

**REPUBLIC OF SOUTH SUDAN**

**PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY**



---

## **Guidelines for Preparing Responsive Bids for**

---

# **Procurement of Non-Consulting Services**

---

March 2025

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

## 1.0 INTRODUCTION

When Procuring Entities (PEs) advertise for bid opportunities they aim at obtaining maximum competition from the bidders. This can only be achieved if bidders submit commercially and technically responsive bids, so that eventually they are compared on their price.

Normally the evaluation of bids for small works contract is conducted in four sequential stages.

- a preliminary examination to determine the eligibility of bidders and the administrative compliance of the bids received;
- a detailed evaluation to determine the commercial and technical responsiveness of the eligible and compliant bids;
- a financial comparison including arithmetic corrections to compare costs of the eligible, compliant, responsive bids received and to determine the best evaluated bid; and
- Post-qualification of the lowest evaluated and complaint bidder to ensure that he/she is qualified to perform the contract satisfactorily.

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.

This guideline is intended to assist bidders to prepare responsive bids in conformity with the bidding documents.

## 2.0 IMPORTANCE OF STANDARD BIDDING DOCUMENTS

In the bid process, it is a requirement that PEs use the Standard Bidding Documents (SBD's) issued by PPDA 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.

For Non-Consulting Services, PEs use the Standard Bidding Document: Procurement of Non-Consulting Services issued by the PPDA.

It is unfortunate that many bidders do not spend enough time to acquaint themselves with the content of the Bidding Documents. In particular, bidders are required to understand all contents of the Instruction to Bidder's (ITB) and the Bid Data Sheet (BDS). These sections of a bid document are important since they narrate to the bidders: on how to prepare their bids; the list of documents to be submitted; how to seek clarifications during the bidding process; how, when and where to submit bids and how the bids will be evaluated.

Other important sections in the bidding document are the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC). These documents explain terms of execution of the contract. Some of the provisions in these documents have a cost implication to the bidder, so it is important that the bidder understands them and their effect to his/her costs.

Most bidders spend a lot of time in Part II of the Bidding Document- Employers Requirements which include Activity Schedule, Performance Specifications and Drawings since this is where they can see the type and scope of the Non-Consulting Services to be carried out together with the quality requirements. However, in some occasions they fail to comprehend the scope and quality of work to be carried out thus ending in submitting bids that are too low or too high.

The standard bidding documents also provide In Section V- the bidding forms for submitting various information for the bid. The bidder should ensure that these forms are properly filled, signed and stamped as appropriate.

## 3.0 CHECKLIST FOR SUBMISSION OF A RESPONSIVE BID

The following is a checklist aimed at assisting bidder to prepare a responsive bid in accordance with the Standard Bidding Document Procurement of Non-Consulting Services issued by the PPDA. The document is available in PPDA Web Site – [www.ppdaa.gov.ss](http://www.ppdaa.gov.ss).

- 3.1 Ensure that you have read and understood the contents of the bidding document and decide whether you are able to submit a responsive and a compliant bid. This stage is important to enable you to save cost and money for preparing a bid which you are aware that you cannot meet its bidding and execution requirements. **To bid or not to bid is one of the most important decisions that a bidder must make before**

#### **starting the process of preparing a bid.**

- 3.2 Ensure that your bidding document contains all Sections of the document as shown in ITB Clause 6.
- 3.3 Further to para. 3.1, list down all issues that you need to seek clarifications from the Client. Use the procedure shown in ITB Clause 7.
- 3.4 Follow up with the PE on any amendments issued to the bidding documents in accordance with ITB Clause 9 and ensure that you accommodate them in the preparation of your bid.
- 3.5 Ensure that your bid consists of all documents that are supposed to comprise of your bid as articulated in ITB Clause 12.
- 3.6 Ensure that your Letter of Bid and Schedules are prepared using relevant forms furnished in Section V- Bidding Documents, without any alterations to the wording of the forms as articulated in ITB Clause 13.
- 3.7 Ensure that your bid prices and any discounts are filled and comply with ITB Clause 15 & 16.
- 3.8 Ensure that your bid is complete, properly filled, and properly signed in accordance with ITB Clause 21.
- 3.9 If you are submitting your bid as a joint venture ensures that you fulfill requirement of ITB Clause 4.1.
- 3.10 Check that all documents, interlineations, erasures or over writing are initialed as per ITB Clause 21.2 and 21.3.
- 3.11 Ensure that the bid is submitted in the language of the bid as per ITB Clause 11.
- 3.12 Make sure that you meet eligibility requirements as per ITB Clause 4.
- 3.13 Remember to attach business license and relevant registration documents.
- 3.14 Ensure to attend site visit and pre-tender meeting if it is provided for as per ITB Clause 7. Prepare well for this event to ensure that you raise relevant queries for clarifications.
- 3.15 Don't forget to attach documents to establish compliance with qualifications criteria as per ITB Clause 12.
- 3.16 Ensure that you agree with the provided period of validity of bids as per ITB Clause 19, and

that you submit a bid security in the form and format provided in ITB Clause 20.

- 3.17 Ensure that you agree with the proposed completion period, if one is provided.
- 3.18 Make sure that you are aware of the criteria to be used for the evaluation, comparison of bids and post-qualification of bidder as per ITB Clause 29 to 38; and ensure compliance.
- 3.18 Ensure that you are aware with the contents of the GCC and SCC and their cost implication during the execution of the contract, particularly those related to advance payments, payment terms, completion period, and various securities to be provided.
- 3.19 Check that your bid is properly addressed and sealed in accordance with ITB Clause 21.1 and 22.
- 3.20 Ensure that you are not engaged in corrupt or fraudulent practices in accordance with ITB Clause 3.
- 3.21 Make sure that your bid is submitted at the right time and at the correct address as per ITB Clause 23.
- 3.22 Prior to the award of contract, ensure that you are provided with the Notification of Intention of Award of Contract in accordance with ITB Clause 43.
- 3.23 Remember that if you are not satisfied with the procurement process, you can request for a debriefing in accordance with ITB Clause 44, and you can submit a complaint in accordance with ITB Clause 48.

#### **4.0 CONCLUSION**

It should be appreciated that this guideline is an attempt to bring to the attention of bidders the important provisions in the bidding documents. It should not be taken as a replacement of the standard bidding documents. Bidders still have the responsibility of reading carefully the bidding documents for each particular bid and to ensure that their bids comply with the provisions of such documents. However, it is our expectation that by reading this guideline, bidders will find it easy to understand the relevant bidding documents for specific bids in which they are participating.