

Republic of South Sudan (RSS)



MINISTRY OF FINANCE & ECONOMIC PLANNING (MOFEP)

For the Government of the Republic of South Sudan

Invitation for Bids

International Competitive Bidding (ICB)

Ministry of Finance and Economic Planning

Government of the Republic of South Sudan (RSS)

Date of issue: 15th November, 2011

Printing and Delivery of Financial forms for The Republic of South Sudan (RSS)-Juba

Procurement No: GRSS/ MOFEP/J/11/2011/002

1. The Government of the Republic of South Sudan has allocated budgetary funds to the Ministry of Finance and Economic Planning, and it intends to apply part of the proceeds of these funds to make eligible payments under the contract for **RSS/ MOFEP/J/S/11/2011/002**.

2. The Ministry of Finance and Economic Planning, Government of the Republic of South Sudan now invites sealed bids from eligible bidders for the Printing and Delivery of **Financial Forms as indicated** in the table below:

| Lot No. | FINANCIAL FORM NO. | PARTICULARS | Copies per set | Sets per book | Qty. (books) | Delivery Period (week from date of contract signature) |
|-------------------------------|--------------------|------------------------|----------------|---------------|--------------|--|
| LOT 1: Financial Forms | | | | | | |
| 1. | FF 8 | Last Pay Certificate | 2 | 50 | 3,000 | 5-8 Weeks |
| 2. | FF 10 | Petty Cash | 2 | 50 | 1,000 | „ |
| 3. | FF 17 | For Cheques | 2 | 50 | 10,000 | „ |
| 4. | FF 19 | Treasury | 1 | 50 | 1000 | „ |
| 5. | FF 39 | Receivable order | 2 | 50 | 10,000 | „ |
| 6. | FF 40 | Payment order | 2 | 50 | 10,000 | „ |
| 7. | FF 50 | Deposit Slip | 3 | 50 | 5000 | „ |
| 8. | FF 65 | Record of Receipts | 2 | 50 | 2000 | „ |
| 9. | FF 67 | Records of collections | 2 | 50 | 3500 | „ |
| 10. | FF 76 | Record of payment | 2 | 50 | 10,000 | „ |
| Lot 2: Stores Forms | | | | | | |

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|----------------------------|----------|---|---|----|------|---|
| 11 | SF3 | Stores Forms Requisition no. 3 | 2 | 50 | 500 | „ |
| 12 | SF 12 G | Stores Form no. 12 – guns | 2 | 50 | 500 | „ |
| 13 | SF 47 | External Purchase Order form no. 47 | 2 | 50 | 500 | „ |
| 14 | SF 53 | Local Purchase Order | 2 | 50 | 500 | „ |
| 15 | SSSF 266 | Stores Forms Item Way Bill no. 266 | 2 | 50 | 500 | „ |
| LOT 3: Custom Forms | | | | | | |
| 16 | SSCF 1/2 | Export Declaration | 1 | 50 | 1000 | „ |
| 17 | SSCF9 | Notification of Export of Car for Maintenance out side | 2 | 50 | 500 | „ |
| 18 | SSCF 10 | Local Manifest for moving Goods from place to another | 2 | 50 | 200 | „ |
| 19 | SSCF 12 | Records Guarantees (statement of forfeited/outstanding) | 2 | 50 | 500 | „ |
| 20 | SSCF 14 | Records of collected Revenue | 1 | 50 | 500 | „ |
| 21 | SSCF 18 | Accompanied/unaccompanied luggage | 1 | 50 | 1000 | „ |
| 22 | SSCF 25 | Certificate of Payment of Duty in Deposit by Tourist and Travellers | 2 | 50 | 200 | „ |
| 23 | SSCF 27 | Certificate of import/Export | 3 | 50 | 300 | „ |
| 24 | SSCF 28 | Sending the Declaration and all information to the HQs & Bank | 1 | 50 | 1000 | „ |
| 25 | SSCF 28A | | 1 | 50 | 1000 | |
| 26 | SSCF 28B | | 1 | 50 | 1000 | |
| 27 | SSCEF 29 | Movement Certificate | 1 | 50 | 500 | „ |
| 28 | SSCF 31 | Record of revenue paid in advance or less payments waiting for the calculations | 2 | 50 | 500 | „ |
| 29 | SSCF 32 | Amount paying back after calculation/additional amount from Form 31 | 2 | 50 | 500 | „ |
| 30 | SSCF 33 | Notice of Seizure | 2 | 50 | 1000 | „ |
| 31 | SSCF 40 | Exit Pass | 2 | 50 | 1000 | „ |
| 32 | SSCF 44 | Ledger of Revenues | 1 | 50 | 500 | „ |
| 33 | SSCF 45 | Ledger of Expenditure | 2 | 50 | 500 | „ |
| 34 | SSCF 48 | Verification of Goods | 1 | 50 | 1000 | „ |
| 35 | SSCF 51 | Registration of Declarations | 1 | 50 | 500 | „ |
| 36 | SSCF 52 | Records of Declaration for the Government Units | 1 | 50 | 300 | „ |
| 37 | SSCF 54 | Application for special services to Chief Custom officer | 1 | 50 | 1000 | „ |
| 38 | SSCF 55 | Application for dispensation waiting for current documents | 1 | 50 | 300 | „ |
| 39 | SSCF 59 | Receipt for goods unloaded | 1 | 50 | 500 | „ |
| 40 | SSCF 60 | Record of Good in Transit | 1 | 50 | 300 | „ |
| 41 | SSCF 61 | Adjustment record of over-payment or less payment | 1 | 50 | 300 | „ |
| 42 | SSCF 62 | Record of Guarantees for Good in Transit | 1 | 50 | 300 | „ |
| 43 | SSCF 63 | Register of Guarantees for the Month | 1 | 50 | 300 | „ |

3. Bidding will be conducted through the International Competitive Bidding (ICB) procedures in accordance with Government of Republic of South Sudan Interim Public Procurement and Disposal Regulations, 2006 and opened to all eligible bidders defined in the Bid Document.

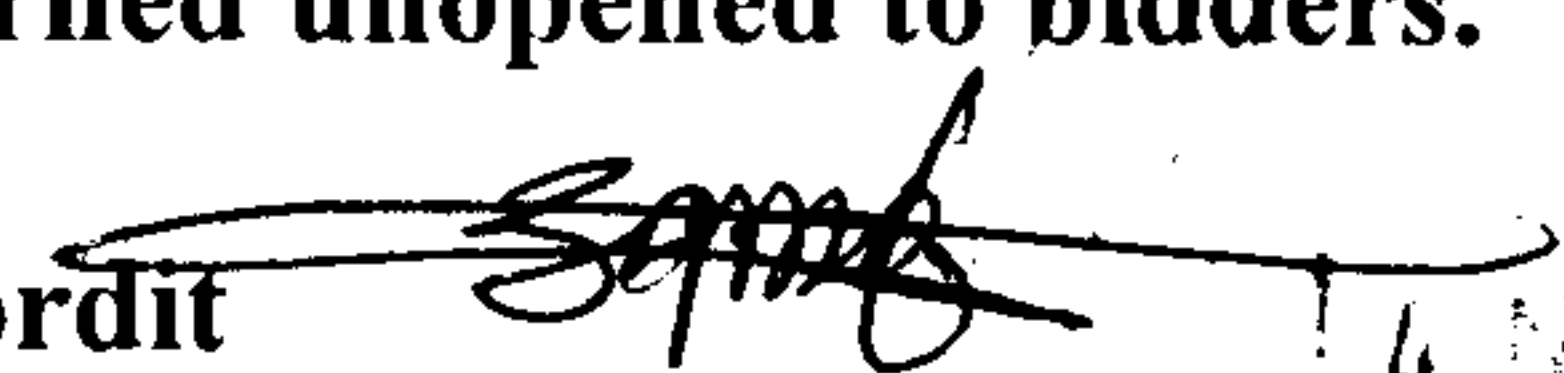
4. A complete set of bidding documents may be purchased by interested bidders on submission of a written application and upon payment of a non refundable fee of USD **200.00 (only Two Hundred US Dollars)** and method of payment will be by cash at the cash office located at the Ministry of Finance and Economic Planning.

5. Interested bidders may obtain further information and inspect the bidding document at the address below between **8:00 am and 5:00 pm from Mondays to Fridays.**

6. Sealed bids must be delivered to the office of Director General of Taxation and the chairperson of committee for financial forms to the address below on or before **12:00 noon** on 13th December, **2011** and electronic bidding **shall not** be permitted. All bids must be accompanied by:

- A Certified True Copy of a Valid Business Registration certificate
- Tax Clearance Certificate
- Brief company profile
- Evidence of experience in similar assignments
- Bid Security of sixty thousand South Sudanese Pounds (**SSP 60,000.00**) and must be in the form of a Bank Guarantee or a certified Bank Cheque;

7. Bids will be opened on **13/12/2011 at 12: 00 noon** in the presence of bidders' or their representatives' who choose to attend, at the office of Director General of Taxation/Chairperson Financial Forms Committee, Ministry of Finance and Economic Planning RSS - **Juba**. **Late bids will be rejected and returned unopened to bidders.**

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