</b>					
7	River Sand	40	Cubic			
8	Cement	20	Bags			
9	Fascia board	6	Sheets			

10	Assorted Wire Nails	3	Kgs			
	<b>Total Amount Screed of rooms – block 2</b>					
<b>B4</b>	<b>Painting</b>					
11	Water Paint	100	Litres			
12	Under coat	120	Litres			
13	Fillers (Gallon Cans)	2	Boxes			
14	Rollers 9" standard set	2	Pcs			
15	Sun paper - standard size rolls	1	Rolls			
16	High gloss paint (5 lts tin)	3	Tin			
17	Weather guard paint (10 lts bucket)	50	Litres			
18	Fascia board paint	20	Ltrs			
19	Skirting Paint	10	Ltrs			
	<b>Total Amount Painting – block 2</b>					
<b>B5</b>	<b>Others</b>					
20	Water		LS			
21	Transportation of Materials		LS			
22	Labor Cost		LS			
	<b>Grand Total - Block 2 (B1+B2+B3+B4+B5)</b>					

Bidders to submit bids to the address below; -

**Finn Church Aid (FCA)**

**Juba Na Bari, Bilpham Road, Behind Midan Rembo  
Juba - South Sudan**

**Tel: +211 924 173 956**

Or

**Finn Church Aid (FCA)**

**Kajo Keji Field Offices- ECSS Diocese of Kajo-Keji compound, Romogi, Kajo-Keji county.**

**Tel: +211 924 466 015 (Please contact this number for site visits)**

Or

Send via email to [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi).

**Note:**

1. All prices must include applicable government taxes, transportation and delivery cost to Leikor Vocational Training Institute - Kajo Keji County.
2. The bidder shall provide fixed prices for the duration of a contract period of 12 months from the date of bid submission.
3. **NB: To be accompanied by a proforma invoice**

**A.2. Bidding will be conducted through an open tender procedure.**

1. The tender is for FCA project in Kajo Keji, an intervention supported by RSRTF-CES ABP program, a project implemented in consortium with IOM, SPEDP, WPDI, and CEPO.
2. All logistics, handling and transportation of the construction material from the location of origin to Leikor Vocational Training Institute 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.3. TENDER SUBMISSION**

1. Bids shall be delivered by hand to FCA offices in the locations mentioned above or send via email to [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi). Bids submitted by hand delivery must be registered in the bids/tender's submission register.
2. All bids in English language only must be delivered or sent to FCA office at the above-mentioned addresses by 4:00 PM, Monday 14<sup>th</sup> November 2022. Late bids beyond this date and time will **NOT** be considered. Bid documents must be clearly marked "Invitation to Tender – **FCA – RENOVATION WORKS - LEIKOR VOCATIONAL TRAINING INSTITUTE - KAJO KEJI COUNTY - FCA/SSUCO014/2022.**"
3. Questions regarding this tender shall be sent in writing to email [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi) before the deadline. Tenderers are not allowed to approach the Contracting Authority for oral clarification about this call.
4. **Bids opening will take place in Juba on Wednesday 16<sup>th</sup> November 2022 at 2.00 PM by on the Procurement Committee.**

#### A.4. 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 Licence	Operation Licence 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.9. and A.10. will be disqualified. Please do not submit your bid if it does not meet the minimum requirements in the table above.**

#### A.5. 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%	Comparison between the total values of each offer per block. Lowest bidder receives full score (60). The score of other candidates is calculated in relation to the lowest bid amount.  Formula: (lowest offer/tenderer's offered value) * 60
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%	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.  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.
3	Demonstrated previous experience in civil works specifically in Central Equatoria counties of Kajo Keji and Yei for the period between October 2019 to October 2022	30%	Maximum of 3 Purchase Orders/Contracts above 5,000 USD and 3 completion certificates for similar civil works  10 points for each delivery note. Full score 30.

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

Thank you,

FCA South Sudan Procurement Committee

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<b>Tender opening:</b> By FCA Procurement Committee in Juba.	16th November 2022 @ 2:00 PM.
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office. Procurement Office E-Mail: <a href="mailto:Procurement.Ssuco@kua.fi">Procurement.Ssuco@kua.fi</a>
<b>Location for tender opening</b>	FCA Office in Juba Na Bari, Behind Mindan Rembo

**INVITATION TO TENDER – RENOVATION OF LEIKOR VOCATIONAL TRAINING INSTITUTE - KAJO KEJI COUNTY.**

Dear Sir/Madam,

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

**A – Instructions to tenderers**

**Annex 3: Tender Submission form (to be completed by the tenderer)**

**Annex 4: Invitation to bid**

In order to enable the tenderer to complete the forms (Tender submission form and technical data form) electronically a copy of these documents can be forwarded in a PDF format upon request. It is strictly forbidden to make alterations in the printed text. The tenderer will be bound to the original text in accordance with the document forwarded in PDF format or by letter.

**A. Instructions to tenderers**

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

**A.6. Scope of Works:**

The subject of the contract is the renovation of Leikor Vocational Training Institute - Kajo Keji County.

**a) Delivery and Project location:**

The renovation works will be carried out in Kajo Keji. The construction material will be delivered to the location specified above at Leikor Vocational Training Institute - Kajo Keji County. The cost of materials transportation cost should be included in the financial bid.

**b) Specifications:**

Tenderers must comply fully with the requirements set out in the tender dossier (technical data form) and conform in all respects with the other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

**General:**

1. The renovation works will be carried out under the RSRTF-CES ABP program, a project implemented in consortium with IOM, SPEDP, WPDI, and CEPO.

**A.7. Cost of Tender:**

The tenderer shall bear all costs associated with preparation and submission of his/her tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

**A.8. Clarification of tender documents and additional information:**

Tenderers with questions should submit them in writing at the latest on the date specified in the timetable in article A.6., specifying the tender no. and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person, the Procurement Officer.

Tenderers are not allowed to approach the Contracting Authority for oral clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time where this is practical.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

**A.9. 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	10/11/2022	4:00 PM
Last date on which clarifications are issued by the Contracting Authority	11/11/2022	5:00 PM
Deadline for submission of tenders (closing date)	14/11/2022	4:00 PM
Tender opening session (all tenderers invited)	16/11/2022	2:00 PM
Contract award	18/11/2022	3:00 PM
Contract start	21/11/2022	8:30 AM

All times are in the time zone of South Sudan.

**A.10. 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.11. 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.12. 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.13. 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.14. 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.15. Validity:**

Tenders shall remain valid for a period of 12 months from tender closing date.

**A.16. Submission of tenders and closing date:**

Tenders maybe hand delivered to the office below or sent via email 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.

**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	<b>Grand Total Cost for Block 1 (A1+A2+A3+A4+A5)</b>			
2	<b>Grand Total Cost for Block 2 (B1+B2+B3+B4+B5)</b>			
	<b>OVER ALL GRAND TOTAL COST (Block 1 + Block 2)</b>			

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Bid validity (Bids must be valid for 12 months) YES/NO	
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.:	

<sup>1</sup> Value added tax

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:	

Signature & stamp: \_\_\_\_\_

Signed by:

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