

INVITATION TO TENDER

South Sudan Country Office

17 October 2022

ITT/SSD/JB/2022/009

Provision of Air Charter Services

SUBMISSION DEADLINE: 05:00 ON 27th/10/2022

QUESTIONS / CLARIFICATIONS: juba.procurement@savethechildren.org

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1 : INVITATION TO TENDER

- Introduction to SCI
- Project Overview and Requirements
 - Award Criteria
- Instructions & Key Information

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc.).

PART 3 : BIDDER RESPONSE DOCUMENT

Template to be used to submit response to this Invitation to Tender.

PART 1 – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development and participation.

Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long-term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work, we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	
Outcome of Tender	<p>Framework Agreement (Fixed Price or Non-Fixed Price) – the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement, the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders, which will be governed and linked to the original Framework Agreement.</p>
Duration of Award	Two years

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria, which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
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Issue Invitation to Tender	07/10/2022
Pre-Submission Clarification Meeting	10/10/2022
Deadline for questions from Bidders	24/10/2022
Deadline for Bid Submission	27/10/2022
Bid Clarifications	7/11/2022
Award Contact	18/11/2022

The above dates are for indicative purposes only and are subject to change.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

Electronic Submission via ProSave

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a
Sourcing Event v2_fr

Electronic Submission via Email

- Email should be addressed to the tender committee at SuthSudantenders@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address, as they will not be answered.
- The subject of the email should be **“ITT/SSD/JB/2022/009**
- Bidder Response – ‘Bidder Name’, ‘Date’.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

Paper Submission

- Two paper copies submitted on headed paper to Save the Children International Hai Malakal, Juba South Sudan
- Bids should be submitted in a single sealed envelope addressed to the tender committee
- The envelope should clearly indicate the Invitation to tender reference number **ITT/SSD/JB/2022/009**), but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc.), and then included in a single sealed envelope as per the above.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **27th October 2022 (1700 HRS)**

Bids must remain valid and open for consideration for a period of no less than 60 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
The Tender Committee	Jubaprourement@savethechildren.org

Please be advised local working hours are 8AM to 5PM Please allow up to 21 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

Save the Children South Sudan has a requirement for the provision of Air Charter Services for its different programming activities, to be picked from SCI warehouse/Supplier warehouse with in juba and delivered to SCI field offices within South Sudan

2. SPECIFICATIONS

3. Save the Children South Sudan has a requirement for the provision of Air Charter Services for its different programming activities, to be picked from SCI warehouse/Supplier warehouse with in juba and delivered to SCI field offices within South Sudan. The details of the filed locations is listed in the commercial questions(Section 3)

4. ADDITIONAL INFORMATION

The Service Provider is required to provide the following;

- ** Airline Safety Certificate
- ** Pilot's updated Training and flight clearance certificate
- ** Air service operations in any other country?
- ** Services should include all relevant clearance and paper works at the airport for passenger and cargo flights.

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

Bidders wishing to submit a bid **MUST USE** this document. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Checklist in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4		Yes / No	Comments

<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Valid Registration of business/company in South Sudan (Valid Certificate of Incorporation) Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate 		
Valid Operation Licence (Operation Licence from the State Ministry of Finance & Economic Development)	Yes / No	Comments
Valid Membership Certificate (Membership Certificate from Ministry of Chambers and Commerce)	Yes / No	Comments
Tax identification (Tax Identification Certificate from Ministry of Finance and Taxation or from the South Sudan National Revenue Authority (NRA))	Yes / No	Comments / Attachments
<ul style="list-style-type: none"> - Valid tax clearance certificate (Tax Clearance Certificate from the Ministry of Finance and Taxation or from the South Sudan National Revenue Authority (NRA)) 	Yes / No	Comments / Attachments
<ul style="list-style-type: none"> - South Sudan Air Operator Certificates (AOC)/Operations Specifications – (OPS)- South Sudan Air Operator Certificates from South Sudan Civil Aviation Authority (SSCAA) 	Yes / No	Comments / Attachments
<ul style="list-style-type: none"> - Air Operation certificate. (The air operator’s certificate must be in accordance with the international aviation standards and in compliance with all aviation requirements of South Sudan.) 	Yes / No	Comments / Attachments
<ul style="list-style-type: none"> - Valid Insurance certificate (The service provider shall provide the details of the insurance carrier. Comprehensive insurance coverage to cover all the company’s liabilities/Goods in transit.) 	Yes / No	Comments / Attachments
<ul style="list-style-type: none"> - -Valid Airline Safety Clearance Certificate. The Airline Safety Clearance Certificate must be in accordance with 	Yes/No	Attachment

	the international aviation standards and in compliance with all aviation requirements of South Sudan.)		
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SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
1	<p>REFERENCES</p> <p>Bidder shares two at least (2) examples of their experience in providing services by providing copies of contracts/purchase orders for similar work to those included within the scope of this tender.</p> <p>Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
2	<p>Total Number of Aircrafts bidder own or lease in South Sudan and confirm the age of the Aircraft.</p> <p>(Kindly Provide ownership document or Lease document with Aircraft Tail number mentioned for each of the fleet mentioned here.</p> <p>The agreement attached here should be on bidder’s registered name)</p>	Bidder Response		Attachment(s)
4		Bidder Response		Comments

	Bidder's ability to provide SCI SSD CO with tracking of goods in transit.		
5	Bidder's willingness to hold stocks at their transit warehouses for SCI SSD CO	Bidder Response	Comments
6	How many days bidder will require to provide Aircraft when purchase order is placed.	Bidder Response	Attachment(s)
7	Bidder's ability to evidence a strong safety record and ethical working practices in charter services. With recognised Quality Standards. Please provide Evidence for quality standards	Bidder Response	Attachment(s)
8	If your company has bank Account with in South Sudan? If Yes, please mention the Bank name.	Bidder Response	Attachment(s)
9	Bidder is able to provide audited financial statement and Bank statement duly stamped by the relevant bank for the year 2021-2022	Bidder Response	Attachment(s)
10	If Bidder is able to Pick Cargo from SCI Warehouse/ Supplier Warehouse with in Juba.	Bidder Response	Attachment(s)
SUSTAINABILITY QUESTIONS			
1	The bidder is able to calculate the emissions (e.g. CO2) for the freight of SCIs goods specifically	Bidder Response	Attachments

SECTION 3 – COMMERCIAL QUESTIONS

Please provide unit cost per round trip against each route mentioned below, ensuring that all fields are complete and those fields that are not applicable are marked with 'N/A.' (Note that the cost be all inclusive)

Sr No	Most Common Routes	Unit	Load Capacity				
			1 MT Cost (\$)	2 MT Cost (\$)	4 MT Cost (\$)	5 MT Cost (\$)	6.5 MT Cost (\$)
1	Juba-agok	Round Trip					
2	Juba-Akobo	Round Trip					
3	Juba-Aweil	Round Trip					
4	Juba-Peiri	Round Trip					
5	Juba-Bor	Round Trip					
6	Juba-Kapoeta	Round Trip					
7	Juba-Lankien	Round Trip					
8	Juba-Walgak	Round Trip					
9	Juba-Budi	Round Trip					
10	Juba-Maban	Round Trip					
11	Juba-Malualkon	Round Trip					
12	Juba-Nimule	Round Trip					
13	Juba-Rumbek	Round Trip					
14	Juba-Torit	Round Trip					
15	Juba-Waat	Round Trip					
16	Juba-Wau	Round Trip					
17	Juba-Nimule-Torit	Round Trip					
18	Juba-Nimule-Kapoeta	Round Trip					
19	Juba-Torit-Kapoeta	Round Trip					
20	Juba-Budi-Kapoeta	Round Trip					
21	Juba-Budi-Torit	Round Trip					
22	Juba-Budi-Kapoeta-Torit	Round Trip					
23	Juba-Nimule-Torit-Kapoeta-Budi	Round Trip					
24	Juba-Nimule-Torit-Kapoeta	Round Trip					
25	Juba-Bor-Waat	Round Trip					

26	Juba-Bor-Peiri	Round Trip					
27	Juba-Lankien-Peiri	Round Trip					
28	Juba-Lankien-Peiri-Walgak	Round Trip					
29	Juba-Lankien-Peiri-Walgak-Akobo	Round Trip					
30	Juba-Peiri-Walgak-Akobo	Round Trip					
31	Juba-Peiri-Walgak	Round Trip					
32	Juba-Bor-Akobo	Round Trip					
33	Juba-Akobo-Waat	Round Trip					
34	Juba-Bor- Lankien	Round Trip					
35	Juba-Bor-Lankien-Waat-Akobo	Round Trip					
36	Juba-Lankien-Waat	Round Trip					
37	Juba-Lankien-Waat-Akobo	Round Trip					
38	Juba-Lankien-Akobo	Round Trip					
39	Juba-Walgak	Round Trip					
40	Juba-Bor-Walgak	Round Trip					
41	Juba-Waat-Walgak	Round Trip					
42	Juba-Waat-Walgak-Akobo	Round Trip					
43	Juba -Walgak-Akobo	Round Trip					
44	Juba-Lankien-Walgak	Round Trip					
45	Juba-Lankien-Waat-Walgak	Round Trip					
46	Juba-Lankien-Waat-Walgak-Akobo	Round Trip					
47	Juba-Bor-Akobo-Waat	Round Trip					
48	Juba-Bor-Lankien-Waat-Walgak-Akobo	Round Trip					
49	Juba-Bor-Lankien-Waat-Walgak	Round Trip					
50	Juba-Malualkon-Agok	Round Trip					
51	Juba-Rumbek-Agok	Round Trip					
52	Juba-Rumbek-Malualkon	Round Trip					
53	Juba-Rumbek-Malualkon-agok	Round Trip					

54	Juba-Wechjol-Juba (No Airstrip)	Round Trip					
55	Juba-Kaikuny-Juba	Round Trip					
56	Juba-Wau-Agok-Juba	Round Trip					
57	Juba-YIDA-Juba	Round Trip					

Please confirm you can fix the prices submitted in as part of your bid submission for a period of 24 months (Yes/ No):

If you answered 'No' to the above question (Question 1), please indicate how long the prices in the below table can remain fixed for:








SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
	Completed Bidder Response Document	

Commercial Criteria Evidence		
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	
Terms & Conditions of Purchase	<<CO to insert relevant template>>	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pdf	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Policy.pdf	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation & Abuse.pdf	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bullying Policy.pdf	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencies.pdf	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date: