



INVITATION TO OPEN NATIONAL TENDER FOR SUPPLY AND INSTALLATION OF AIR CONDITIONERS

REF: ARDF-JUB-2024-044

A. ABOUT ARDF

African Relief & Development Foundation popularly known as ARDF is a non-profitable, non-governmental humanitarian and development organization which is registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was established in 2017 with the aim to provide development and humanitarian services to extremely vulnerable communities affected by poverty and crisis and to enhance transformation of their lives ensuring total health-being for all.

B. OVERVIEW OF REQUIREMENT

ARDF is inviting qualified and competent companies to submit bids for supply and installation of air conditioners detailed in the table below:

S/NO	Item Description	Brand	Unit	Qty
1	Supply and installation of Air conditioners, split unit, 2–2.5kW	LG	Unit	7
2	Supply and installation of Air conditioners, split unit, 5–9kW,	LG	Unit	1

To qualify as a bidder, the bidder must be registered and licensed by the Government of Republic of South Sudan to supply HVAC systems in South Sudan.

C. TIMELINE

Date published	19 th March 2024
Dateline for clarification	29 th March 2024
Dateline for bids submission	1 st April 2024, not later than 4:00pm
Bid opening date	2 nd April 2024

D. CONTRACTING TERMS WITH SUCCESSFUL BIDDER:

- I. ARDF and the successful bidder will enter into a fixed price contract which will establish terms governing the supply and installation of the air conditioners.
- II. The administration of the contract shall be as per the terms and condition of the contract between ARDF and the successful bidder.



- III. Arbitration, where and when necessary, shall be by and in accordance with Laws of the Republic of South Sudan.
- IV. Being the contracting entity, ARDF may reduce or increase the volume of orders of the items specified in section B above, and any such increase or reduction in volume shall be reflected in the supply contract.

E. OVERVIEW ON HOW TO BID:

- I. The bidders should submit their bids for the supply and installation of the items specified in section B above.
- II. Bidders should clearly describe the brand/s and size/capacity for which they intend to supply. ARDF will only accept the brand and size of Air conditioners specified in section B above.
- III. Bidders are required to submit written bids that presents the bidder's qualifications, understanding of the requirements to be supplied/performed and the costs of the requirements. The vendor's proposal should be prepared in English, be simple, straight forward and easy to understand.
- IV. Bids prices should be in United States Dollars.
- V. Submissions **MUST** be contained in a Single Large Envelope clearly labelled **"Bid for supply and installation of Air conditioners, Ref: ARDF-JUB-2024-044"**
- VI. The submission should be hand delivered to our office in a sealed envelope stamped on both sides by your legal stamp.
- VII. All bids should be submitted in sealed envelope addressed to:

**Procurement Committee
African Relief and Development Foundation
Plot no. 214, Block 1
Hai Mauna Residential Area
Juba City, Republic of South Sudan**

- VIII. Dateline for submission of bids is specified line in the table in section C above.
- IX. Any submission made through any other address or methods respectively, and later than the dateline, shall not be honored and ARDF shall not accept any responsibility whatsoever.

F. PAYMENT TERMS.

- I. Payment shall be in United States Dollars.
- II. Payment shall be done upon delivery and installation of all the items in the Purchase Order/Contract.
- III. Payment shall be made by Cheque or through Bank Transfer
- IV. To effect payment, the supplier **MUST** present proof of delivery (completed delivery Note and Supplier's invoice. ARDF does not make advance payment.
- V. Payment shall be affected within 30 days upon receipt of the Supplier's invoice and upon internal certification of satisfactory completion of work.



G. SAFETY CONTROL, SAFETY ASSURANCE & SAFETY MANAGEMENT.

- a. The bidder must describe, in its bid, its safety control Program to ensure the safety of ARDF assets, staff, etc both during and after installation.
- b. The supplier shall render conduct its business in strict compliance with the HVAC safety regulation/ laws and standards and other applicable or relevant technical and legal requirements of the Government of South Sudan.
- c. The supplier shall train ARDF staff operating and safety techniques of the air conditioners.

H. QUALITY ASSURANCE AND WARRANTY

Bidders should describe its warranty policy to guarantee merchantability of the goods to be supplied and what action the supplier will take in case a defect is discovered after installation.

I. TIME ASSURANCE

It is the responsibility of the supplier to, in writing, notify ARDF in advance of any challenges affecting delivery of the requirement on the agreed date/s and within the working hours and the supplier shall provide proofs to justify that such challenge/s is/are beyond its control. However, where failure/delay is determined to be through negligence/controllable challenges, the supplier shall pay for damages. ARDF will also have the right to terminate the contract in case of lack of commitment by the supplier to fulfil the order/s on time.

J. ELIGIBILITY CRITERIA

The following mandatory documents Must be submitted by the bidder to be considered eligible.

- a) Certificate of registration.
- b) Tax Clearance Certificate (Must be Valid as on the date of bidding)
- c) Certificate of registration with South Sudan Chamber of Commerce
- d) Valid Operation License.
- e) Articles and Memorandum of Association.
- f) Ten-month certified bank statement.
- g) Reference and recommendations from present and/or clients.

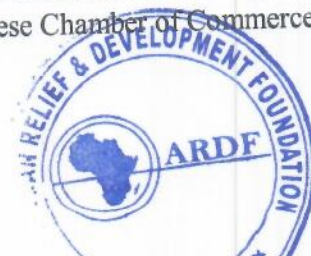
K. SELECTION AND AWARD CRITERIA

The bids submitted shall be evaluated and scored against the following criteria

Stage 1: Selection criteria (Passed or Failed)

At this stage, Bids will be evaluated as passed or failed against the required documents listed below. Bids with complete and valid documents will be considered passed and otherwise, failed. The following are the documented which will determine the passing of a bid.

- a) Certificate of registration
- b) Tax Clearance Certificate (Must be Valid as on the date of bidding)
- c) Certificate of registration with South Sudanese Chamber of Commerce
- d) Valid Operation License



- e) Articles and Memorandum of Association
- f) Ten-month certified bank statement.

Any bid submitted without any of the above-mentioned requirements will be disqualified from being further evaluated in stage 2. Submission of expired document is a ground for disqualification of bids from being further evaluated in stage 2.

Stage 2: Award criteria

Bids which meet all the above requirements specified in **Stage 1: Selection criteria** will further be evaluated and scored against the following criteria:

No	Criteria	Maximum score
1	Experience in supply and installation of air conditioners	10%
2	Delivery time upon signing contract	10%
3	Warranty, not less than 12 months	10%
4	Cost/Price	70%
Total score		100%

L. REQUEST FOR CLARIFICATION:

Requests for clarifications should be made in writing only and addressed to the following address: prf@ardf-ss.org

or

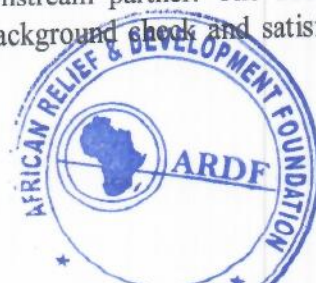
you can reach us here in; Hai-Mauna Residential Area Block No.1, Plot No. 214, 450 Meters Southwest from Mauna Medical Complex, Juba South Sudan

To locate our office, call the Procurement & Logistics Department on 0929563721, 0916084026 or 0927046444

M. MANDATORY ARDF POLICIES

The successful bidder, its employees and their assignees will be required to accept and comply with the following mandatory policies which shall be annexed to the framework agreement:

- a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and teamwork. In accordance to these values, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.



- c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- d) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

N. FEEDBACK TO SUCCESSFUL/UNSUCCESSFUL APPLICANTS:

The successful bidder/s and unsuccessful bidders will be informed by the Procurement committee via email or by the ARDF Procurement Focal Point within 2 weeks from bid opening date.

Disclaimer:

- (a) This is only an invitation to bid. ARDF South Sudan may cancel the process at any time without notice or change bid opening date. Submission of bids does not result in any contractual relationship between the bidder and ARDF South Sudan.
- (b) ARDF South Sudan is under no obligation whatsoever to award the contract to any bidder but the decision of the Procurement committee guided by the above criteria shall be final.

