

**INTERNATIONAL CALL FOR TENDER  
INSTRUCTION TO BIDDERS  
ACTED SOUTH SUDAN**

Date: **13/05/2019**

Tender reference: **T/32DKS/U43EVA/CONSULTANCY /AKOBO/JUB/26/04/2019/001**

Closing Date: **27/05/2019**

Subject of Tender: **EVALUATION /CONSULTANCY SERVICES.**

**To support its on-going operations in South Sudan, ACTED is launching an International competitive bidding** and is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

**1. PRODUCT SPECIFICATIONS:**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 1. Description:                    | EVALUATION /CONSULTANCY SERVICES. |
| 2. Product class / category:       | Service                           |
| 3. Made in (product origin):       | INTERNATIONAL                     |
| 4. Product stage:                  | N/A                               |
| 5. INCOTERM (delivery conditions): | DDP –JUBA/AKOBO ACTED SOUTH SUDAN |
| 6. Quantity/unit/men/days:         | 21 working days                   |

<b>Consultancy Services</b> <b>(see TORs for details of each deliverable and schedule)</b>			
Description	Expected schedule	Unit	Quantity
<i>Deliverable #1</i> : Inception Report	To be delivered no later than May 27th 2019	Man/days	21
<i>Deliverable #2</i> : Draft Final Evaluation Report	To be delivered no later than May 06th 2019		
<i>Deliverable #3</i> : Final version of the Final Evaluation Report	To be delivered no later than June 15 <sup>th</sup> 2019		

Others costs (see TORs for details of each deliverable and schedule)			
Description	Comments	Unit	Quantity
<i>Round Trip Flight, economy class (to be booked by consultant, with receipt provided for exact amount)</i>	<i>ACTED will take the responsibility of the transportation, access, accommodation and food-related expenses.</i>	<i>Trip</i>	<i>1</i>
<i>Food Reimbursement (Juba/Akobo)</i>		<i>Man/days</i>	<i>21</i>
<i>Applications will be scored on the criteria described in "Applications' Scoring" section of ToRs</i>			

Note:

- a. Prices for the above items must be quoted both **with taxes and delivery fees**. Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.
- b. **Unit and total prices for the above mentioned items shall be quoted.**
- c. Quantities may be subject to change prior to the contract award, and will be ordered as per details mentioned on purchase orders after signing the contract with the selected supplier.
- d. Prices of the above items must include custom duties/taxes and transportation costs to ACTED Juba Office and all the bases.

**2. RESPONSIBILITIES OF THE BIDDER:**

1. Terms of delivery: **DDP ACTED JUBA/AKOBO**
2. Date of delivery: **21 WORKING DAYS**
3. **Validity of the offer:** **Recommended: 6 months** *(The offer must be valid for 6 months till the selection is done and at the date of the contract's signature)*

**3. GENERAL CONDITIONS:**

1. **Bidders are requested to fill in, sign, stamp and return Instructions for bidders, Offer Form, bidders questionnaire, Ethical Declaration and bidders check-list according to ACTED format below. And fill in, sign, stamp and return the attached ToRs.**
2. Bidders must also attach a copy of the Company registration certificate and/or licence and an ID copy of legal representative;

3. The **closing date** of this tender is fixed on **27/05/2019 at 12:00PM** Juba time both for e-mail applications and in-hand delivery. Late offers will not be considered and will automatically be rejected.
4. The offers must be submitted to ACTED office in Juba in a sealed envelope with the mention **T/32DKS/U43EVA/CONSULTANCY /AKOBO/JUB/13/05/2019/001- Not to be opened before 27th/05/2019** and the Tender reference (see above, on first page) by e-mail to [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org) and cc [tender@acted.org](mailto:tender@acted.org) or by hand delivery to the following address:

**ACTED Office**  
**Hai Cinema, Plot 64, block AXII**  
**Juba, the Republic of South Sudan**

Or download documents through :

- ACTED : <https://www.acted.org/en/call-for-tenders/>
- IAPG : <https://www.iapg.org.uk/category/latest-tenders/>

5. The tender opening session is fixed on **27<sup>th</sup>/05/2019 at 2:00pm Juba time** in ACTED Juba Office, at the address mentioned above, to which suppliers are invited to assist if they wish. This date may be subject to change.
6. All offers delivered in a sealed envelope to the ACTED Office listed above must be signed and stamped on each page;
7. Any offer submitted after the deadline will be automatically rejected. Any missing document will lead to the direct disqualification of the applicant;
8. Bidders will sign and return all pages of the Product Specifications for which they apply;
9. Unsealed envelope and late offers will not be considered;
10. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, contractors' data may be processed.
11. The following number can be contacted for general enquiries:

**ACTED Juba:                    +211 92010070 / +211 (0) 924 100 057**

#### **4. INSTRUCTIONS FOR TENDER SUBMISSION:**

1. Please fill all required information in the Offer Form and the Ethical Declaration for the items for which you apply.
2. Please fill all required information in the Company Profile Form and attach your company requisites and registration documents.

3. Put all required documents signed and stamped into an envelope and seal & stamp it.
4. Make a copy of these documents and include them in a separate envelope when applying to this tender.
5. Write the tender reference on the two envelopes as indicated above
6. Send both envelopes by hand delivery to the address mentioned above.
7. If you are not in a position to send your offer(s) by hand delivery, you can send your offer(s) over e-mail to ACTED by respecting the instructions below:
  - a. Scan your offer(s) after it is signed and stamped;
  - b. Make sure that your scan copy is clear and readable;
  - c. Send it to [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org) cc [tender@acted.org](mailto:tender@acted.org); [transparency@acted.org](mailto:transparency@acted.org); with a delivery confirmation request before the deadline mentioned above.
  - d. In the subject line, mention the tender reference (see above, 1<sup>st</sup> page)
8. Suppliers sending their offer by E-mail only will be requested to submit original offers at a later stage if their offer is pre-selected;
9. An ID copy of legal representative.

**NOTE:** ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following e-mail: [transparency@acted.org](mailto:transparency@acted.org)

#### **5. REQUIRED DOCUMENTS TO BE SUBMITTED TO ACTED:**

1. PART A – Instructions to Bidders must be attached, filled, signed and stamped by the supplier (compulsory);
2. PART B – Offer Form must be attached, filled, signed and stamped by the supplier. The bid prices shall be in USD and all columns of items applied to have been filled (compulsory);
3. PART C – Company Profile Form must be attached, filled, signed and stamped by the supplier (compulsory);
4. PART D – Bidder's Ethical Declaration must be attached, filled, signed and stamped by the supplier (compulsory);
5. ANNEXES – Leading consultant is requested to include the following in the application (compulsory) :
  - *CV(s) of the personnel deployed (including field team)*
  - *Organogram of the team structure*
  - *Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget*
  - *Technical Proposal including a detailed methodology and work plan*
6. ANNEXES – Application Letter on Company Template;

7. ANNEXES – A copy of a government issued ID (drivers license or passport) for the company's authorized representative in addition to a copy of A valid Certificate of Incorporation and Official Operational License (Compulsory);
8. ANNEXES – Color pictures (or samples) of item(s);
9. An original and one copy of the bid must be provided;
10. A bank letter not less than 1 year is included;
11. All bidding documents must be filled in English.

**NB : It is the responsibility of the consultant to budget for a translator (if required), as well as a medical / health / repatriation insurance. The Applicant has to provide a proof of medical / health / repatriation insurance with his bid.**

**Note:**

- a. Bidders may provide offers only for one batch or item. However, filling all information regarding every batch / item in the Offer Form (e.g. unit prices) is compulsory; any missing information may lead to rejection of your offer(s);
- b. Bidders should consult the ACTED website regularly for possible modifications to this call for bids;
- c. Quantity are subject to changes. In that case, ACTED will consider the unit price as the reference during the offers' selection;
- d. The submission of offer(s) to this call for tender may not result in the award of a contract;
- e. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of the bids to ACTED;
- f. Sample provided to ACTED by all unsuccessful bidders will be returned. The samples provided by the tender winner will remain ACTED property;
- g. All suppliers will receive a written notice after the selection process either a rejection notice if their offer hasn't been pre-selected, or a pre-selection notice in case their offer has been pre-selected;
- h. Documents sent without signature and / or stamp on every pages will not be accepted as valid offers.

**6. Security and Logistics points :**

- **ACTED security guidelines will have to be strictly followed during the whole consultancy in South Sudan.**
- ACTED will book and cover the cost of the flights from the place of residence of the consultant(s) to Juba and way back. The cost of transport from the place of residence to the airport and way back will be covered by ACTED.
- Upon arrival in South Sudan or before leaving South Sudan, (hence before leaving to AKOBO or coming back from AKOBO) **ACTED will provide any accomodation/Food to the consultants while staying in Juba.**
- **The ACTED is responsibe of UNHAS flight Costs return ticket .**
- **For the duration of the consultancy in AKOBO only, the consultant will stay in ACTED premises in AKOBO where ACTED will provide accomodation for the consultant. ACTED reserves the right though to refuse accomodation solutions that would not fulfill its security guidelines in country.**

- Transportation means in AKOBO and Juba will be arranged by ACTED for the consultant works purposes as well as leisure, taking into consideration all ACTED transportation needs at a given time. The consultant is not allowed to proceed with any transportation arrangement himself during his stay in South Sudan, as per ACTED security policy in country.
- During the time of the consultancy ACTED will help in providing information but not avail any ACTED staff for any assesment or data collection or any other activities linked to the consultancy. All these staff if they are needed during the consultancy will have to be recruited and paid directly by the consultaant while being in South Sudan and especially in AKOBO.
- All payment will be done to the consultant as stipulated in the terms of payment of the contract.
  - i. **International consultants shall subscribe to a professional, medical and repatriation insurances. National consultants shall suscribe to professional and civil liability insurances.** Therefore, the copy of insurance certificate have to be submitted along with their offer

FOR BIDDER'S USE
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I undersigned \_\_\_\_\_, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**OFFER FORM - ACTED SOUTH SUDAN**

Date: \_\_\_\_\_ (to be indicated by the bidder)

Tender Reference: **T/32DKS/U43EVA/CONSULTANCY /AKOBO/JUB/13/05/2019/001****TO BE FILLED BY BIDDER (COMPULSORY)****Details of Bidding Company:**

1. Company Name: \_\_\_\_\_
2. Company Authorized Representative Name: \_\_\_\_\_
3. Company Registration No: \_\_\_\_\_  
No/Country/Ministry
4. Company Specialisation: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_  
Country/Governate/City/St Name/Shop Office No
6. Contact Numbers: Land line: \_\_\_\_\_ / Mobile: \_\_\_\_\_
7. E-mail Address: \_\_\_\_\_

I undersigned, \_\_\_\_\_, the Bidder, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

**PLEASE FILL IN THE FOLLOWING INFORMATION AND TABLE BELOW:****PRICE LIST AND SPECIFICATIONS:**

**Lot 1: Provision of Evaluation / Consultancy Services**

1. Description : Consultancy services.
2. Product class / category: Service
3. Product stage: Quality work

<b>Consultancy Services</b> <i>(see TORs for details of each deliverable and schedule)</i>				Bidder's comments	Unit Price (USD) Inclusive of all taxes	TOTAL PRICE (USD) Inclusive of all taxes
Description	Expected schedule	Unit	Quantity			
<i>Deliverable #1 : Inception Report</i>	To be delivered no later than May 15th 2019	Man/days	21			
<i>Deliverable #2 : Draft Final Evaluation Report</i>	To be delivered no later than May 28th 2019					
<i>Deliverable #3 : Final version of the Final Evaluation Report</i>	To be delivered no later than June 1st 2019					
<b>Others costs</b> <i>(see TORs for details of each deliverable and schedule)</i>						
Description	Comments	Unit	Quantity			
<i>Round Trip Flight, economy class (to be booked by consultant, with receipt provided for exact amount)</i>	<i>ACTED will take the responsibility of the transportation, access, accommodation and food-related expenses.</i>	Trip	1			
<i>Food Reimbursement (Juba/Akobo) Fixed price **420usd</i>		Man/days	21			
<i>Applications will be scored on the criteria described in "Applications' Scoring" section of ToRs</i>						
<b>Totat amount in USD</b>						

[PLEASE SEE TOR \(TERMS OF REFERENCE ATTACHED FOR DETAIL INFORMATION\)](#)



**BIDDER'S COMMENTS/REMARKS:**

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**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ **Recommended: 6 months** (The offer must be valid for 6 months till the selection is done)
2. Terms of Delivery: DDP ACTED AKOBO \_\_\_\_\_ Days
3. Terms of payment: \_\_\_\_\_ Days and payment means

Name &amp; Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_

**BIDDER'S ETHICAL DECLARATION - ACTED South Sudan**

Date: \_\_\_\_\_ (to be indicated by the bidder)

Tender N°: **T/32DKS/U43EVA/CONSULTANCY /AKOBO/JUB/13/05/2019/001**

Tenderer's name: \_\_\_\_\_

Tenderer's address: \_\_\_\_\_

**CODE OF CONDUCT:****1. Labor Standards**

The labor standards in this code are based on the conventions of the International Labor Organization (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labor. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labor shall not be used*

There shall be no new recruitment of child labor. Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labor to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labor Organization (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practiced*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice. Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

- ***Safety precautions for transport and cargo handling***

All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

### **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

### **D. ACTED procurement rules and regulations**

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.3. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (Contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

### **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labor and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
5. Seek arbitration in the case of unresolved disputes.

### **Qualifications to the Policy Statement**

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_



## BIDDER'S CHECK LIST - ACTED SOUTH SUDAN

Date: \_\_\_\_\_ (to be indicated by the bidder)

Tender N°: T/32DKS/U43EVA/CONSULTANCY /AKOBO/JUB/13/05/2019/001

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided.					
2. PART A – Instructions to Bidders is attached, filled, signed and stamped by the supplier on every page					
3. PART B – Offer Form is attached, filled, signed and stamped by the supplier on every page ( <b>compulsory</b> )					
4. The prices in the Offer Form are in USD ( <b>compulsory</b> )					
5. PART C – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier on every page ( <b>compulsory</b> )					
6. PART D – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier on every page ( <b>compulsory</b> )					
7. The Bidding documents are filled in English ( <b>compulsory</b> )					
8. ANNEXES – ( <b>compulsory</b> ) <ul style="list-style-type: none"> <li>CV(s) of the personnel deployed (including field team)</li> <li>Organogram of the team structure</li> <li>Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget</li> <li>Technical Proposal including a detailed methodology and work plan</li> </ul>					
9. ANNEXES – ( <b>Compulsory</b> ) A Valid Copy of : <ul style="list-style-type: none"> <li>Certificate of Incorporation,</li> <li>Operation License,</li> <li>A Photo ID (<b>being either a passport or driver's license</b>) of an authorized representative,</li> <li>A bank letter (bank confirmation letter) not less than 1 year</li> </ul>					
10. ANNEXES – Filled in and signed ToRs ( <b>Compulsory</b> )					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

Any complaints regarding this tender can be sent via email at: [transparency@acted.org](mailto:transparency@acted.org)