

## VOLUME I \_ GUIDELINES AND TEMPLATES TO BE FILLED IN TO PARTICIPATE

### I.1 INSTRUCTIONS TO TENDERERS PUBLICATION REF 808-2024

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever its own conditions of sale may be, which it 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 may result in the immediate rejection of the tender without further evaluation.

#### GENERAL PART

##### I. GENERAL INSTRUCTIONS

Timetable:

	DATE	TIME*
Deadline for request for any additional information from the Contractor	06/06/2024	-
Last date on which additional information are issued by the Contractor	13/06/2024	-
Deadline for submission of tenders	As indicated in the Contract notice (24/06/2024)	
Notification of award to the pre-qualification process	By 24/07/2024	-

\* Paper submission: The time zone of the country of the contracting authority, South Sudan

##### 2. SUPPLIES TO BE PROVIDED

2.1 The subject of the contract is to provide the following work <Constructions> to one of the sites in South Sudan where Cuamm is working. The tenderer is responsible for arranging and paying for transportation to the final destination of any goods needed to realize the works. The seller is also responsible for paying any tariffs / taxes when importing the goods into the country and the taxes required in South Sudan based on local law related to the works realized.

##### 3. TENDER EXPENSES

The tenderer will bear all costs associated with the preparation and submission of the tender. The contractor will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

The contractor will neither be responsible for, nor cover, any expenses or losses incurred by the tenderer through site visits and inspections or any other aspect of its tender.

#### TENDERS DOCUMENTS

##### 4. CONTENT OF TENDER DOCUMENTS

Tenderers bear sole liability for examining with appropriate care the tender documents and for obtaining reliable information with respect to any and all conditions and obligations that may in any way affect the amount or nature of the tender or the execution of the works.

The full tender file includes:

#### VOLUME I \_ GUIDELINES AND TEMPLATES TO BE FILLED IN TO PARTICIPATE

##### I.1 INSTRUCTIONS TO TENDERERS

##### I.2 TENDER FORM (to be filled in to present your supplier's qualification proposal)

- Annex I.2.1 \_Declaration of honour on exclusion and selection criteria and copy of certificates requested

##### I.3 FORMS regarding SELECTION CRITERIA:

- I.3.1 \_Legal entity file (Essential Criteria)
- I.3.2 \_Financial and Economical capacity (Financial and Economic Capability Criteria)

- 1.3.3\_Technical and professional capacity (*Technical and Professional Capability Criteria*)

#### 1.4 ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

- 1.4.1\_Administrative compliance grid
- 1.4.2\_Evaluation grid step 1 - 3

### VOLUME 2\_CHECK LIST

## 5. EXPLANATIONS CONCERNING TENDER DOCUMENTS

Tenderers may submit questions in writing up to 31/05/2024 before the deadline for submission of tenders, specifying the publication reference and the contract title, to:

Daniel Alier, Procurement Officer, Cuamm  
CPA Avenue (Former Aspen Medical Complex) – Thongpiny – Juba – South Sudan  
AND / OR  
To: [d.alier@cuamm.org](mailto:d.alier@cuamm.org)

The Contractor has no obligation to provide additional information after this date. Any clarification of the tender dossier will be communicated simultaneously to all tenderers by 13/06/2024 publishing the reply in the dedicated page opened: <https://doctorswithafrica.org/en/get-involved/tender/local-open-tender-tenderers-pre-qualification-on-construction-808-2024-cuamm-ss-construction-invitation-to-local-open-tender-for-tenderers-pre-qualification-on-construction-for-the-projects-implem/>

## 6. MODIFICATIONS OF TENDER DOCUMENTS

The Contractor may amend the tender documents up to 8 calendar days before the deadline for submission of tenders. Any modification of the tender dossier will be published in writing using the same channels of tender publication. The contractor may, as necessary and in accordance with clause 12, extend the deadline for submission of tenders to give tenderers sufficient time to take modifications into account when preparing their tenders.

## TENDERS PREPARATION

### 7. LANGUAGE OF TENDERS

The tender and 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.**

### 8. CONTENT AND PRESENTATION OF TENDER

The tender must be signed by a person or persons empowered by the power of attorney submitted in accordance with the tender form.

### 9. TENDER DOCUMENTS TO BE FILLED IN

The currency of the **tender is the USD.**

**All tenders must comprise the following information and duly completed documents:**

**9.1 Tender form.** In accordance with template 1.2 contained in Volume 1, together with 1.2.1 'Declaration of Honour on Exclusion and Selection Criteria and copy of certificates requested, which includes acceptance/subscription to Cuamm's policies.

**9.2 Evidence of the tenderer's fulfilment of the following eligibility and selection criteria:**

- the eligibility requirement and essential criteria through the form **1.3.1 Legal entity file with related attachments (Country Registration Certificate and other certificates requested);**
- the economic and financial capacity requirements through the form **1.3.2 Economical and Financial capacity with related attachments (financial identification form + sample of bank statement + work final reports requested and company insurance document if applicable);**
- the technical and professional capacity requirements through form **1.3.3 Technical and professional capacity with related attachments (sample of PO/supplier order and Clients's references);**

## SUBMISSION OF TENDERS

### 10. SUBMISSION OF TENDERS

#### **PAPER SUBMISSION:**

The complete tender must be submitted in one original.

#### **TECHNICAL OFFER IN A SEPARATED SEALED ENVELOPE has to include:**

- 1.2 Tender form filled in with annexes (Declaration of honour on exclusion and selection criteria and copy of certificates requested)*
- 1.3.1 \_Legal Entity File (Essential Criteria)*
- 1.3.2 \_Financial and Economical capacity (Financial and Economic Capability Criteria)*
- 1.3.3 \_Technical and professional capacity (Technical and Professional Capability Criteria)*

**All tenders must be sent to CUAMM before the deadline for submission of tenders that is 17/06/2024:**

**EITHER** by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip<sup>1</sup>, to:

Cuamm

CPA Avenue (Former Aspen Medical Complex) – Thongpiny – Juba – South Sudan

**OR hand delivered** by the participant in person or by an agent **directly** to the premises of the contractor (CUAMM) in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Cuamm, South Sudan Office,

CPA Avenue (Former Aspen Medical Complex) – Thongpiny – Juba – South Sudan

**After formal request of Cuamm, the tenderer choose this modality, it is requesting to send EVEN via email to: [procurement@cuamm.org](mailto:procurement@cuamm.org) any documents provided. Please, indicate in the title “REF 808-2024**

#### **ELECTRONIC SUBMISSION:**

To be sent via email to [procurement@cuamm.org](mailto:procurement@cuamm.org) all the documents requested. To be prepared **One separate email for each documents requested, each file has to be nominated as follow adding the name of the supplier and the tender code (REF 808-2024):**

*1.2 Tender form filled in with annexes (Declaration of honour on exclusion and selection criteria and copy of certificates requested)*

*1.3.1 \_Legal Entity File (Essential Criteria)*

*1.3.2 \_Financial and Economical capacity (Financial and Economic Capability Criteria)*

*1.3.3 \_Technical and professional capacity (Technical and Professional Capability Criteria)*

**The outer envelope or email object should provide the following information:**

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure 808/2023/CUAMM/SS/CONSTRUCTION
- d) the name of the tenderer.

Each envelope or email should include an index of its contents.

#### **EXTENSION OF THE DEADLINE FOR SUBMISSION OF TENDERS**

The contractor may, on its own discretion, extend the deadline for submission of tenders when issuing a modification. In such cases, all rights and obligations of the contractor and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

### 11. LATE TENDERS

All tenders received after the deadline for submission specified in these instructions will be kept by the contractor.

No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

## 12. ALTERATION AND WITHDRAWAL OF TENDERS

Tenderers may alter or withdraw their tenders by written notification prior to the above deadline. No tender may be altered after the deadline for submission. Withdrawals must be unconditional and will end all participation in the tender procedure.

Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Clause 11 above, and the envelope must also be marked with 'alteration' or 'withdrawal' as appropriate.

## OPENING AND EVALUATION OF TENDERS

### 13. EVALUATION OF TENDERS

The Contractor reserves the right to ask a tenderer to clarify any part of the offer that the evaluation committee may consider necessary for the evaluation of the offer. Such requests and the responses to them must be made in writing. The contractor reserves the right to check information submitted by the tenderer if the evaluation committee considers it necessary.

#### 13.1 Examination of the administrative conformity of tenders

The evaluation committee will check that each tender:

- has been properly signed;
- all the elements in the administrative compliance grid are acceptable;
- has complete documentation and information;
- substantially complies with the requirements of these tender documents.

If some of the documents or information provided are not clear or sufficient, the Contractor may decide to inform the supplier in writing and set a time limit to remedy the situation.

#### 13.2 Examination of the selection criteria

CUAMM is committed to running a fair and transparent tender process, and ensuring that all suppliers are treated and assessed equally during this tender process.

Supplier responses will be evaluated against three categories of criteria: **I. Essential Criteria, II. Financial and Economical Capability Criteria and III. Technical and Professional Capability Criteria.**

These criteria have been especially created to help CUAMM determine which supplier is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

##### I. ESSENTIAL CRITERIA

These are criteria which suppliers **must** meet in order to be successful and progress to the next round of evaluation. **If a supplier does not meet any of the Essential Criteria, it will be excluded from the tender process.** This criteria is scored as Pass or Fail and will not be evaluated against the next criteria. If some of the documents or information provided are not clear or sufficient, the contractor may decide to inform the supplier in writing and set a time limit to remedy the situation.

##### II. Financial and Economical Capability Criteria

These criteria will be used to evaluate if the suppliers has the technical and professional capacity to perform the contract with CUAMM. All suppliers, which pass the Essential Criteria, will be evaluated against this type of criteria by a committee of representatives from CUAMM. The suppliers have to reach a minimum score to be judged positively, if not he can't be evaluated against the next criteria. If some of the documents or information provided are not clear or sufficient, the Contractor may decide to inform the supplier in writing and set a time limit to remedy the situation.

##### III. Technical and Professional Capability Criteria

These criteria will be used to evaluate the supplier's ability, skill and experience in relation to the requirements of CUAMM. All suppliers, which pass the Essential Criteria, will be evaluated against this type of criteria by a committee of representatives from CUAMM. The suppliers have to reach a minimum score to be judged positively, if not he can't be evaluated against the next type of criteria. If some of the documents or information provided are not clear or sufficient, the contractor may decide to inform the supplier in writing and set a time limit to remedy the situation.

A supplier can be evaluated for the technical proposal if it passes the previous selections.

#### 14.3 Pre-qualification Result

If all the previous criteria have been successfully passed, the supplier will be pre-qualified and will be included in the list of eligible suppliers for Cuamm, and his data will be recorded in the Cuamm database to be contacted for any future work opportunities.

#### 14.4 Documentary evidence required from the successful tenderer

At any time during this pre-qualification procedure Cuamm may request documentary evidence on compliance with the exclusion criteria set out in these instructions.

No documentary evidence of the selection criteria shall be submitted but no pre-financing will be granted.

Please note that a request for evidence in no way implies that the tenderer has been successful. **All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within a short deadline.** In any event, the tenderer proposed by the evaluation committee for pre-qualification award, will be requested to provide such evidence at short notice.

When requested, regarding the exclusion criteria, the tenderers should be able to provide the **documentary proof** or statements required under the law of the country in which the company (or, for consortia, each of the companies) is established, to show that it does not fall into any of the exclusion situations.

This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender.

The above-mentioned documents must be submitted for every member of a joint venture/consortium, all subcontractors and every capacity providing entity.

The contractor may waive the obligation of any tenderer to submit the documentary evidence referred to above if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed.

Where the documentary evidence submitted is in an official language of the European Union other than the one of the procedures, it is strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents.

Failure to provide valid documentary evidence at the request and within the deadline set by the Contractor shall lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.]