



## **TERMS OF REFERENCE (ToR)**

**for**

**Supply, Design and Production of BoSS Branded Material**

**17<sup>th</sup> October 2022**

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## **1. TECHNICAL SPECIFICATIONS**

### **1.1. Background**

The Bank of South Sudan (BoSS) wants to procure a wide range of high-quality branded items carrying BoSS Logo, and in line with its visual identity. These items shall foster BoSS Corporate Visual Identity, both internally and externally.

### **1.2. Purpose of the Contract**

The contract covers the design and production for various types of textiles, print and “gadget” BoSS branded (customized) material.

All intellectual property rights, including copyrights, subsisting in all publications and all files used in their production shall remain property of BoSS. All graphic work must-on request-be delivered to BoSS as open and closed files.

#### ***1.2.1. Required services***

The contractor will be requested to fulfil the following tasks:

- Graphic design of promotional material;
- Layout adaptations;
- Pre-press work (including supplying ready-to-print and source files to BoSS);
- Production of print, textiles and “gadget” material;
- Delivery of material to BoSS.

BoSS expects to receive creative, innovative proposals for goods which thematically fit BoSS’s scope of work. Before the production is launched, the contractor is obliged to present a sample or specimen in order to obtain final approval for production.

#### ***1.2.2. Catalogue and required products***

The customized products must be attractive and functional, but also original, innovative and trendy. They must be compatible with the corporate identity of the BoSS, and comply as far as possible with environmentally friendly norms. These materials should be customized, including simple printing services, finishing and delivery services, and display logo, slogans, BoSS Website or any other graphic image.

The wide range of branded material must be present in Catalogue.

The tender shall include in the Catalogue a sheet with pictures of the proposed product, with information on e.g., materials, size, colors, ecological labels. It may also include on the same sheet variants to the

products if they present at least the same functionalities and are offered at the same price. Each shall be numbered in the same fashion as the Price table, to ensure straightforward correspondence between the catalogues and the Price table.

The 2 groups in the Catalogue are A “Core items” and B “VIP target audience”.

A. The following basic list constitutes the core items that will be ordered by BoSS and are of a standard or mid-price range.

- Desk Signature Pen with Stand
- Aluminum Mug (Cup) with Marque
- Paper Desk Calendar
- A2 Glossy Paper Calendar
- Suit Pocket Pin with Epoxy
- Quality Umbrella (120cm)
- Executive 2023 Diary
- Executive Notebook with Branded Pen
- Original WD Hard Drive (1TB)

Alternatively, other items which are not on the list may be required on an ad-hoc basis. In this case, a detailed price quotation will be requested.

B. The contractor should also be able to provide a range of executive gifts for BoSS’s VIP target audiences and special events. These materials will be purchased in smaller quantities and should display logo, slogans, BoSS Website or any other graphic image. BoSS is seeking prestigious, superior and mid-range items in the areas listed below:

- VIP Metallic Pen with Box
- VIP Portfolio with Power Bank

### 1.3. Price Table

The Price List (Financial Proposal) will become the reference price list in case of contract award. For each product applicants must indicate the unit price. The same prices shall apply to all variants to the product proposed in the same sheet.

Tenderer is requested to insert 3 VIP products of its choice for Simulation scenario.

For each product, the costs for printing on basic color must be included in the unit price.

Applicants are therefore encouraged to complete this Price table with the utmost care.

### 1.4. General Requirements

The items must have a manufacturer's warranty. The items must be easy to handle and user-friendly. It is particularly important to bear in mind the weight and volume constraints, which must be respected for the objects to be easily carried by individuals when they travel.

The items must be packed individually and carefully and bear in mind the logo of BoSS and/or its website address. The logo or website address must appear on the item itself or on its case.

The contractor must provide a guarantee of a minimum of 12 months on the delivered products, starting from the delivery date. BoSS reserves the right to reject the delivered products if damage or incompliance with the order is stated within 48 hours from delivery.

The material must be properly packed and protected against all damage.

All produced items and materials must meet safety and environmental standards, which include but not limited to color, finishing and clear and legible prints.

BoSS reserves the right to return any products that do not fulfil safety and quality standards, or which are not properly labelled.

## 2. THE CONTRACT

### 2.1. The Nature of the Contract

BoSS envisages awarding a supply contract for the provision of Design and production of BoSS branded material.

### 2.2. Starting Date of the Contract and Duration of the Tasks

The contract shall enter into force on the date on which it is signed by the last contracting party-BoSS. BoSS is considered to sign as last contracting party. The contract is expected to be signed on the 26<sup>th</sup> of October 2022. The duration of the tasks shall not exceed 2 months.

The period of execution of the tasks may be extended only with the written agreement of the contracting parties, before the end of the period originally stated in the contract.

### 2.3. Implementation of the Contract

The contractor shall provide the offer, in reply to the specific requests sent by BoSS. Within 5 working days of an order form being sent via email by BoSS to the contractor, the contractor shall send back the completed order form, duly signed and dated.

Ordered items shall be delivered within the number of days indicated in the specific request timeframe.

All the items shall be delivered to the BoSS premises; the goods shall be delivered during BoSS working hours (Monday-Friday from 9.00 to 15.00) to the following address:

**Director of Communication and Public Relations,  
Bank of South Sudan,  
Plot No. 1, Block D6, Juba Market,  
Juba, South Sudan.**

#### 2.4. Terms of Payment

Payment will be made within 30 days from submission of invoices.

### 3. THE TENDER

#### 3.1. Preparation and Submission of the Tender

Participation in Tendering procedures is open on equal terms to all natural and legal persons from the Republic of South Sudan. The Tender shall be submitted no later than Friday the 21<sup>st</sup> of October 2022 at 3pm.

Tender must be submitted in accordance with the specific requirements of the Invitation to Tender and, without fail, within the deadlines laid down therein.

Late submissions will lead to the exclusion of the tender from the procedure. Offers sent by e-mail will also be non-admissible. Applicants must ensure that their Bids are packed in such a way as to prevent any accidental opening.

The invitation to tender is intended to be competitive. Any attempt by a tender to obtain confidential information, enter into unlawful agreements, collude or make arrangements with competitors, canvass or solicit BoSS staff or influence the evaluation committee or its individual members in any way during the tendering process will render his/her tender invalid.

Submission of a tender implies acceptance of all the terms and conditions set out in this ToR.

Submission of a tender binds the contractor to whom the contract is awarded during the performance of the contract. Once BoSS has accepted the tender, it shall become the property of BoSS and shall be treated confidentially.

BoSS shall not reimburse expenses incurred in preparing and submitting tenders. No compensation may be claimed by applicants whose tender has not been accepted, including when BoSS decides not to award the contract.

#### 3.2. Opening of the Tenders

Tenders are opened by a committee appointed by BoSS authorizing officer under guarantee of impartiality and confidentiality.

The main aim of the opening session is to check whether received offers are compliant with the following formal requirements:

- Not submitted later than the submission deadline;
- The envelope containing the offer is sealed;
- The offer is signed;
- The offer contains technical and financial proposals;
- The Applicant adheres to the laws of South Sudan.

Tenders will be opened at **10.00am on 24/10/2022 at the following location.**

**Office of the Director of Communication and Public Relations,  
Bank of South Sudan,  
Juba – South Sudan.**

### 3.3. Preparation of the Tender

See also Invitation to tender

Applicants must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g., bound or stapled, etc.); include all the information and documents requested by BoSS in order to assess the tender; signed by an authorized agent (preferably in blue ink) in particular, letter accompanying the tender, standard submission forms and financial proposal.

#### 3.3.1. Content of the tender

3.3.1.1. Section One: Administrative Proposal
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##### 3.3.1.1.1. Eligibility Documentation

Any applicant is asked to prove that they are authorized to fulfil the contract under national law as evidenced by inclusion in a trade or professional register, Certificate of Incorporation and Tax Registration certificate.

To identify himself/herself the applicant must fill in the following documents in Standard Submission Forms (SSF):

- ❖ **Nationality Card/ Passport**
- ❖ **Letter of Incorporation**
- ❖ **Operational License**
- ❖ **Tax Identification Certificate, etc.**

##### 3.3.1.1.2. Selection Criteria Documentation

This part of the tender concerns the criteria and evidence relating to the technical and professional capacity and economic and financial capacity of the service provider(s) involved in the bid. It should also contain any other document that the applicant(s) wish(es) to include by way of clarification.

An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In that case, evidence must be provided that it will have at its disposal the resources necessary for performance of the contract, for example by producing a clear undertaking on the part of those entities to place those resources at its disposal.

#### 3.3.1.1.2.1 Evidence of the economic and financial capacity of the applicants

This proof is to be provided by submitting a copy of the applicant's annual accounts (balance sheet, profit and loss account,) of the last three years, signed by the accountants.

#### 3.3.1.1.2.2. Evidence for selection criterion

Annual turnover exceeding SSP 600,000.00 for each of the past three years (2019, 2020 and 2021).

If, for some exceptional reason which BoSS considers justified, an applicant is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which BoSS considers appropriate. In any case, BoSS must at least be notified of the exceptional reason and its justification in the tender.

BoSS reserves the right to request any other document enabling it to verify the applicant's economic and financial capacity.

All applicants must provide proof of their economic and financial capacity. If several service providers are involved in the bid, each of them, in principle, must have and show that they have the necessary economic and financial capacity to perform the tasks assigned to them in the tender.

#### 3.3.1.1.2.3. Technical and professional capacity of the applicant(s)

The selection criteria will be assessed regarding their know-how, efficiency, experience and reliability of the applicant.

##### 3.3.1.1.2.3.1. Criterion relating to applicant's experience:

- ❖ The applicant must prove experience in the supply of products similar to those falling within the scope of this call for tenders by providing a Declaration, declaring minimum 3 contracts over the last 3 years.
- ❖ Such declarations should mention for each contract the date of signature, the subject (nature and quantity of delivered products), the delivery periods and locations, as well as amount (excluding VAT) expressed in the currency of the contract.

##### 3.3.1.1.2.3.2. Criterion relating to the team managing the contract:

The applicant shall demonstrate to be able to mobilize an appropriate team for management of the contract. Such a team should include the following profiles:

The fully detailed CVs of managerial staff and the persons who will be responsible for carrying out the project (including those of their main sub-contractors) and any other evidence of educational and professional qualifications of the staff reflecting their capacity to meet the requirements.

The contractor shall provide a CV of at least:

1 Senior Project Manager who fulfills the following requirements: University Degree, minimum 5 years of experience in providing the services in the subject of this contract, excellent knowledge of written and spoken English.

1 Junior assistant, with minimum 2 years of experience, good knowledge of written and spoken English.

### 3.3.1.2. Section Two: Technical Proposal

#### 3.3.1.2.1 Technical Conformity Documentation

##### 3.3.1.2.1.1. Qualitative Award Criteria Documentation

This section is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract. Some guidelines are given below, but attention is also drawn to the award criteria, which define those parts of the technical proposal to which the applicants should pay particular attention.

The technical proposal should address all matters laid down in the technical specifications as described and should include models, examples and technical solutions.

Please note that, to grant equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. As a consequence, incompleteness in this section can only result in negative impact for the evaluation of award criteria.

Applicants should elaborate on all points addressed by these specifications, e.g.

- Filling the Technical Proposal
- The offer is to include the Catalogue containing the large range of items with full description mentioning characteristics and color pictures
- Elaborate on Simulation Scenario

The quality of each technical offer will be evaluated in accordance with the qualitative award criteria:

Criteria	Max Score
I. VARIETY AND QUALITY OF THE SAMPLE PRODUCTS	50
II. QUALITY AND IMPACT OF THE SIMULATIONS	30
III. RATIONALE AND ORGANIZATION	20
Total	100

##### 3.3.1.2.1.1.1. VARIETY AND QUALITY OF THE SAMPLE MATERIAL

The applicants shall demonstrate their ability to fulfill this criterion based on Catalogue Submitted.

The evaluation will examine the quality of samples for below core items (either produced for previous clients or specifically made for the purpose of this tender) in the technical proposal:

- ✓ Pens (ball pens, highlighters, etc.)
- ✓ Glass coasters
- ✓ USBs

Also, to describe production steps for the delivery of the core items which are expected to be regularly ordered BoSS.

#### 3.3.1.2.1.1.2. QUALITY AND IMPACT OF THE SIMULATION SCENARIO

A detailed description of the applicants' approach and methodology with respect to the tasks under the relevant Simulation. The applicant must provide a clear and detailed description of the planned actions and project management, and must display the originality, relevance and functionality of his/her approach. The applicant must demonstrate in the simulation that he/she understands the scope and responsibilities of BoSS's work.

#### 3.3.1.2.1.1.3. RATIONALE AND ORGANIZATION

- Any comments on the successful execution of the contract, thus demonstrating the degree of understanding of the contract, the communication needs, mission of BoSS by the applicant. An opinion on the key issues related to the achievement of the contract objectives and expected results;
- A description of the proposed approach to the Contract so that the services outlined in the terms of reference are carried out as efficiently as possible in terms of cost, speed and quality;
- A detailed description of the proposed team, detailing the role of each team member and how the contract will be managed in general. Regarding day-to-day contract management applicants must show how they will be able to work closely with the responsible services of BoSS;
- In the case of a tender being submitted by a consortium, a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them;
- In the case of subcontracting, a description of subcontracting arrangements foreseen, if any, with a clear indication of the tasks that will be entrusted to a subcontractor and the quality assurance methods to be used in relation to these tasks.

3.3.1.3. Section Three: Financial Proposal
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#### 3.3.1.3.1. Financial Conformity Documentation

The applicants' attention is drawn to the following points:

Prices must be expressed in SSP;

Prices shall be inclusive of all costs and expenses directly or indirectly connected with the design, production and supply of the goods (e.g., prices shall include the cost of the administration, project management, materials, the cost of set-up, origination, packing and packaging, etc.);

#### 4. THE ASSESSMENT PROCEDURE

The evaluation procedure is confidential, and deliberations are held in closed sessions of the evaluation committee whose conclusions are collective. The members of the Evaluation Committee are bound to secrecy.

##### 4.1. Evaluation Steps

###### 4.1.1. Stage 1 – Application of eligibility and exclusion criteria to applicant

The aim is to check whether applicants are eligible to take part in the tendering procedure.

The eligibility of the applicant will be evaluated based on the documents submitted.

If a member of a consortium is subject to exclusion, the rest of the consortium will be excluded. If a subcontractor is subject to exclusion, the tender shall be excluded.

Here to be noted that exclusion criteria from participation and exclusion criteria from award are valid through the whole duration of the award procedure.

###### 4.1.2. Stage 2 – Application of selection criteria to applicants

The aim is to check the technical and professional capacity and economic and financial capacity of each applicant who has passed the exclusion stage to perform the contract.

The capacity of the applicant will be evaluated based on the documents submitted.

###### 4.1.3. Stage 3 – Application of award criteria to tender

Only the tenders of those applicants, who met the requirement of the eligibility, exclusion and selection criteria, will be further evaluated. The aim is to establish a ranking list in order of merit.

Contracts shall be awarded to the most cost-effective tender: the best-value-for-money.

The following award criteria will be applied:

###### 4.1.3.1. The qualitative award criteria

Criteria	Max Score
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IV. VARIETY AND QUALITY OF THE SAMPLE PRODUCTS	50
V. QUALITY AND IMPACT OF THE SIMULATIONS	30
VI. RATIONALE AND ORGANIZATION	20
Total	100

*Tenders scoring less than 70% in the overall points total or less than 50% in the points awarded for a single criterion will be excluded from the rest of the assessment procedure.*

Tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. There mere repetition of mandatory requirements set out in these specifications, without going into details or without giving added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressively covered by the tender, BoSS may decide to give a zero mark for the relevant qualitative award criteria.

#### 4.1.3.2. Financial evaluation

For the purpose of evaluation only, BoSS will consider the weighted prices:

$Pw = 80\% * (\text{total discounted sum of prices of products}) + 20\% * (\text{sum of prices of services})$

#### 4.1.3.3. Awarding

The contract will be awarded to the tender, which is the most cost-effective, having regards to technical quality (50%) and price (50%), and reached the highest score according to the following formula:

$Sw = Pmin/Pw \times 100 (x0.5) + \text{total quality score of tender "w"} (x0.5)$
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$Pmin$  = cheapest of all P

$Pw$  = weighted price of tender "w"

$Sw$  = score for tender "w"

### 4.2. Award of Contract

#### 4.2.1. Information to applicants

BoSS will inform applicants of the decision reached concerning the award of the contract, including the grounds for any decision not to award a contract or to cancel the procedure.

Upon respective written requests made by the applicants, BoSS will inform all the rejected applicants of the reasons for their rejection, and all applicants who submitted an admissible tender, of the characteristics and relative advantages of the tender selected for the contract award and the name of the successful bidder.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public or private or might prejudice fair competition between them.

#### 4.2.2. No obligation to award the contract

The tendering procedure shall not involve any obligation to award the contract. BoSS may, before the contract is signed, either abandon the procurement procedure or cancel the award procedure without the applicants being entitled to claim any compensation.

In the event of cancellation of the tender procedure, applicants will be notified. In no event shall BoSS be liable for any damages in any way connected with cancellation.

Annex

**Layout and production of Material Simulation**

BoSS will be celebrating its end of year party in December 2022. For this occasion, two events will be organized;

- a) An internal event for BoSS Staff including their families (around 200 Staff members expected to attend). The applicant shall propose a suitable and innovative solution for the event gift, which will incorporate two aspects, 11<sup>th</sup> Anniversary of BoSS and performance of its staff (employees of the year). Budget is SSP 6,500 per participant.
- b) VIP Event. A media-external event for BoSS stakeholders will be organized for which the applicant shall propose an innovative top-quality gift (for around 50 participants) which incorporates two aspects, 11<sup>th</sup> Anniversary of BoSS and the organization's scope of work. Budget is SSP 65,000 per participant.



Director of Communication & PR

17/10/2022