



TENDER

**TOCH South Sudan Head office**

**Plot 167, Munuki Block A2, Bilpam Road**

**P.O. Box 351, Juba, South Sudan**

**About TOCH:**

The Organization for Children Harmony (**TOCH**) is a South Sudanese National Child Focused Non-governmental established in 2008.

TOCH is legally registered by the government of South Sudan as a National Non-Governmental Organization (NNGO) in 2011 by the Ministry of Legal Affairs and Constitutional Development.

TOCH works as Humanitarian, Development and Advocacy organization, dedicated to working with and for children, women, their families and the entire communities to achieve a just, peaceful and prosperous Society.

TOCH implements its programs along thematic areas of Protection (Child protection & GBV), Peace building, Education, WASH and Livelihoods in 4 states of Lakes, Warrap, Western and Northern Bahr el Ghazal with 7 field offices in Yirol, Rumbek, Tonj South, Tonj North, Kuajok, Twic and Aweil respectively and Juba being the Head office.

**REF: TENDER**

<b>22<sup>nd</sup> November 2022</b>	<b>RFQ NO. 0187</b>
<b>From: Procurement Department</b>	<b>To: All VENDORS</b>
<b>Tel: +211926129555</b> <b>W.W.W.tochss.org</b> <b>Email: info@toch-ss.org</b>	<b>Date of request 23<sup>rd</sup> November 2022</b> <b>Location for delivery of items:</b> <b>Juba, South Sudan</b>
<b>SUBJECT: Supply and delivery of Vehicle, Motorcycles, Sound System</b>	<b>Deadline for submission</b> <b>30<sup>th</sup> November 2022</b>

TOCH is seeking for a qualified and reputable companies with present in South Sudan to supply the listed and specified items on the table below.

TOCH South Sudan hereby invites companies to submit tenders in accordance with terms and conditions stated below:

<b>Item #</b>	<b>SPECIFICATION</b>	<b>Unit</b>	<b>Quantity</b>	<b>Price USD</b>	<b>Amount USD</b>
1	Vehicle(Land cruiser, 70 series, 3 door with 13 seaters, white in color) Annex 1	Set	1		
2	Motorcycle(Honda, XL 125 ) Annex 2	Set	3		
3	Sound system() Annex 3	Set	1		
			<b>Total USD</b>		

All this will be delivery to Juba, TOCH Office.

**Instruction to vendors for submission of Tenders:**

1. Vendors are requested to submit their documents using their company's headed paper; clearly indicating:
  - i. Lead time/delivery period in days
  - ii. Validity of prices in days
  - iii. Currency of payment (USD only)
  - iv. Payment terms should be very clear
  - v. All company legal and valid registration documents
  - vi. Recommendation letters of similar supply to an organization
2. Tenders **MUST** be hand delivered in a sealed envelope to; TOCH offices in Kuajok, Tonj North, Tonj South, Yirol, Rumbek, Aweil and Juba.
3. Please note that submission by email & fax will be rejected.
4. Deadline for submission is on **13<sup>th</sup> December 2022**.
5. Documents submitted after the deadline will be rejected
6. This tender does not commit TOCH to award a contract or issue of a purchase order to the vendor. All tenders submitted will be regarded as proposal by the vendor.

**How TOCH South Sudan does decides who wins the contract?**

1. TOCH South Sudan hold an evaluation committee made up of the three to five (3-5) members.
2. TOCH South Sudan evaluates responses on the evaluation criteria set out below, as per the information provided / requested.
3. Following completion of the evaluation procedure, the successful vendor is contracted and a contract/ LPO is issued.
4. The unsuccessful suppliers will also be notified. TOCH South Sudan is not obliged to justify or explain selection to any respondent.

## **Evaluation criteria**

The following criteria will be used to judge against tenders received from other vendors. The below references will be used throughout the document.

- A) Specification
- B) Price
- C) Lead Time
- D) Terms of Payment
- E) Experience in Supplying Similar items to any company or NGOS
- F) Financial capability to carry out the task given to you if so. TOCH is looking for the company who can do this work independently without sub -contracting other local supplier to do this work.