

**REPUBLIC OF SOUTH SUDAN**

**PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY**



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## **Guidelines for the Use of**

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# **Standard Bidding Documents**

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**Nov, 2024**

**Further Information may be obtained on [www.ppdAA.gov.ss](http://www.ppdAA.gov.ss)**

## 1.0 INTRODUCTION

It is the mandate of the Public Procurement and Disposal of Assets Authority (PPDAA) to prepare and issue Standard Bidding Documents (SBDs) in accordance with Section 8(1)(f) of PPDA Act 2018 and Regulation 4(1)(c) of PPDA Regulations 2024. Further Regulation 4(1)(e) requires PPDAA to ensure that the SBDs are easily available to all Procuring Entities by posting them on its website. In addition, Regulation 4(2) requires all procuring entities to use the SBDs issued by the PPDAA for a particular kind of procurement, and where no such document has been issued shall seek approval to use a bidding document developed by that procuring entity until the PPDAA issues the relevant bidding document

Therefore in the bid process, it is a requirement that PEs use the Standard Bidding Documents (SBD's) issued by PPDAA which aims at:-

- increasing predictability and uniformity in the bidding process;
- increasing efficiency of the bidding process and reduce costs;
- reducing unresponsive bids and thus increasing competition; and
- reducing preparation and review time of the bidding documents.

## 2.0 AVAILABLE BIDDING DOCUMENTS

PPDAA has so far prepared 10 bidding documents as follows:

- Request For Bids(RFB) for procurement of Large and Medium Works;
- RFB for procurement of Small Works;
- RFB for Procurement of Goods;
- RFB for procurement of Non-consulting Services;
- RFB for the procurement of Design, Supply and Installation of Plant;
- Request For Quotations (RFQ) for procurement of Goods,
- RFQ for procurement of Works
- RFQ for procurement of non-consulting Services;
- Request For Proposal (RFP) for procurement of small Consultancy assignments, and
- RFP for procurement of Complex Consultancy Services.

The documents are issued for use as a trial edition, during which PPDAA will be receiving feedback from the users to enable effect revisions for necessary improvement.

More documents will be prepared on a need by need basis.

## 3. FORMAT OF THE BIDDING DOCUMENTS

To eliminate the possibility of users amending sections of the Bidding Documents like the Instruction to Bidders and general Conditions of Contract which are normally required to be used unchanged, the bidding documents issued in ..... 4 documents as follows::

**A:- A standard Bidding Document** in Pdf format. This is the official standard bidding document issued by the PPDAA which is the main reference document by the Procuring Entities and the Providers.

**B:- A Template for Preparing a Bidding Document:** which is in an editable format. This is the document which will be used in the preparation of a bidding document for a specific tender. The Template does not contain Instruction to Bidders, General Conditions of Contract, and the Contract Forms, instead bidders are directed to read them from the Standard Bidding Document which as said above is in pdf format.

**C: \_ General Conditions of Contract:** which is in pdf format to allow the PEs print and attach it with the contract for the winning bidder.

**D:-Guidelines for Preparing Responsive Bids:** which is in pdf format. Experience shows that few bidders make it to the last stage of financial comparison. In most bids more than 75% of bidders are dropped in the first and the second stage of bid evaluation thus defeating the whole process of competition in bidding. These guideline are intended to assist bidders to prepare responsive bids in conformity with the bidding documents

**E:- Contract Forms:** which is editable format to enable PEs to customize them when awarding a contract to the winning bidder.

CONTENTS OF STANDARD BIDDING DOCUMENT	
<b>Part 1: Bidding Procedures</b>	
Section 1:	Invitation for Bids (IFB)
Section II:	Instruction to Bidders (ITB) – <i>omitted in Bidding document issued to bidders but they can assess it in PPDA website</i>
Section III	Bid Data Sheet (BDS)
Section IV	Evaluation and Qualification Criteria
Section V	Bidding Forms
Section VI	Eligible Countries
<b>Part 2: Procuring Entity's Requirements</b>	
Section VII	Work Requirements (for works) /Schedule of Requirements (for goods)/ Schedule of Activities (for non-consulting Services)
<b>Part 3: Conditions of Contract and Contract Forms</b>	
Section VIII	General Conditions of Contract (GCC)- <i>omitted in Bidding document issued to bidders but they can assess it in PPDA website</i>
Section IX	Special Conditions of Contract (SCC)
Section X	Contract Forms- <i>omitted in Bidding document issued to bidders but they can assess it in PPDA website</i>

CONTENTS OF STANDARD REQUEST FOR PROPOSAL DOCUMENT	
<b>PART 1: Selection Procedures and Procuring Entity's Requirements</b>	
Section 1:	Letter of Invitation (LOI)
Section II:	Instructions to Consultants (ITC) - <i>omitted in RFP document issued to consultants but they can assess it in PPDA website</i>
Section III	Proposal Data Sheet (PDS)
Section IV	Technical Proposal – Standard Forms
Section V	Financial Proposal – Standard Forms
Section VI	Eligible Countries
Section VII	Terms of Reference (TORs)
<b>Part 2: Conditions of Contract and Contract Forms</b>	
Section VIII	General Conditions of Contract (GCC)- <i>omitted in RFP document issued to consultants but they can assess it in PPDA website</i>
Section IX	Special Conditions of Contract (SCC)
Section X	Contract Forms- <i>omitted in Bidding document issued to bidders but they can assess it in PPDA website</i>
Section XI	Appendices