

# INTERNATIONAL CALL FOR TENDER- Instructions to bidders

## Part 2

### ACTED *South Sudan*

Date: 02/03/2020

Tender N°: T/32DYN/UNHCR/JUB/PRO/02-03-2020/001

ACTED is requesting through this tender a company or organisation to provide detailed **financial and technical** written quotations for the supply of the following consultancy services:

#### PRODUCT SPECIFICATIONS:

- |                              |   |
|------------------------------|---|
| 1. Description:              | <b>Flood Mitigation Feasibility Study</b> |
| 2. Product class / category: | <b>Consultancy services</b>               |
| 3. Made in (product origin): | <b>International</b>                      |
| 4. Delivery conditions:      | <b>Maban and Juba, South Sudan</b>        |

#### RESPONSIBILITIES OF THE CONTRACTOR:

- |                           |  |
|---------------------------|--|
| 1. Date of consultancy:   | <b>Expected period of consultancy from 30<sup>th</sup> March – to 31<sup>st</sup> of May 2020 (dates subject to change) in Maban and Juba, South Sudan</b> |
| 2. Validity of the offer: | <b>6 months minimum</b>  |

The answers to this tender should include the following elements:

1. The Technical Offer (Envelope/File 1 out of 2), clearly marked “ **T/32DYN/UNHCR/JUB/PRO/02-03-2020/001 - Technical Offer – Do not open before 16-03-2020 11AM**”

- 1.1 Signed and stamped instructions to bidders
- 1.2 Signed and stamped technical project proposal
- 1.3 Signed and stamped ToR
- 1.4 Signed and stamped bidder's questionnaire
- 1.5 Signed and stamped bidder's ethical declaration
- 1.6 Signed and stamped bidder's check list
- 1.7 A copy of the legal representative ID and company registration document
- 1.8 a copy of a professional civil and repatriation insurance

2. The Financial Offer (Envelope/File 2 out of 2), clearly marked “ **T/32DYN/UNHCR/JUB/PRO/02-03-2020/001 – Financial Offer**”

- 2.1 Signed and stamped financial offer including the price per unit, quantity proposed and total price.
- 2.2 Terms of delivery and payment. Please note that while partial payments can be negotiated, advance payments are against ACTED's procurement policy and will not be accepted.
- 2.3 Signed and stamped instructions to bidders.
- 2.4 A copy of the legal representative ID and company registration document
- 2.5 Bank account details

**SPECIFIC CONDITIONS:**

1. ACTED security rules will have to be strictly followed throughout the duration of the contract.
2. Accommodation and transportation in South Sudan will be provided by ACTED. Other subsistence expenses (meals, sundry items, etc.) and international flights should be included in a proposal cost.
3. International companies and individuals should subscribe a professional civil insurance valid in South Sudan, as well as repatriation insurance. Therefore, the copy of both insurance certificates has to be submitted along with their offer.

**EVALUATION CRITERIA:**

<b>Technical proposal – 70% of the overall score</b>	
1. Experience of the consultant on similar studies (overall rating of 20% out of 70%) <ol style="list-style-type: none"> <li>a) Cover letter explaining how you meet the aforementioned requirements with an emphasis on experience in flood mitigation studies and work in eastern and horn of African region or in South Sudan - 10 points</li> <li>b) Previous experience – 10 points</li> <li>c) Samples of flood mitigation studies – 10 points</li> </ol>	20%
2. Approach and methodology (overall rating of 30% out of 70%) <ol style="list-style-type: none"> <li>a) Overall objective of the flood mitigation study – 10 points</li> <li>b) Methodology – 10 points               <ul style="list-style-type: none"> <li>▪ Adapted and contextualised methodology for flood mitigation study in Maban</li> <li>▪ Study of delineated area</li> <li>▪ Analysis on peak sediment and flood</li> <li>▪ Developing hydrograph for river</li> <li>▪ Practical structural and non-structural analysis</li> <li>▪ Project formulation experience</li> </ul> </li> <li>c) Work schedule – 10 points               <ul style="list-style-type: none"> <li>▪ Activity schedule</li> <li>▪ Team organisation</li> <li>▪ Staff duty matrix</li> <li>▪ Staffing schedule</li> </ul> </li> <li>d) Transfer of technology to the team on the ground for the future use – 10 points</li> <li>e) Innovativeness – 10 points               <ul style="list-style-type: none"> <li>▪ Innovativeness of study and investigation</li> <li>▪ Design</li> <li>▪ Implementation management</li> </ul> </li> <li>f) Proposal presentation – 10 points               <ul style="list-style-type: none"> <li>▪ Conciseness</li> <li>▪ Clarity</li> <li>▪ Completeness</li> </ul> </li> </ol>	30%
3. Key staff allocated for the project (overall rating of 20% out of 70%) <ol style="list-style-type: none"> <li>a) Water Resource Engineer / Team Leader – 10 points</li> <li>b) Hydrologist – 10 points</li> <li>c) GIS and Remote Sensing Specialist – 10 points</li> <li>d) Environmental Specialist – 10 points</li> <li>e) Social Work Expert – 10 points</li> </ol>	20%
<b>Financial proposal – 30% of the overall score</b>	

Financial	30%
<b>TOTAL</b>	<b>100%</b>

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed **on 15/03/2020 at 17:00 (Juba local time)** in ACTED office at the following address:

**Hai Cinema, Plot 64, block AXII, Juba South Sudan** or  
by email at: [south-sudan.tender@acted.org](mailto:south-sudan.tender@acted.org), and cc [tender@acted.org](mailto:tender@acted.org)

2. The offer to the call for tender will not result in the award of a contract.

3. Unsealed envelope and late offers will not be considered.

4. 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, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

*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 phone number [add number] and/or send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

Name \_\_\_\_\_ Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

# Financial Offer

**Envelope 2 out of 2**

**or**

**File 2 out of 2**

**FINANCIAL OFFER ACTED South Sudan**

Date:

Tender N°: T/32DYN/UNHCR/JUB/PRO/02-03-2020/001**To be Filled by Bidder (COMPULSORY)*****Important Note:***

- ***Financial offer MUST be submitted in a separate envelope/file from the technical proposal.***
- ***All scores will be calculated proportionally (the maximum number of scores will be awarded to a bidder providing the most of the experience/ the strongest proposal / most experienced staff / best quality samples of the training materials available and/or best price. All other bidders will be scored proportionally).***

**Details of Bidding Company:**

1. Company Name: ( \_\_\_\_\_ )

2. Company Authorized Representative Name: ( \_\_\_\_\_ )

3. Company Registration No: ( \_\_\_\_\_ )

No/Country/ Ministry

4. Company Specialization: ( \_\_\_\_\_ )

5. Mailing Address: ( \_\_\_\_\_ )

Country/Governorate. /City/St name/Shop-Office No

a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )

b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, 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 TABLE CORRESPONDING TO FLOOD MITIGATION STUDY**

Item	Description	Deliverable	Unit	Quantity	Quantity proposed by the consultant (if different)	Unit price in USD including all taxes and fees	Total price in USD including all taxes and fees
1	Data collection and progress report (3 weeks)	Progress report	Man days	15			
2	Draft Feasibility study report (1 week)	Feasibility study report (1st draft)	Man days	6			
3	Workshops (Maban and Juba) on feasibility study report (2 weeks)	1 Workshop in Maban 1 Workshop in Juba	Man days	10			
6	Final Feasibility Study Report (2 weeks)	Final Feasibility Study Report	Man days	10			
7	Submission of maps (A0) soft and hard copies (50copies)	Maps A0 – soft and 50 hard copies	Man days	5			
8	Overheads – including international flight ticket, visas, per diem, etc.		Lumpsum	1			
						<b>TOTAL</b>	



**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

..... Days for 100% of the service

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
2. Terms of delivery: \_\_\_\_\_
3. Terms of payment: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## BIDDER'S CHECK LIST ACTED South Sudan

Date

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**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	
<b>Technical Offer</b>					
1. Financial offer is signed and stamped by the supplier. <b>(compulsory)</b>					
2. Instructions to Bidders is signed and stamped by the supplier. <b>(compulsory)</b>					
3. The prices in the Offer Form are in USD and inclusive of all taxes and fees. <b>(compulsory)</b>					
4. The Bidding documents are filled in English. <b>(compulsory)</b>					
5. Bank account details are provided. <b>(compulsory)</b>					
6. Copy of the legal representative ID and registration certificate (for organisations only) <b>(recommended)</b>					

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

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