

*FPU.SF- 19.4*

(*IOM Office New Industrial Area, Northern Bari, Juba South Sudan*)

**INVITATION TO SUBMIT EXPRESSION OF INTEREST**

(For Short listing of Companies/ Service Providers)

*August 16, 2021*

The International Organization for Migration (IOM) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of ECRP (Enhancing Community Resilience and Local Governance Program)*,* IOM now invites Expression of Interest (EOI) from Companies/Service Providers for the *Construction and rehabilitation of community buildings including classrooms, health centers, latrines and market sheds, and community infrastructure for surface water management and footbridges in “ECRP Project Locations” (Wau, Raja, Pariang, Rubkona, Leer, Baliet, Fashoda, Renk and Maban Counties, and Pibor Administrative Area) of South Sudan.*

The Expression of Interest shall contain information on the following a.) range of relevant consulting services offered, b.) qualification and experience of relevant professionals and technical personnel currently maintained c.) track record and experience of the firm in similar assignment including list of major clients served and d.) other relevant information.

The Expression of Interest shall be submitted in original and duplicate copy and should be received either by hand or through mail by IOM with office address at *IOM New Industrial Northern Bari Juba, South Sudan* no later than *30th of August before 5:00 PM*.

On the basis of the above information, IOM shall draw up the shortlist of Companies/Service Providers Only short listed Companies/Service Providers will be invited to submit technical and financial proposals.

Interested Companies/Service Providers may obtain further information from IOM at the above office address on 17th of August until 20th of August 2021 between *8:00-5:00PM*.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected Companies/Service Providers.

Very truly yours,

*IOM SS Procurement*

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.



**Request for Expression of Interest**

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This document contains instructions on the preparation and submission of the Application including Annex A: Bidder’s Information.

1. The Application must be submitted either by hand or though mail in sealed envelope to IOM with office address at *IOM Office, New Industrial Northern Bari, Juba South Sudan* no later than *30th of August before 5:00 PM*. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in this document match the capability, experience, knowledge and expertise of the Company/ Service Provider.
3. The Application must be submitted on one original and one copy and envelop must be marked “Original” and “Copy” as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Company/Service Provider.
4. The Application must be submitted in the English language and in the format prescribed by IOM. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this Request for Expression of Interest may be rejected.
5. The Application document should comprise of the following:
   1. Cover Letter;
   2. A copy of this Request for Expression of Interest duly signed on all pages by the Company/Service Provider’s Authorized Representative; and
   3. Duly Accomplished Annex A with All requested information.
6. Companies/Service Providers requiring any clarifications on the content of this document may notify the IOM in writing at the following address: *IOM Office New Industrial Area Northern Bari, Juba South Sudan with email address:* [*iomssprocurement@iom.int*](mailto:iomssprocurement@iom.int)*..* IOM will respond to any request for clarification received on or before *20th of August 2021 before 5:00 PM*.
7. Applications shall be evaluated for the Company’s suitability to work in each of the 10 “ECRP Project Locations” separately (Wau, Raja, Pariang, Rubkona, Leer, Baliet, Fashoda, Renk and Maban Counties, and Pibor Administrative Area) in accordance with the criteria in Table 1 below. At least 65 points total with the minimum score achieved for each Main Criteria is required for a company to be pre-qualified.

The evaluation criteria for drilling and construction works are in Annex B – Scope of Works. Only eligible and qualified Companies based on above shall be invited to participate in the bidding/tender process. Companies will be requested to bid only for projects in the “ECRP Project Locations” they are qualified for. Therefore, it is important that the Track Record and Experience is presented with former project locations clearly identified, in particular for those within the 10 “ECRP Project Locations”.

Table Scoring

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Criteria** | **Sub-Criteria** | **Maximum Scoring** | **Minimum Score Required** |
| 1. Financial soundness | Financial stability  Credit rating  Banking arrangements and bonding  Financial status | 20 points | 10 points |
| 2. Technical ability | Experience, especially in ECRP Project Locations  Ability | 25 points | 15 points |
| 3. Resources | Plant and equipment  Personnel | 20 points | 10 points |
| 4. Management capability | Past performance and quality  Project management organization  Experience of technical personnel  Management knowledge  Safety accountability | 15 points | 8 points |
| 5. Capacity | Projects in progress | 10 points | 5 points |
| 6. Reputation | Past failures  Length of time in business  Past owner/contractor relationship  Other relationships | 10 points | 5 points |

1. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
2. The Company/Service Provider shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
3. All information given in writing to or verbally shared with the Company/Service Provider in connection with this Request for EoI is to be treated as strictly confidential. The Company/Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Company/Service Provider is successful.
4. IOM reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for IOM’s action.

**ANNEX A: BIDDERS INFORMATION**

Information in Annex A must be submitted using the template provided for all Tables. Failure to submit the information using the template may result in disqualification of the Expression of Interest.

1. **GENERAL INFORMATION**

Submit the Vendor Information Sheet (VIS) in full including all relevant documents in the Requirements Checklist.

1. **COMPANY EXPERIENCE IN LAST FIVE YEARS**

For a contractor to be accepted to participate in the tender process, they must provide evidence (satisfactory contract completion certificates) of being the prime contractor in the construction of at least three works of a nature and complexity equivalent to the Scope of Works in Annex B, in South Sudan with other humanitarian agencies or government during the last five years. Preference will be given to contractors who can demonstrate previous experience in constructing or rehabilitating a variety of different community buildings and other infrastructure listed under Project Types in Annex B.

To be eligible to bid in a “ECRP Project Location” (Wau, Raja, Pariang, Rubkona, Leer, Baliet, Fashoda, Renk and Maban Counties, and Pibor Administrative Area) previous experience in the **respective State/Administrative Area** and in the proposed Project Types must be demonstrated. If there are no eligible Companies with experience for a specific “ECRP Project Location”, all qualified Companies for other “ECRP Project Locations” will be invited to bid for that location.

In addition, companies must carry a minimum Annual volume of 350,000 USD in construction work in at least three of the last five years. To comply with this requirement, the cost of works cited should be equivalent to 100% of the estimated project cost and at least 70% complete.

**Table 2A** and **Tables 2B-1 to 2B-4** are required.

**Table 2A Company Experience in Last 5 Years** in South Sudan with other humanitarian agencies or government for the construction and rehabilitation of community buildings and other infrastructure listed in Annex B.

* Project Name & Description
* Project Location
* Starting Month/ Year
* Ending Month/ Year
* Client
* Contract Amount (USD)

**Table 2B Company Experience in Last 5 Years** in South Sudan in “ECRP Project Locations” with other humanitarian agencies or government, for contracts of any amount.

Companies with previous work experience in these States/Administrative Area will be given preference for projects in those locations.

TABLE 2B-1 COMPANY EXPERIENCE IN Western Bahr el Ghazal State

TABLE 2B-2 COMPANY EXPERIENCE IN Unity State

TABLE 2B-3 COMPANY EXPERIENCE IN Upper Nile State

TABLE 2B-4 COMPANY EXPERIENCE IN Pibor Administrative Area

* Project Name & Description
* Project Location
* Starting Month/ Year
* Ending Month / Year
* Client
* Contract Amount (USD)

1. **TABLE 3 – REFERENCES**

Provide a minimum of 3 references from former clients in the past 5 years. Please include copies of completion certificates issued by former clients and/or performance appreciation/evaluation letters from former clients providing their contact details and approval to contact them.

1. **TABLE 4 – ONGOING CONTRACTS**

* Contract Name & Description
* Location
* Starting Month/ Year
* % of Completion
* Client
* Contract Amount (USD)

1. **TABLE 5 - ADEQUACY OF WORKING CAPITAL**

* Source of credit line
* Amount (minimum $350,000)
* Remarks (*Provide documentary evidence)*

Please provide proof of financial competency and audited financial statements for the last three financial years.

1. **TABLE 6 – LIST OF PERMANENTLY EMPLOYED STAFF**

* Name
* Designation Qualification
* Nationality
* No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and technical personnel in the Organization.

1. **TABLE 7 – LIST OF PLANT AND EQUIPMENT**

* Type/description – Brand, Model, Quantity
* Description whether Owned or To be Leased
* Capacity
* Age (Year of Manufacture)
* Condition/Location

1. **TABLE 8 – ANY OTHER INFORMATION**

In addition to the required information, Companies may provide brochures and other related documents.

**I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |