

REPUBLIC OF SOUTH SUDAN

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Ministry of Finance and Planning



THE WORLD BANK



PPDAA
Public Procurement &
Disposal of Assets Authority

BIDDING PROCESS FOR NON-CONSULTANCY SERVICES

Trial Edition July 2026



Value for Money



Fairness



Transparency



Competition



Integrity



Accountability

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BIDDING DOCUMENTS FOR PROCUREMENT OF NON-CONSULTANCY SERVICES

PREAMBLE

Sample Bidding Process for Procurement of Non-Consultancy Services

This Trial Edition provides a consolidated and completed example of the bidding process for the procurement of non-consultancy services by Procuring Entities in the Republic of South Sudan. It is intended to demonstrate how the applicable standard bidding documents, bidding forms, evaluation records, award documents and contract forms may be prepared, completed and used during a typical procurement process.

For consistency and ease of reference, the examples are based on a fictional procurement by the Ministry of Finance and Planning for the provision of cleaning services at its headquarters and designated offices in Juba for a period of twelve months. The names of Procuring Entities, bidders, officers, banks, firms, addresses, dates, prices and other particulars used in the document are illustrative.

The document follows the procurement process from the preparation and issue of the bidding document through bid submission, evaluation, contract award and contract formation. It includes examples of:

1. The Invitation for Bids;
2. Instructions to Bidders by reference to the applicable PPDA Standard Bidding Document;
3. A completed Bid Data Sheet;
4. Evaluation and qualification criteria;
5. Bidding forms and qualification schedules;
6. Bid Security forms;
7. Corrupt and fraudulent practices provisions;
8. Activity Schedules and performance specifications;
9. Conditions of Contract and contract-specific information;
10. A completed illustrative bid submitted by a fictional service provider;
11. Bidder declarations, environmental and social plans, work methodology, Code of Conduct and anti-bribery documents;
12. Evaluation and recommendation documents;
13. Notification of Intention to Award and related bidder communications;
14. Letter of Acceptance; and
15. Contract agreement, performance security and other applicable contract forms.

The examples are intended to assist Accounting Officers, Procurement Committees, Procurement Units, User Departments, Evaluation Committees, contract managers and prospective bidders to understand the information, approvals and supporting documents required at the different stages of a non-consultancy services procurement.

The document does not replace the standard bidding documents, procedural forms, circulars or guidelines issued by the Public Procurement and Disposal of Assets Authority. It must be read and applied together with:

- the Public Procurement and Disposal of Assets Act, 2018;
- the Public Procurement and Disposal of Assets Regulations, 2024;
- applicable PPDA guidelines, circulars and standard bidding documents;
- the approved Annual Procurement Plan;
- the approved budget and cost estimate; and
- any other legal, regulatory or financing requirements applicable to the procurement.

Before adopting any part of this sample, the Procuring Entity must adapt it to the nature, scope, value, duration, complexity and risks of the actual services. In particular, the Procuring Entity must verify and reconcile:

- the procurement method and applicable approval thresholds;
- the approved scope and performance requirements;
- the source and availability of funding;
- the bidding and contract timelines;
- the qualification and evaluation criteria;
- the cost estimate and price schedules;
- the Bid Security and Performance Security requirements;
- the staffing, equipment and financial-capacity thresholds;
- environmental, social, occupational health and safety requirements;
- applicable taxes, currencies and price-adjustment arrangements;
- contract-management and performance-monitoring provisions; and
- names, addresses, contact details and approval authorities.

Qualification requirements relating to turnover, financial resources, similar-service experience, equipment and key personnel must be reasonable, proportionate and directly related to the services being procured. They must be supported by the approved cost estimate, market assessment, contract duration, anticipated cash flow and procurement risk analysis. Requirements must not unnecessarily restrict competition or favour a particular bidder.

All entries shown in blue represent illustrative procurement-specific or bidder-specific information. They must be verified, amended or replaced with approved and factually correct information before the document is used in an actual procurement. Bracketed instructions, drafting notes, italicized guidance and sample warnings must be removed from the final document where appropriate.

The Procuring Entity must ensure consistency among the Invitation for Bids, Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Activity Schedule, performance specifications, bidding forms and Conditions of Contract. In particular, requirements relating to dates, bid validity, securities, qualification thresholds, evaluation criteria, commencement, completion, payment and performance obligations must be consistent throughout the document.

Any correction or amendment required after the bidding document has been issued must be made through an approved addendum and communicated simultaneously to all bidders that obtained the bidding document. No new evaluation criterion, qualification requirement or contractual condition may be introduced after the deadline for bid submission.

The completed bidder documents are provided to demonstrate the nature and level of information that may be expected in a substantially responsive bid. They do not imply that the fictional bidder must be selected or that the information presented has been independently verified. In an actual procurement, every bid must be evaluated impartially and exclusively against the criteria stated in the issued bidding document.

Similarly, the completed evaluation, notification, award and contract documents are illustrative. They must be supported by the actual bids, signed Bid Opening Minutes, evaluation worksheets, clarification records, arithmetic verification, due-diligence evidence, budget certification and approvals required under the applicable legal and regulatory framework.

This Trial Edition is intended to promote consistent documentation, transparency, fairness, accountability and good record keeping throughout the procurement process. Users must exercise professional judgement and obtain the required procurement, technical, financial and legal review before issuing, approving or signing any document.

Important notice: This document is a fictional completed example prepared solely for illustration, training and adaptation. It must not be copied and used as an official procurement document without thorough verification, appropriate modification and approval by the competent authorities of the Procuring Entity.

BIDDING DOCUMENTS FOR PROCUREMENT OF NON-CONSULTANCY SERVICES

GOVERNMENT OF THE REPUBLIC OF SOUTH SUDAN
MINISTRY OF FINANCE AND PLANNING

BIDDING DOCUMENT

PROCUREMENT OF GENERAL NON-CONSULTANCY SERVICES

PROVISION OF CLEANING SERVICES

FOR THE MINISTRY OF FINANCE AND PLANNING
HEADQUARTERS AND DESIGNATED OFFICES, JUBA

NATIONAL OPEN COMPETITIVE BIDDING

Open to eligible bidders in accordance with the Bidding Document

Bid No.:	MoFP/2026–2027/NC/001
Procurement-plan reference:	MoFP/PROC/2026–2027/NC/001
Procuring Entity:	Ministry of Finance and Planning
Contract period:	Twelve (12) months
Funding:	Government of the Republic of South Sudan
Issued on:	8 July 2026
Bid submission deadline:	12 August 2026 at 11:00 hours, Juba time

Prepared under the Public Procurement and Disposal of Assets Act, 2018
and the Public Procurement and Disposal of Assets Regulations, 2024

REPUBLIC OF SOUTH SUDAN



SAMPLE — ALL BLUE PROCUREMENT DETAILS ARE ILLUSTRATIVE

GOVERNMENT OF THE REPUBLIC OF SOUTH SUDAN

SECTION I — INVITATION FOR BIDS

NON-CONSULTING SERVICES

Procuring Entity:	Ministry of Finance and Planning
Contract title:	Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba
IFB No.:	MoFP/2026–2027/NC/001
Issued on:	8 July 2026

1. This Invitation for Bids follows the General Procurement Notice for the Ministry of Finance and Planning procurement programme published in PPDA Tender Portal, the Citizen newspaper and on the Ministry noticeboard on 15 June 2026.
2. The Government of the Republic of South Sudan has set aside funds for the operation of the Ministry of Finance and Planning during the financial year 2026/2027. It is intended that part of these funds will be used to cover eligible payments under the contract for Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba.
3. The Ministry of Finance and Planning now invites sealed bids from eligible bidders for the provision of daily office cleaning, washroom sanitation, waste collection and transfer, periodic deep cleaning, window cleaning, supply of cleaning consumables, and related supervisory services at the Ministry headquarters and designated offices in Juba for a period of twelve (12) months. A margin of preference will not apply.
4. Bidding will be conducted through National Open Competitive Bidding procedures as specified in the Public Procurement and Disposal of Assets Act, 2018 and the Public Procurement and Disposal of Assets Regulations, 2024, and is open to all eligible bidders as defined in the Bidding Document.
5. Interested eligible bidders may obtain further information from the Directorate of Procurement, Ministry of Finance and Planning; Attention: Ms. Achol Deng Atem, Director of Procurement; email: procurement.mofp@example.com, and inspect the Bidding Document during office hours from 09:00 to 16:00 hours, Monday to Friday, excluding public holidays, at the address stated below.
6. A complete set of Bidding Documents in English may be purchased by interested eligible bidders upon submission of a written application to the address below and payment of a non-refundable fee of SSP 100,000 (South Sudanese Pounds One Hundred Thousand). Payment shall be made by deposit to the Ministry's designated Revenue Account, with the original bank deposit slip presented to the Cash Office. The document will be issued as a printed copy collected from the Procurement Directorate and, on request, a read-only electronic copy on USB drive.
7. Bids must be delivered to the address below on or before 12 August 2026 at 11:00 hours, Juba time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be publicly opened in the presence of bidders' designated representatives and anyone choosing to attend at the address below on 12 August 2026 at 11:15 hours, Juba time.
8. All bids must be accompanied by a Bid Security in the form of an unconditional Bank Guarantee in the amount of SSP 5,000,000 (South Sudanese Pounds Five Million), valid for at least twenty-eight (28) days beyond the bid-validity period. A Bid Bond or Bid-Securing Declaration will not be accepted for this procurement.

9. The address referred to above is:

Directorate of Procurement, Room 214
Ministry of Finance and Planning Headquarters
Attention: Ms. Achol Deng Atem, Director of Procurement
Ministries Complex, Juba, Republic of South Sudan
Tel: +211 92 000 2140
Fax: Not applicable
Email: procurement.mofp@example.com

Important: All blue names, contacts, amounts and dates are illustrative. The Ministry must verify the approved procurement plan, budget, official contact details, fee, submission arrangements and Bid Security requirements before publication.

Section II - Instructions to Bidders

Instruction to Bidders (ITB) to be used for this Bid shall be “***the ITB for the Standard Bidding Document for Procurement of Non-Consulting Services***” issued by the Public Procurement and Disposal of Assets Authority available on PPDA’s Website www.ppdas.gov.ss

SECTION III — BID DATA SHEET

PROVISION OF CLEANING SERVICES

Bid No. MoFP/2026–2027/NC/001

The following specific data supplement the Instructions to Bidders (ITB). If there is a conflict, this Bid Data Sheet prevails over the corresponding ITB provision.

Important: All entries shown in blue are illustrative procurement-specific insertions and must be verified by the Ministry before issue.

A. General

ITB Reference	Bid Data
ITB 1.1	IFB reference: MoFP/2026–2027/NC/001. Procuring Entity: Ministry of Finance and Planning. Name of IFB: Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba. Lots: One (1) lot. The procurement is not divided into lots.
ITB 1.2(a)	Electronic procurement system: Not applicable. The Bidding Document will be issued and bids will be submitted and opened physically.
ITB 1.3	Intended commencement date: 1 September 2026. Intended completion date: 31 August 2027, subject to the actual commencement date stated in the Contract.
ITB 2.1	Procuring Entity: Ministry of Finance and Planning. Financial year: 2026/2027. Services: Daily office cleaning, washroom sanitation, waste collection and transfer, periodic deep cleaning, window cleaning, supply of cleaning consumables and related supervisory services.
ITB 2.2	Financing institution: Not applicable, financed by the Government of the Republic of South Sudan. Project: Ministry of Finance and Planning Facilities Cleaning Services Programme. Contract: Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba.
ITB 4.1	Maximum number of JV members: Three (3). The JV shall nominate a lead member and all members shall be jointly and severally liable.
ITB 4.5	Debarment information: Available from the Public Procurement and Disposal of Assets Authority (PPDAA), Juba, and through the PPDAA official website or tender portal. Bidders must verify the current list before submission.

B. Contents of Bidding Document

ITB Reference	Bid Data
ITB 8.1	Clarification address: Directorate of Procurement, Ministry of Finance and Planning Headquarters, Ministries Complex, Room 214, Juba, Republic of South Sudan. Attention: Ms. Achol Deng Atem, Director of Procurement. Telephone: +211 92 000 2140. Fax: Not applicable. Email: procurement.mofp@example.com. Deadline for clarification requests: No later than 29 July 2026 at 16:00 hours, Juba time. Publication webpage: The PPDAA Tender Portal and the Ministry noticeboard; official link to be confirmed before issue.

C. Preparation of Bids

ITB Reference	Bid Data
ITB 11.1	Language of the Bid: English. Supporting documents in another language must be accompanied by an accurate English translation.
ITB 12.1(i)	Additional documents: Company registration and current business licence; tax-clearance certificate; beneficial-ownership disclosure; signed Power of Attorney; audited financial statements for the last three completed financial years; evidence of financial resources; contracts and completion certificates for similar services; key-personnel schedules and CVs; equipment and cleaning-machinery schedule; work methodology; mobilization and staffing plan; quality-assurance plan; occupational health and safety plan; waste-management plan; ES Management Strategy and Implementation Plan; signed Code of Conduct for Service Provider's Personnel; anti-bribery undertaking; and manufacturer/supplier data sheets for proposed cleaning chemicals and consumables.
ITB 12.1(ii)	Key ES plans: Occupational Health and Safety Plan; safe handling and storage plan for cleaning chemicals; waste segregation and disposal plan; prevention of sexual exploitation, abuse and harassment and response arrangements; worker grievance mechanism; and incident-reporting procedure.
ITB 14.1	Alternative Bids: Shall not be considered.
ITB 14.2	Alternative completion periods: Shall not be permitted. The required service period is twelve (12) months.
ITB 14.3	Alternative technical solutions: Not permitted as alternatives. A bidder may propose enhancements only where they fully comply with the minimum Service Requirements and do not qualify or condition its Bid.
ITB 15.7	Price adjustment: Prices shall not be subject to adjustment during the twelve-month Contract period, except where a change in law is expressly dealt with under the Contract.
ITB 16.1	Bid currency: The Bidder is required to quote all prices in South Sudanese Pounds (SSP).
ITB 18.4	Prequalification: Has not been undertaken. Post-qualification will be conducted using the criteria in Section IV.
ITB 19.1	Bid validity: The Bid shall remain valid until 10 December 2026.
ITB 19.3(a)	Adjustment during an extension of Bid validity: Factor 1.00. No price adjustment applies solely because the Procuring Entity requests an extension of Bid validity, unless otherwise required by the ITB and accepted in writing.
ITB 20.1	Bid Security: Shall be required. Bid-Securing Declaration: Shall not be accepted. Amount and currency: SSP 5,000,000 (South Sudanese Pounds Five Million). Form: Unconditional Bank Guarantee substantially in the form provided in the Bidding Document. Validity: At least twenty-eight (28) days beyond the Bid validity date, therefore not earlier than 7 January 2027.
ITB 20.3(d)	Other acceptable securities: None. A Bid Bond, cheque, cash deposit, insurance bond or Bid-Securing Declaration is not acceptable.
ITB 21.1	Number of copies: One (1) original and two (2) copies, each clearly marked. A searchable read-only electronic copy on USB drive shall also be enclosed for administrative convenience; the signed original prevails.

ITB 21.3	Authority to sign: A notarized Power of Attorney authorizing the Bid signatory, supported by the relevant board resolution or constitutional authorization. For a JV, the authority must be executed by all members and authorize the JV representative.
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D. Submission and Opening of Bids

ITB Reference	Bid Data
ITB 23.1	Submission address: Directorate of Procurement, Ministry of Finance and Planning Headquarters, Ministries Complex, Room 214, Juba, Republic of South Sudan. Attention: Ms. Achol Deng Atem, Director of Procurement. Deadline: 12 August 2026 at 11:00 hours, Juba time. Electronic submission: Bidders shall not have the option of submitting bids electronically.
ITB 26.1	Bid opening venue: Ministry of Finance and Planning Headquarters, Ministries Complex, Conference Room 301, Juba. Date and time: 12 August 2026 at 11:15 hours, Juba time. Electronic opening: Not applicable.
ITB 26.6	Initialing procedure: The Letter of Bid and each page of the priced Activity Schedule shall be initialled by three (3) representatives of the Procuring Entity conducting the opening. Any correction, interlineation or modification to a price shall be initialled. Each Bid shall be numbered and the opening record shall state the information read aloud.

E. Evaluation and Comparison of Bids

ITB Reference	Bid Data
ITB 33.1	Evaluation currency: South Sudanese Pounds (SSP). Exchange-rate source: Bank of South Sudan published selling exchange rate. Exchange-rate date: 12 August 2026. Although bids are required in SSP, this provision applies to any amount properly expressed in another currency under the Bidding Document.
ITB 33.1	Margin of preference: A margin of preference shall not apply.

F. Award of Contract

ITB Reference	Bid Data
ITB 45.1	Beneficial Ownership Disclosure Form: The successful Bidder shall submit the completed form and supporting information before Contract signature, and update it if any material change occurs.
ITB 47	Proposed Adjudicator: Dr. James Lado Wani, Chartered Arbitrator and Advocate, Juba (illustrative). Hourly fee: SSP 250,000, exclusive of agreed reimbursable expenses and applicable taxes. Biographical data: Advocate and chartered arbitrator with more than fifteen years' experience in commercial, public procurement and service-contract disputes. The Procuring Entity must verify independence, availability and final fee before issue.

Final verification note: The Procuring Entity must cross-check every BDS entry against the final ITB numbering, Section IV qualification criteria, Service Requirements, SCC, approved procurement plan and current PPDA requirements before issuing the Bidding Document.

SECTION IV — EVALUATION AND QUALIFICATION CRITERIA

PROVISION OF CLEANING SERVICES

Bid No. MoFP/2026–2027/NC/001

This Section contains the only criteria and methodologies the Procuring Entity shall use to evaluate Bids and post-qualify Bidders. No unstated criterion shall be applied. The Bidder shall submit the corresponding evidence and forms required by the Bidding Document.

Determination of the Most Advantageous Bid: the substantially responsive Bid submitted by a qualified Bidder with the lowest evaluated cost.

Important: All thresholds and procurement-specific entries shown in blue are illustrative and must be confirmed against the approved cost estimate, risk assessment and final Service Requirements before issue.

1. Evaluation

1.1 Preliminary Examination and Substantial Responsiveness

Requirement	Evaluation standard	Result
Eligibility and legal status	Eligible bidder; valid registration, business licence and tax clearance.	Pass / Fail
Signed Letter of Bid	Properly completed and signed by an authorized person.	Pass / Fail
Power of Attorney	Notarized authority supported by board or constitutional authorization.	Pass / Fail
Bid validity	Valid until 10 December 2026.	Pass / Fail
Bid Security	Unconditional Bank Guarantee of SSP 5,000,000, valid through at least 7 January 2027.	Pass / Fail
Price Schedule	Completed, priced and arithmetically checkable.	Pass / Fail
Material reservations	No material deviation, qualification or omission affecting scope, quality, risk, rights or obligations.	Pass / Fail
Integrity documents	Anti-bribery undertaking, beneficial-ownership disclosure and required declarations.	Pass / Fail

A Bid failing a material preliminary requirement shall be rejected and shall not proceed to detailed evaluation. Non-material omissions may be clarified only in accordance with the ITB and without changing the Bid price or substance.

1.2 Adequacy of Technical Proposal

The Technical Proposal shall be evaluated on a pass/fail basis. To pass, the Bid must meet every mandatory requirement below and demonstrate a coherent, achievable approach consistent with Section VII, Procuring Entity's Requirements.

Technical criterion	Minimum evidence / standard	Result
Understanding and methodology	Clear approach to daily, weekly, monthly and periodic cleaning; task sequencing; service standards; supervision and quality control.	Pass / Fail
Mobilization plan	Full mobilization within 14 calendar days of Contract signature or stated commencement instruction.	Pass / Fail
Staffing plan	Shift structure, deployment by location, relief arrangements, attendance control and replacement procedure.	Pass / Fail

Technical criterion	Minimum evidence / standard	Result
Work programme	Twelve-month schedule covering routine and periodic tasks without disrupting Ministry operations.	Pass / Fail
Equipment and consumables	Equipment schedule and compliant product data sheets; sufficient quantities and replacement arrangements.	Pass / Fail
Quality assurance	Inspection checklists, service-level monitoring, complaint response and corrective-action process.	Pass / Fail
Health and safety	PPE, chemical handling, safety data sheets, incident response and worker training.	Pass / Fail
Environmental and social plans	Waste segregation/disposal, worker grievance mechanism, SEA/SH prevention and Code of Conduct.	Pass / Fail
Business continuity	Contingency arrangements for absenteeism, equipment failure, supply interruption and emergencies.	Pass / Fail

1.3 Multiple Contracts

Not applicable. This procurement comprises one (1) undivided contract and is not divided into lots or packages.

1.4 Alternative Times and Technical Solutions

Alternative completion periods and alternative Bids are not permitted. Enhancements may be described only if they fully comply with all minimum requirements, are included in the Bid price, and do not qualify the Bid.

1.5 Sustainable Procurement

The following requirements shall be evaluated on a pass/fail compliance basis. No monetary adjustment or additional preference shall be awarded for exceeding the minimum requirements.

Sustainability requirement	Mandatory evidence
Cleaning chemicals	Product data and safety data sheets; products suitable for intended surfaces and compliant with applicable health and environmental requirements.
Chemical control	Labelled containers, secure storage, dilution controls and prohibition of unlabelled decanting.
Waste management	Waste segregation, covered receptacles, safe internal collection and transfer to an authorized disposal point.
Resource efficiency	Use of microfiber/reusable materials where hygienically appropriate; controlled water and chemical consumption.
Occupational safety	Appropriate PPE, induction, refresher training, first aid and incident reporting.
Labour and social standards	Lawful employment, timely wages, non-discrimination, prohibition of child/forced labour, worker grievance channel and Code of Conduct.
Local availability and continuity	Reliable supply chain for consumables and replacement equipment without lowering specified standards.

1.6 Financial Evaluation

Step	Method
Arithmetic correction	Correct computational errors in accordance with the ITB; notify the Bidder and apply the stated acceptance consequences.
Discounts	Apply unconditional discounts using the method stated in the Letter of Bid.
Currency	Evaluate in SSP. Convert any properly permitted foreign-currency amount using the Bank of South Sudan selling rate on 12 August 2026.
Taxes	Treat taxes and duties consistently with the ITB and Price Schedule.
Comparison	Rank only substantially responsive Bids submitted by qualified Bidders, from lowest to highest evaluated cost.
Abnormally low Bid	Request written clarification and supporting price analysis where the Bid appears abnormally low; reject only in accordance with the ITB.

2. Qualification

Post-qualification shall be conducted for the Bidder offering the lowest evaluated substantially responsive Bid. If that Bidder fails, the Procuring Entity may proceed to the next-ranked Bidder in accordance with the ITB.

2.1 Mandatory Qualification Documents

- Legal constitution, registration, principal place of business and current licences.
- Power of Attorney and board/constitutional authorization.
- Service turnover for the last three completed financial years.
- Similar-service experience for the last five years and current commitments.
- Essential equipment ownership, lease or hire evidence.
- Key personnel qualifications, experience and availability.
- Audited financial statements for the last three completed financial years.
- Evidence of liquid assets or committed credit facilities.
- Authorization to obtain references from bankers and clients.
- Litigation and contract non-performance information for the last five years.
- Proposed subcontracting exceeding 10% of the Contract Price.
- Environmental, social and SEA/SH past-performance declarations.

2.2 Minimum Qualification Requirements

Factor	Minimum requirement	Evidence
Service turnover	Average annual turnover from cleaning/facilities-management services of at least SSP 1,500,000,000 during the last three completed financial years.	Audited statements and certified turnover schedule.
General experience	At least five years' continuous experience as a provider of institutional cleaning or facilities-support services.	Registration history, contracts and references.
Specific experience	At least two substantially completed contracts during the last five years, each involving cleaning of offices/institutions at multiple buildings or at least 10,000 m ² , and each valued at not less than SSP 600,000,000 equivalent.	Contracts, completion/performance certificates and client contacts.
Financial resources	Liquid assets and/or committed credit facilities, net of other commitments, of at least SSP 250,000,000.	Bank statements or unconditional credit facility letter.
Current commitments	Sufficient capacity after considering all ongoing contracts.	Current-contract schedule and projected cash flow.

Factor	Minimum requirement	Evidence
Litigation	Pending litigation shall not exceed 30% of net worth; consistent adverse awards may cause disqualification.	Completed litigation declaration and supporting information.
Contract non-performance	No termination, suspension or called performance security attributable to material default during the last five years, unless satisfactorily explained.	Completed declaration and employer evidence.
ES performance	No unresolved disqualification for ES/SEA/SH contractual non-compliance.	ES past-performance declaration for Bidder, each JV member and specialized subcontractor.

2.3 Essential Equipment

Equipment	Minimum quantity	Availability requirement
Commercial wet-and-dry vacuum cleaners	10	Owned, leased or hired and available by mobilization.
Single-disc floor-scrubbing/polishing machines	4	Available with appropriate pads and accessories.
Carpet/upholstery extraction machines	2	Available where carpeted areas require deep cleaning.
High-pressure washers	2	Appropriate for external hard surfaces and controlled use.
Janitorial trolleys with covered waste compartments	15	Deployed by cleaning zone.
Wet-floor signs / safety barriers	30	Serviceable and visibly marked.
Ladders / extension cleaning tools	6 sets	Suitable and inspected for safe use.
Covered waste bins / collection containers	As required by site schedule	Available at commencement; final quantities confirmed after joint site verification.
PPE sets	One complete set per worker plus 10% spare	Gloves, footwear, uniforms and task-specific protection.

2.4 Key Personnel

Position	Minimum qualification and experience	Minimum deployment
Contract Manager	Diploma or degree in business, facilities management or related field; at least 7 years' relevant experience including 3 years managing comparable contracts.	Full responsibility; available throughout Contract.
Site/Operations Supervisor	Diploma/certificate and at least 5 years' cleaning/facilities supervision experience.	One full-time supervisor at headquarters.
Quality and Compliance Officer	Relevant diploma/certificate; at least 4 years in service quality, inspections and reporting.	Minimum 3 days per week and on demand.
Health, Safety and Environment Officer	Recognized OHS/HSE qualification; at least 4 years' relevant experience including chemical and workplace safety.	Minimum 2 days per week and during training/incidents.
Social/SEA-SH Focal Person	Relevant social sciences/HR/safeguarding training and at least 3 years' relevant experience.	Part-time with confidential reporting availability.

Position	Minimum qualification and experience	Minimum deployment
Cleaning Team Leaders	At least 3 years' relevant experience and demonstrated literacy for checklists and safety instructions.	At least one per shift/major cleaning zone.

The Bidder shall additionally propose sufficient cleaners, relief staff and specialized operatives to meet the staffing and performance requirements in Section VII.

2.5 Joint Ventures

Requirement	JV application
Member information	Each member shall provide legal, financial, litigation, non-performance, integrity and ES declarations.
Joint liability	The Bid and JV agreement/Letter of Intent shall establish joint and several liability.
Lead member	The lead member shall be authorized to incur liabilities, receive instructions and coordinate execution and payment.
Aggregate criteria	Members' figures may be added for turnover, financial resources and qualifying experience where the experience is relevant to the member's assigned role.
Minimum member shares	Lead member must meet at least 40% of turnover and financial-resource thresholds; each other member at least 25%; the JV collectively 100%.
Specific experience	At least one member must independently demonstrate one qualifying similar contract; collectively the JV must demonstrate both required contracts.
Maximum members	Three (3), consistent with the BDS.

2.6 Subcontractors

Subcontractors' experience and resources shall not be taken into account in determining the Bidder's compliance with the core qualification criteria. A proposed specialized subcontractor may be assessed only for the specific activity assigned to it. Subcontracting more than 10% of the Contract Price must be disclosed, and total subcontracting shall not exceed 30% without the Procuring Entity's prior written approval.

2.7 Environmental and Social Past Performance

The Bidder and, for a JV, every member and proposed specialized subcontractor shall declare any contract suspended or terminated, or performance security called, during the last five years for breach of environmental or social obligations, including SEA/SH. The Procuring Entity may verify the declaration and require replacement of a proposed subcontractor that does not meet the requirement.

Final verification note: The Procuring Entity must confirm the cost-based thresholds, surface area, equipment quantities, staffing levels, ITB cross-references and Section VII service standards before the document is issued.

Section V- Bidding Forms

Letter of Bid

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text is to help Bidders in preparing this form.

Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*

IFB No.: *[insert number of IFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

We, the undersigned, declare that:

To: ***[insert complete name of PE]***

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued in accordance with ITB 9;
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
- (c) **Bid-Securing Declaration:** We have not been suspended nor declared ineligible by the Authority based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in accordance with ITB 4.7;
- (d) **Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** *[select the appropriate option from (i) to (iii) below and delete the others].*

We *[where JV, insert: "including any of our JV members"]*, and any of our subcontractors:

- (i) *[have not been subject to disqualification for non-compliance with SEA/ SH obligations.]*
- (ii) *[are subject to disqualification for non-compliance with SEA/ SH obligations.]*
- (iii) *[had been subject to disqualification for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.]*
- (e) **Conformity:** We offer to provide the Non-Consulting Services in conformity with the bidding document of the following: *[insert a brief description of the Non-Consulting Services];*
- (f) **Bid Price:** The total price of our Bid, excluding any discounts offered in item (f) below is: *[Insert one of the options below as appropriate]*

Option 1, in case of one lot: Total price is: *[insert the total price of the Bid in words and figures, indicating the various amounts and the respective currencies];*

Or

Option 2, in case of multiple lots: (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies];* and (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];*

- (g) **Discounts:** The discounts offered and the methodology for their application are:
- (i) The discounts offered are: *[Specify in detail each discount offered.]*
 - (ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- (h) **Bid Validity Period:** Our Bid shall be valid until *[insert day, month and year in accordance with ITB 19.1]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (i) **Performance Security:** If our Bid is accepted, we commit to obtain a Performance Security/Performance Securing Declaration in accordance with the bidding document;
- (j) **One Bid Per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITB 4.3, other than alternative Bids submitted in accordance with ITB 14;
- (k) **Suspension and Debarment:** Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract has not been declared ineligible by the Government of South Sudan under South Sudan's laws or any other official regulations.
- (l) **State-owned enterprise or institution:** We are not a government owned entity/ We are a government owned entity but meet the requirements of ITB 4.5;¹
- (m) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- (n) *[Delete if not appropriate, or amend to suit]* We confirm that we understand the provisions relating to Standstill Period as described in this bidding document and the Procurement Regulations.
- (o) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (p) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and
- (q) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

Name of the Bidder: **[insert complete name of the Bidder]*

¹ Bidder to use as appropriate.

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ***[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

**: Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission]*

IFB No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page _____ of _____ pages

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member : <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.4. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. ☐ In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing: • Legal and financial autonomy • Operation under commercial law • Establishing that the Bidder is not under the supervision of the agency of the PE
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. <i>[If required under BDS ITB 45.1, the successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.]</i>

Bidder's JV Members Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].

Date: *[insert date (as day, month and year) of Bid submission]*

IFB No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page _____ of _____ pages

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the PE, in accordance with ITB 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. <i>[If required under BDS ITB 45.1, the successful Bidder shall provide additional information on beneficial ownership for each JV member using the Beneficial Ownership Disclosure Form.]</i>

Qualification Information

1. Individual Bidders or Individual Members of Joint Ventures

- 1.1 Constitution or legal status of Bidder: *[attach copy]*
 Place of registration: *[insert]*
 Principal place of business: *[insert]*
 Power of attorney of signatory of Bid: *[attach]*
- 1.2 Total annual volume of Services performed in *[insert period]* years, in the internationally traded currency specified **in the BDS**: *[insert]*
- 1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last *[insert period]* years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below.

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer to GCC Clause 4.1.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

- 1.6 Proposed subcontracts and firms involved. Refer to GCC Clause 3.5.

Sections of the Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services

(a)

(b)

- 1.7 Financial reports for the last **[insert period]** years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.
- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB 4.
- 1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the PE.
- 1.10 Information regarding any litigation, current or within the last **[insert period]** years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

- 1.11 Statement of compliance with the requirements of ITB 4.2.
- 1.12 Environmental and Social (ES) performance declaration, if required, and Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration, using the forms included in this Section V-Bidding Forms.
- 1.13 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding document.

2. Joint Ventures

- 2.1 The information listed in 1.1 - 1.12 above shall be provided for each member of the joint venture (and each subcontractor for the SEA/SH declaration).
- 2.2 The information in 1.13 above shall be provided for the joint venture.
- 2.3 Attach the power of attorney of the signatory(ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.
- 2.4 Attach the Agreement among all members of the joint venture (and which is legally binding on all members), which shows that
 - (a) all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (b) one of the members will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and
 - (c) the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.

3. Additional Requirements

3.1 Bidders should provide any additional information required in the BDS.

Environmental and Social Performance Declaration

[Note to the PE: Include this form if applicable in accordance with Section III]

[The following table shall be filled in for the Bidder and each member of a Joint Venture]

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's Name: *[insert full name]*

IFB No. and title: *[insert IFB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Environmental and Social Performance Declaration			
☐ No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Social (ES) performance, in the past <i>[insert period]</i> years.			
☐ Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Social (ES) performance, in the past five years. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. gender-based violence; sexual exploitation or sexual abuse breaches]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
...	...	<i>[list all applicable contracts]</i>	...
Performance Security called by an employer(s) for reasons related to ES performance			
Year	Contract Identification		Total Contract Amount (current value, currency,

		exchange rate and US\$ equivalent)
[insert year]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Employer: [insert full name] Address of Employer: [insert street/city/country] Reason(s) for calling of performance security: [indicate main reason(s) e.g. gender-based violence; sexual exploitation, or sexual abuse breaches]	[insert amount]

Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration

[The following table shall be filled in for the Bidder, each member of a Joint Venture and each subcontractor proposed by the Bidder]

Bidder's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member's or Subcontractor's Name: [insert full name]

IFB No. and title: [insert IFB number and title]

Page [insert page number] of [insert total number] pages

SEA and/or SH Declaration
We: ☐ (a) have not been subject to disqualification for non-compliance with SEA/ SH obligations ☐ (b) are subject to disqualification for non-compliance with SEA/ SH obligations ☐ (c) had been subject to disqualification for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.
[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]

Schedule Forms

[The Bidder shall fill in these Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Activity Schedules** shall coincide with the List of Non-Consulting Services specified in the Employer's Requirements.]

Activity Schedule

Currencies in accordance with ITB 16					Date: _____ IFB No: _____ Alternative No: _____ Page N° _____ of _____	
1	2	3	4	5	6	7
Service N°	Description of Services	Unit	Delivery Date	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6)
<i>[insert number of the Service]</i>	<i>[insert name of Services]</i>		<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units]</i>	<i>[insert unit price per unit]</i>	<i>[insert total price per unit]</i>
Total Bid Price						

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Method Statement

*[**Note to the PE:** Include the following if applicable in accordance with the Bid Data Sheet 12.1 (i); modify as appropriate]*

The Bidder shall submit comprehensive and concise Environmental and Social Management Strategies and Implementation Plans (ES-MSIP) as required by ITB 12.1 (i) of the Bid Data Sheet. These strategies and plans shall describe in detail the actions, materials, equipment, management processes etc. that will be implemented by the Service Provider, and its Subcontractors.

In developing these strategies and plans, the Bidder shall have regard to the ES provisions of the contract including those as may be more fully described in the PE's Requirements in Section VIII.]

Code of Conduct for Service Provider's Personnel Form (ES)

CODE OF CONDUCT FOR SERVICE PROVIDER'S PERSONNEL

Note to the Employer:

The following minimum requirements shall not be modified. The Employer may add additional requirements to address identified issues, informed by relevant environmental and social assessment.

Delete this Box prior to issuance of the bidding documents.

Note to the Bidder:

The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

We are the Service Provider, [enter name of Service Provider]. We have signed a contract with [enter name of Employer] for [enter description of the Services]. The Services will be carried out at [enter the locations in the Republic of South Sudan where the Services are required, as applicable]. Our contract requires us to implement measures to address environmental and social risks [**Note to Employer:** depending on the nature of the contract and assessed risks, this may be replaced with social risks], related to the Services.

This Code of Conduct is part of our measures to deal with environmental and social risks [**Note to Employer:** depending on the nature of the contract and assessed risks, this may be replaced with social risks] related to the Services.

All personnel that we utilize in the execution of the Services, including the staff, labor and other employees of us and each Subcontractor, and any other personnel assisting us in the execution of the Services, are referred to as Service Provider's Personnel.

This Code of Conduct identifies the behavior that we require from the Service Provider's Personnel employed for the execution of the Services at the locations in the Republic of South Sudan where the Services are provided.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Service Provider's Personnel employed for the execution of the Services at the locations in the Republic of South Sudan where the Services are provided shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Service Provider's Personnel and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment;
 - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Service Provider's or Employer's Personnel;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse, and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of applicable grievance mechanism for Service Provider's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [enter name of the individual, with relevant experience, designated by the Service provider to handle these matters] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Service Provider's hotline (if any) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by the Service Provider's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR SERVICE PROVIDER'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [enter name of Service Provider's contact person(s) with relevant experience] requesting an explanation.

Name of Service Provider's Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Service Provider:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1: Behaviors constituting SEA and behaviors constituting SH

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors.

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Service Provider's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Service Provider's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Service Provider's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Service Provider's Personnel denies a person access to the locations where the Services are executed unless he/she performs a sexual favor.
- A Service Provider's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) Examples of sexual harassment in a work context

- A Service Provider's Personnel comment on the appearance of another Service Provider's Personnel (either positive or negative) and sexual desirability.
 - When a Service Provider's Personnel complains about comments made by another Service Provider's Personnel on his/her appearance, the other Service Provider's Personnel comment that he/she is "asking for it" because of how he/she dresses.
 - Unwelcome touching of a Service Provider's Personnel or Employer's Personnel by another Service Provider's Personnel.
 - A Service Provider's Personnel tells another Service Provider's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.
-

Work Plan

—

Others - Time Schedule

(to be used by Bidder when alternative Time for Completion is invited in ITB 14.2)

Form of Bid Security
(Bank Guarantee)

[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Employer to insert its name and address]*

IFB No.: *[Employer to insert reference number for the Request for Bids]*

Alternative No.: *[Insert identification No if this is a Bid for an alternative]*

Date: *[Insert date of issue]*

BID GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _____ *[insert name of the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of _____ under Request for Bids No. _____ ("the IFB").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid prior to the Bid validity expiry date set forth in the Bidder's Letter of Bid, or any extended date provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary prior to the expiry date of the Bid validity or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the expiry date of the Bid validity.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

[Signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

Form of Bid Security (Bid Bond)

[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]

BOND NO. _____

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called "the Principal"), and *[name, legal title, and address of surety]*, **authorized to transact business in the** Republic of South Sudan, as Surety (hereinafter called "the Surety"), are held and firmly bound unto *[name of Employer]* as Obligee (hereinafter called "the Employer") in the sum of *[amount of Bond]*¹ *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted or will submit a written Bid to the Employer dated the ____ day of _____, 20__, for the supply of *[name of Contract]* (hereinafter called the "Bid").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws its Bid prior to the Bid validity expiry date set forth in the Principal's Letter of Bid, or any extended date provided by the Principal; or
- (b) having been notified of the acceptance of its Bid by the Employer prior to the expiry date of the Bid validity or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Bidders ("ITB") of the Employer's bidding document.

then the Surety undertakes to immediately pay to the Employer up to the above amount upon receipt of the Employer's first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiry of the Bid validity set forth in the Principal's Letter of Bid or any extension thereto provided by the Principal.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this ____ day of _____ 20__.

Principal: _____ Surety: _____
Corporate Seal (where appropriate)

(Signature)
(Printed name and title)

(Signature)
(Printed name and title)

¹ The amount of the Bond shall be denominated in the currency of the Employer's Country or the equivalent amount in a freely convertible currency.

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

IFB No.: *[number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[complete name of Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding or submitting proposals in any contract with the Employer for the period of time specified in Section II – Bid Data Sheet, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid prior to the expiry date of the Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date of the Bid validity in the Letter of Bid or any extended date provided by us, (i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiry date of the Bid validity.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

**: Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]

SECTION VI — ELIGIBLE COUNTRIES

ELIGIBILITY FOR THE PROVISION OF SERVICES IN THE REPUBLIC OF SOUTH SUDAN

Provision of Cleaning Services | Bid No. MoFP/2026–2027/NC/001

In reference to ITB 4.8, and for the information of Bidders, firms and services from the countries stated below are excluded from this Bidding process:

ITB provision	Countries excluded
ITB 4.8(a)	None.
ITB 4.8(b)	None.

For avoidance of doubt, “None” means that the Procuring Entity has not established a country-based exclusion specifically for this procurement under ITB 4.8(a) or ITB 4.8(b). Bidders, proposed subcontractors and service inputs remain subject to all eligibility, debarment, conflict-of-interest, integrity and other requirements of the Bidding Document.

Any prohibition or restriction imposed by the laws of the Republic of South Sudan, or by a binding decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, shall apply notwithstanding the entries above. Eligibility will be determined using the position legally applicable at the relevant stage of the procurement.

Verification note: Before issuing the Bidding Document, the Ministry shall confirm with PPDA and its legal advisers that no country restriction applicable under ITB 4.8 has come into force. If a restriction applies, “None” must be replaced with the relevant country or countries and the legal basis recorded in the procurement file.

UNDERTAKING BY BIDDER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME

Each Bidder must submit a statement, as part of the bid documents, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the tendering company and, where relevant, of its subsidiary in the United Republic of South Sudan. If a tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.

MEMORANDUM (Format 1)

This company _____ *[name of company]* places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relatives or business associates, in connection with its bid, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects, or contract including agents, consultants, consortium partners, sub- contractors and suppliers. Copies of our Anti-Bribery Policy/Code of Conduct and Compliance Program are attached³.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

³Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Bidder. For bids submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme

MEMORANDUM (Format 2)

This company _____ *[name of company]* has issued, for the purposes of this tender, a Compliance Program copy attached⁴ - which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects or contract including agents, consultants, consortium partners, subcontractors and suppliers.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

⁴Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Bidder. For bids submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme

PART II — EMPLOYER’S REQUIREMENTS

SECTION VIII — ACTIVITY SCHEDULE AND PERFORMANCE SPECIFICATIONS

Provision of Cleaning Services | Bid No. MoFP/2026–2027/NC/001

The Service Provider shall deliver complete, safe, hygienic and continuously supervised cleaning services for the Ministry of Finance and Planning Headquarters and designated offices in Juba for twelve (12) months. The Activity Schedule is to be priced by the Bidder and will be used for periodic valuation and payment.

Important: All quantities, locations and performance requirements shown in blue are illustrative and must be confirmed through a Ministry site verification before issue. Bidders shall verify accessible conditions during the scheduled site visit.

1. Service Locations and Planning Quantities

Location / zone	Indicative internal floor area	Indicative external area	Washrooms	Operating pattern
Ministry Headquarters — main offices and public areas	8,500 m ²	3,500 m ²	32	Monday–Friday; selected public areas as directed.
Designated Annex Offices — Juba	3,500 m ²	2,500 m ²	16	Monday–Friday; periodic weekend access if authorized.
Total indicative service area	12,000 m ²	6,000 m ²	48	Quantities are for pricing and planning; final zone schedule agreed at mobilization.

Other planning quantities: approximately 2,800 m² of accessible internal and external glazing; 1,600 m² of carpeted areas; 6,500 m² of hard floors requiring periodic machine treatment; 14 staircases; 6 lifts/lift lobbies; meeting rooms, archives, reception areas and shared facilities.

2. Unpriced Activity Schedule

The Bidder shall enter a unit rate and total price for every item. A blank item will be deemed included elsewhere in the Bid price and will not be separately paid. Rates shall include labour, supervision, relief staff, uniforms, PPE, equipment, tools, consumables, transport, waste handling, insurance, overheads, profit, taxes and all other obligations unless specifically stated otherwise.

Item	Activity / output	Unit	Quantity	Bidder’s unit rate (SSP)	Bidder’s total (SSP)
A1	Mobilization, site verification, initial deep clean, staff induction, equipment deployment and baseline condition report	Lump sum	1		
A2	Routine cleaning — Headquarters internal areas, including offices, corridors, reception, meeting rooms, stairs, lift lobbies and common areas	Month	12		
A3	Routine cleaning — designated Annex Offices internal areas	Month	12		
A4	Washroom cleaning, disinfection, replenishment and inspection for all 48 washrooms	Month	12		
A5	External areas: entrances, walkways, paved areas, verandas and litter control	Month	12		
A6	Internal accessible glass, partitions, mirrors and doors	Month	12		
A7	External accessible window cleaning, approximately 2,800 m ² per cycle	Quarterly cycle	4		
A8	Carpet vacuuming and spot treatment, approximately 1,600 m ²	Month	12		

Item	Activity / output	Unit	Quantity	Bidder's unit rate (SSP)	Bidder's total (SSP)
A9	Carpet extraction/deep cleaning, approximately 1,600 m ² per cycle	Quarterly cycle	4	_____	_____
A10	Machine scrubbing/polishing of hard floors, approximately 6,500 m ² per cycle	Quarterly cycle	4	_____	_____
A11	High-level dusting and cleaning of reachable vents, ledges and light fittings using safe access methods	Quarterly cycle	4	_____	_____
A12	Waste segregation, internal collection, covered transfer and handover at authorized disposal point	Month	12	_____	_____
A13	Supply and replenishment of specified washroom and cleaning consumables	Month	12	_____	_____
A14	Pest observation and reporting; emergency cleaning response allowance within normal obligations	Month	12	_____	_____
A15	Quality assurance, monthly reporting, attendance records, complaint management and contract meetings	Month	12	_____	_____
A16	Demobilization, final deep clean, removal of Service Provider property and close-out report	Lump sum	1	_____	_____

Price summary	Amount (SSP)
Subtotal of Activities A1–A16	_____
Daywork provisional amount carried from Section 3	_____
Provisional sums, if any	Nil
Total Bid Price before applicable taxes	_____
Applicable taxes	_____
TOTAL BID PRICE	_____

3. Daywork Schedule for Authorized Unforeseen Services

Daywork may be used only for unforeseen services outside the Activity Schedule and only when ordered in writing by the Employer's authorized representative. The Bidder's rates shall include wages, statutory costs, supervision, overheads and profit. Nominal quantities are solely for Bid comparison and do not guarantee work. Payment will be based on verified records and actual authorized quantities.

Item	Daywork resource	Unit	Nominal quantity	Bidder's rate (SSP)	Amount (SSP)
D1	Cleaning operative — normal working hours	Person-hour	200	_____	_____
D2	Cleaning operative — night/weekend/public holiday	Person-hour	100	_____	_____
D3	Team leader / supervisor	Person-hour	40	_____	_____
D4	HSE/chemical-safety officer	Person-hour	16	_____	_____
D5	Wet-and-dry vacuum cleaner with operator	Machine-hour	40	_____	_____
D6	Floor scrubber/polisher with operator and pads	Machine-hour	40	_____	_____
D7	Carpet extraction machine with operator	Machine-hour	24	_____	_____

D8	High-pressure washer with operator	Machine-hour	24	_____	_____
D9	Authorized materials and consumables	Prime cost	SSP 5,000,000	At cost	5,000,000
D10	Percentage addition to D9 for handling, overheads and profit	Percentage	____ %	_____	_____

Daywork provisional amount for Bid comparison: sum of D1–D10, to be carried to the Price Summary.

4. Required Service Frequencies

Area / element	Minimum frequency	Required result
Entrances, reception and high-traffic floors	Continuous attention during service hours; full clean at least twice daily	Clean, dry, free of litter, stains, dust and slip hazards.
Offices and meeting rooms	Daily on working days; spot response as requested	Surfaces dust-free; floors clean; bins emptied; furniture orderly.
Washrooms	Full clean before opening; inspected and serviced at least every 2 hours	Sanitary, dry, odour-controlled, fully replenished and inspection sheet signed.
Touch points	At least twice daily and more often during heightened health risk	Visibly clean and disinfected using compatible product.
Stairs, handrails and lift lobbies	Daily; high-touch surfaces at least twice daily	Clean, safe and free of debris.
External entrances and walkways	Daily and after weather events	Litter-free; drains/paths visibly unobstructed; hazards reported.
Internal glass and mirrors	Weekly and spot-cleaned daily	Clear, streak-free and free of marks.
External accessible windows	Quarterly	Uniformly clean and streak-free without damage.
Carpets	Vacuum daily in occupied areas; extraction quarterly	Free of loose dirt, avoidable stains and objectionable odour.
Hard floors	Daily cleaning; machine scrub/polish quarterly or as surface requires	Clean, non-sticky, even appearance and safe traction.
High-level surfaces	Quarterly	Free of accumulated dust and cobwebs.
Waste collection	At least daily and before bins overflow	Segregated, contained, safely transferred and recorded where required.

5. Performance Standards and Service Levels

KPI	Required service level	Measurement / remedy
Attendance and deployment	At least 98% of planned staffed hours each month; critical posts continuously covered.	Daily attendance; missed hours replaced or deducted.
Routine inspection compliance	At least 95% of inspection items acceptable each month.	Joint inspection checklists; corrective action within stated response time.
Washroom availability	At least 98% compliance during occupied hours.	Two-hour inspection logs and spot checks.
Complaint response	Acknowledge within 30 minutes; attend urgent hygiene/safety matter within 1 hour; routine matter within 4 hours.	Helpdesk/complaint log and closure verification.
Consumable availability	No stock-out at point of use during occupied hours.	Spot checks; immediate replenishment.
Safety	Zero unbarricaded wet-floor activity; 100% required PPE and labelled chemical containers.	Inspection; immediate stop and correction of unsafe work.

Reporting	Monthly report submitted within 5 working days after month-end.	Late or incomplete report corrected within 2 working days.
Environmental compliance	Waste segregated and chemicals stored/used as approved.	Register, inspection and corrective-action records.

Repeated or serious service failures may result in deductions, corrective-action notices or other remedies under the Contract. Any deduction methodology shall be applied consistently with the SCC and payment provisions; it shall not relieve the Service Provider of its duty to correct the failure.

6. Minimum Staffing and Deployment

The Service Provider remains responsible for determining adequate resources. The following are minimum planning levels and do not limit the personnel required to achieve the outputs.

Position / category	Minimum number	Deployment
Contract Manager	1	Overall responsibility; available throughout and attends monthly meetings.
Site/Operations Supervisor	1	Full-time at Headquarters during principal service hours.
Shift/Zone Team Leaders	3	At least one per active shift/major zone.
Quality and Compliance Officer	1	Minimum 3 days per week and for inspections/reports.
HSE Officer	1	Minimum 2 days per week and during induction/incidents.
Social/SEA-SH Focal Person	1	Part-time; confidential reporting access maintained.
Cleaning operatives	Minimum 36 plus relief pool	Indicative deployment based on site verification and approved staffing plan.
Relief personnel	At least 10% of planned operatives	Available to replace absence without reducing service levels.
Specialized machine/window operatives	At least 4 trained persons	Deployed for periodic/specialized tasks.

7. Minimum Equipment and Consumables

Category	Minimum requirement
Equipment	10 commercial wet-and-dry vacuums; 4 floor scrubber/polishers; 2 carpet extraction machines; 2 high-pressure washers; 15 janitorial trolleys; 30 wet-floor signs/barriers; 6 safe ladder/extension-tool sets; mops, buckets and colour-coded cloth systems sufficient for all zones.
PPE and uniforms	Distinctive uniforms and identification; gloves; closed non-slip footwear; aprons; eye/respiratory protection where safety data requires; one set per worker plus at least 10% spare.
Washroom consumables	Toilet tissue, liquid hand soap, paper towels or approved hand-drying supplies, sanitary-bin liners and deodorizing products as specified in the final consumables schedule.
Cleaning products	Neutral detergent, disinfectant, glass cleaner, washroom cleaner, degreaser, floor-care products and carpet products compatible with surfaces; all labelled and supported by safety data sheets.
Storage	Lockable, ventilated storage with segregation of incompatible chemicals, spill-control materials, stock records and no storage in food or public-access areas.

8. Mobilization and Operating Requirements

- Attend a joint site verification and confirm the final zone, surface and asset schedule.

- Submit within seven days of Contract signature: mobilization plan, staffing roster, equipment register, product list/SDS, work programme, quality plan, HSE plan, waste plan, ES plan, Code of Conduct and emergency contacts.
- Complete background/identity checks permitted by law and issue photo identification to all deployed personnel.
- Induct all personnel before deployment and maintain signed training records.
- Complete the initial deep clean and baseline condition report before routine-service acceptance.
- Coordinate access, keys and restricted-area protocols; immediately report loss or security concern.
- Provide uninterrupted services during personnel absence, equipment breakdown and supply disruption.

9. Environmental and Social Requirements

Requirement	Service Provider obligation
Occupational health and safety	Risk assessments, safe methods, PPE, first aid, incident reporting, chemical SDS and training.
Chemical management	Employer-approved products; correct dilution; labelled containers; no mixing of incompatible products; spill response.
Waste	Segregate, contain and transfer waste only to the Employer-designated/authorized point; no burning or uncontrolled disposal.
Labour	Written terms, lawful wages/hours, non-discrimination, no child or forced labour, worker grievance mechanism and accessible supervision.
SEA/SH and conduct	Signed Code of Conduct, induction, confidential reporting and prompt survivor-centred referral consistent with applicable requirements.
Public and property protection	Barriers/signage, controlled access, protection of documents/equipment, prompt damage and hazard reporting.
Confidentiality	No reading, copying, photographing, removing or disclosing Ministry information; restricted areas entered only as authorized.
Incident notification	Immediate verbal notice for serious incident and written preliminary report within 24 hours, followed by investigation/corrective action.

10. Quality Control, Reporting and Contract Administration

Deliverable	Timing / content
Daily records	Attendance, deployment, washroom inspection, incidents, complaints and consumable replenishment.
Weekly supervisor report	Completed tasks, inspection findings, unresolved issues, stock/equipment status and next-week activities.
Monthly performance report	Submit within 5 working days: staffing, KPIs, complaints, inspections, periodic works, HSE/ES matters, training, waste, consumables and corrective actions.
Invoice support	Priced Activity Schedule valuation, approved attendance/service records and monthly performance certification.
Quarterly review	Performance trend, equipment condition, deep-clean activities, staffing and improvement plan.
Close-out report	Final condition, outstanding issues, records handover and demobilization within 7 days after completion.

The Employer may inspect the Services, equipment, products, records and storage areas at reasonable times. Inspection or certification does not relieve the Service Provider of responsibility for quality, safety or compliance.

11. Equivalency of Standards and Products

References to a standard, product type or method mean the latest applicable edition unless otherwise stated. An alternative authoritative standard or product ensuring substantially equal or higher quality, safety and performance may be accepted only after the Service Provider submits full comparative information and

receives the Employer's prior written consent. The request shall be submitted at least 28 days before proposed use. Rejection of a proposed equivalent requires compliance with the specified requirement at no additional cost.

12. Exclusions and Employer-Provided Facilities

Item	Allocation
Electricity and normal water supply	Provided by the Employer at available points; the Service Provider shall prevent waste and report interruptions.
Secure cleaning stores	Limited space made available subject to site verification; Service Provider provides storage fittings and safe organization.
Waste removal beyond designated handover point	Employer/authorized municipal arrangement unless the final Contract expressly assigns external disposal to the Service Provider.
Hazardous/specialist waste	Excluded unless specifically ordered and managed through an authorized specialist.
Building repairs, landscaping, pest-control treatment and security guarding	Excluded from routine cleaning; observation and reporting are included.
Work at unsafe height or inaccessible façades	Excluded unless separately risk-assessed, authorized and ordered under the Contract/daywork procedure.

Final verification note: Before issue, the Ministry must confirm the site list, measured areas, washroom and glazing quantities, staffing assumptions, consumable specifications, waste-disposal responsibility, KPI deductions and consistency with the SCC and Price Schedule.

Part III – Conditions of Contract and Contract Forms

Section IX - General Conditions of Contract

General Conditions of Contract (GCC) to be used for this Bid shall be the ***“GCC for the Standard Bidding Document for Procurement of Non-Consulting Services”*** issued by the Public Procurement and Disposal of Assets Authority available on PPDA’s Website www.ppdaa.gov.ss

SECTION X — SPECIAL CONDITIONS OF CONTRACT

PROVISION OF CLEANING SERVICES

Contract No. MoFP/2026–2027/NC/001

These Special Conditions of Contract supplement and amend the General Conditions of Contract (GCC). If there is a conflict, these Special Conditions prevail. Defined terms have the meanings given in the GCC.

Important: All blue names, dates, amounts and contract-specific provisions are illustrative. The Ministry must verify them before issue and replace award-stage placeholders before signature.

A. Contract Data and Special Conditions

GC Clause	Amendment of, or supplement to, the GCC
1.1(a)	Adjudicator: Dr. James Lado Wani, Chartered Arbitrator and Advocate, Juba, subject to confirmation of independence and acceptance.
1.1(e)	Contract name: Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba.
1.1(h)	Employer: Ministry of Finance and Planning, Government of the Republic of South Sudan.
1.1(o)	Member in Charge: Not applicable for a single firm. If the successful Bidder is a JV, insert the lead member named in the executed JV agreement.
1.1(q)	Service Provider: [insert the full legal name and address of the successful Bidder at award].
1.2	Applicable Law: Laws of the Republic of South Sudan.
1.3	Contract language: English.
1.4	Employer address: Ministry of Finance and Planning Headquarters, Ministries Complex, Juba; Attention: Director of Procurement; Tel. +211 92 000 2140; email procurement.mofp@example.com; facsimile not applicable. Service Provider address: [insert at Contract signature].
1.6	Authorized Representative for Employer: Director of Administration and Finance, Ministry of Finance and Planning. For Service Provider: [insert Contract Manager named in accepted Bid].
2.1	Effective date: the later of the date of Contract signature and the date the Employer confirms receipt of an acceptable Performance Security and required insurance certificates.
2.2.2	Starting Date: 1 September 2026, or the date stated in the Employer's written commencement instruction if later.
2.3	Intended Completion Date: 31 August 2027, adjusted only in accordance with the Contract.
2.4.1	Approved value-engineering share: 30% of verified net reduction in the Contract Price, after deducting implementation and Employer review costs. No payment arises unless approved in writing before implementation.
3.1	A Health and Safety Manual is required. It shall be submitted within seven days of Contract signature and approved before deployment.
3.2.3	After termination, the Service Provider shall not use Employer documents or confidential information; represent itself as acting for the Employer; enter restricted premises without authorization; remove Employer property; solicit Ministry personnel using confidential information; or obstruct transition to a replacement provider.
3.5(d)	Other actions requiring prior Employer approval: replacement of Key Personnel; subcontracting or change of subcontractor; change of approved chemicals/equipment; change of bank account; work in restricted areas; use of photography/recording; disposal arrangements; and material change to staffing or work programme.
3.7	Documents, data, photographs, access records, reports and site information prepared or obtained under the Contract may be used only for Contract performance. Publication, disclosure or reuse requires the Employer's prior written consent, except where legally required.
3.8.1	Liquidated damages for delay in mobilization or failure to achieve the required commencement: 0.10% of the Contract Price per calendar day. Maximum: 10% of the final Contract Price.

3.8.3	Lack-of-performance penalty percentage: 5% of the certified monthly amount for a material KPI failure, applied in accordance with the performance deduction schedule; aggregate deductions in a month shall not exceed 15% without recourse to other contractual remedies.
3.9	Performance Security is required in the form of an unconditional Bank Demand Guarantee for 10% of the Accepted Contract Amount, denominated in SSP. A Performance Bond or Performance Securing Declaration is not accepted unless the Letter of Acceptance expressly provides otherwise.
3.11	Sustainable procurement provisions in Appendix A and Section VIII are contractual: controlled chemical use; labelled storage; reusable cleaning materials where hygienically appropriate; water/resource efficiency; waste segregation; lawful labour practices; and monthly sustainability reporting.
3.13	The Employer remains responsible for general premises security. The Service Provider is responsible for its personnel, equipment, keys/access credentials and compliance with access rules. A site access and security procedure shall be submitted; a separate full Security Management Plan is not required unless later directed due to changed risks.
5.1	Employer assistance: reasonable access to agreed service areas; available water and electricity points; limited cleaning-store space; coordination of access permissions; and handover of waste at the designated point. No tax, customs or immigration exemption is granted.
6.2(a)	Local currency amount: 100% of the Contract Price, payable in South Sudanese Pounds.
6.2(b)	Foreign currency amount: Nil.
6.3.2	Performance incentive: None. Compliance with or exceeding the stated service levels is included in the Contract Price.
6.5	Payment period: within 30 days after receipt of a correct invoice, complete supporting records and certification; final payment within 45 days after acceptance of close-out deliverables. Interest on an undisputed overdue amount: Bank of South Sudan policy rate plus 2 percentage points per annum, calculated for the period of delay, subject to applicable law.
6.6.1	Price adjustment: Not applicable. Contract prices are fixed for the twelve-month period, except for a compensable change in law or formally approved variation under the Contract.
7.1	Inspection: daily Service Provider checks; Employer spot checks; weekly joint inspections where required; monthly KPI certification; inspection of equipment, products, records and stores. Deficiencies shall be corrected within the response times in Appendix A. Defects Liability Period: 30 days after completion for outstanding close-out deficiencies, damage attributable to the Service Provider and incomplete records.
8.2.3	Adjudicator: Dr. James Lado Wani. Hourly fee: SSP 250,000. Recognized reimbursables: reasonable pre-approved travel outside Juba, accommodation where necessary, communication, copying and meeting-room costs, supported by receipts. Fees and expenses are shared equally unless the decision provides otherwise.
8.2.4	GCC 8.2.4(a) shall not apply. GCC 8.2.4(b) shall apply. Domestic arbitration shall be conducted in English, seated in Juba, under applicable South Sudan law and any agreed rules stated in the Contract.
8.2.5	Appointing Authority for a replacement Adjudicator: Executive Director, Public Procurement and Disposal of Assets Authority, or another competent authority prescribed by applicable law.

GC Clause	Additional insurance provision
3.4	Insurance: (i) motor-vehicle third-party cover as required by South Sudan law; (ii) public/third-party liability of at least SSP 500,000,000 per occurrence and SSP 1,000,000,000 aggregate; (iii) employer's liability and workers' compensation as required by law, with additional employer's liability cover of SSP 500,000,000; (iv) professional liability of SSP 250,000,000 where advice or specialist treatment could cause loss; and (v) equipment/property insurance at full replacement value, including cover for damage to Employer property caused by the Service Provider. Certificates shall be submitted before mobilization and maintained throughout the Contract.

B. Payment Schedule — GCC 6.4

Payments shall be based on the priced Activity Schedule and satisfactory performance certified by the Employer.

Payment component	Basis and conditions
-------------------	----------------------

Mobilization advance	10% of the Accepted Contract Amount, payable after the Effective Date against an unconditional Advance Payment Guarantee for the same amount and an approved mobilization plan.
Monthly progress payments	Certified value of monthly and periodic activities actually due and satisfactorily completed under the priced Activity Schedule, less deductions, retention if any, advance recovery, taxes and previous payments.
Advance recovery	Equal deductions from monthly certificates beginning with the first monthly payment; full recovery no later than when cumulative certified payments reach 75% of the Contract Price.
Daywork	Only written, authorized unforeseen work, valued using accepted Daywork rates and verified daily records.
Final payment	Balance due after final deep clean, close-out report, return of access items, correction of outstanding deficiencies and final certification.
Advance guarantee release	Released after full recovery of the advance and confirmation that no amount remains outstanding.

If the Employer does not certify or issue a written reasoned rejection within 30 days after receiving a correct invoice and all required supporting documents, the Service Provider may issue a written reminder. Any deemed-certification provision shall operate only to the extent permitted by the GCC and applicable law.

C. Performance Deduction Schedule

Failure	Correction time	Illustrative deduction / remedy
Critical washroom unserviceable or consumables unavailable	Attend within 1 hour; restore within 2 hours	0.25% of monthly payment per unresolved occurrence, plus cost of Employer remedy.
Urgent hygiene or slip hazard	Attend within 1 hour	0.25% per occurrence; immediate stop-work/correction for unsafe practice.
Routine inspection item failed	Correct within 4 hours or agreed period	Included in monthly KPI calculation; repeated failure may attract 1% of monthly payment.
Required staffing below 98%	Replace during same shift	Deduct verified unprovided staffed hours at accepted rates plus 10% administration.
Late monthly report	Correct/submission within 2 working days	0.10% of monthly payment per working day, capped at 1%.
Unapproved chemical, unsafe storage or missing PPE	Immediate cessation and correction	0.50% per material occurrence and removal/replacement at Service Provider cost.
Failure to complete scheduled periodic activity	Complete within 5 days	Value of omitted activity withheld plus 2% of that activity value for administration.
Serious confidentiality, integrity, SEA/SH or repeated safety breach	Immediate protective action and investigation	Handled under suspension/termination, reporting and other contractual remedies; not limited to a deduction.

The Employer shall not impose double recovery for the same loss. Deductions do not excuse correction and are without prejudice to damages, suspension, termination or other remedies.

Appendix A — Description of Services

The Service Provider shall provide all labour, supervision, relief staffing, uniforms, PPE, equipment, tools, consumables, transport, internal waste handling, quality control, reporting and management required to clean approximately 12,000 m² of internal areas, 6,000 m² of external areas, 48 washrooms and related facilities at the Ministry Headquarters and designated offices in Juba.

Service component	Contract requirement
Routine cleaning	Daily cleaning of offices, public areas, meeting rooms, corridors, stairs, lift lobbies, entrances and other scheduled areas.
Washrooms	Pre-opening full clean; two-hour inspections; disinfection, odour control and continuous replenishment.
Periodic services	Quarterly external accessible window cleaning, carpet extraction, machine floor care and high-level dusting.
Waste	Segregation, internal collection and covered transfer to the Employer-designated point.
Consumables	Continuous supply of approved washroom and cleaning consumables included in the Contract Price.
Operating hours	Routine tasks before/after normal office hours; daytime attendants for washrooms and public areas; weekend/holiday work only as scheduled or authorized.
Mobilization	Within 14 days: site verification, baseline report, staffing/equipment deployment, induction and initial deep clean.
Completion	Final deep clean, outstanding-work correction, removal of Service Provider property and close-out report.

The full Activity Schedule, frequencies, KPIs, equipment, staffing, sustainability and ES requirements in Section VIII form part of this Appendix.

Appendix B — Payment and Reporting Requirements

Deliverable	Recipient	Due date / frequency	Payment relevance
Mobilization package and baseline report	Employer's Representative	Within 7 days of signature; baseline before routine acceptance	Condition for mobilization advance and commencement acceptance.
Daily attendance and inspection records	Site Supervisor / Employer focal point	Daily	Supports monthly certification.
Weekly operations report	Employer's Representative	Each Monday for preceding week	Identifies deficiencies and planned periodic work.
Monthly performance report and invoice	Employer's Representative and Finance Directorate	Within 5 working days after month-end	Basis for monthly payment.
Quarterly review report	Employer's Representative	Within 5 working days after each quarter	Supports certification of periodic activities.
Incident report	Employer's Representative	Immediate notice; preliminary written report within 24 hours	Required for compliance and corrective action.
Final close-out report	Employer's Representative	Within 7 days after completion	Condition for final payment.

Appendix C — Key Personnel and Subcontractors

Ref.	Position / subcontractor	Minimum deployment / status
C-1	Foreign personnel working in South Sudan	None anticipated. Any later proposal requires prior approval and lawful work authorization.
C-2	Foreign personnel working outside South Sudan	Not applicable.
C-3	Approved subcontractors	None at Contract signature unless inserted from the accepted Bid. New or replacement subcontractors require prior written approval.
C-4.1	Contract Manager	One; available throughout Contract and responsible for overall delivery.
C-4.2	Site/Operations Supervisor	One full-time at Headquarters.
C-4.3	Quality and Compliance Officer	One; minimum 3 days per week.

C-4.4	HSE Officer	One; minimum 2 days per week and during incidents/training.
C-4.5	Social/SEA-SH Focal Person	One part-time with confidential reporting access.
C-4.6	Team Leaders	At least three, including one per active shift/major zone.

Names and CVs shall be those accepted in the Bid and inserted into the signed Contract. Replacement requires equivalent or better qualifications and prior written approval.

Appendices D and E — Contract Price Breakdown

Appendix	Application
D — Foreign currency breakdown	Not applicable because the Contract Price is 100% in SSP. If a lawful foreign-currency element is later introduced by variation, a signed breakdown must be added.
E — Local currency breakdown	The accepted priced Activity Schedule, Daywork rates, personnel rates, equipment rates, reimbursable items and tax breakdown in SSP are incorporated here and used only for valuation, variations and additional Services.

Appendix F — Services and Facilities Provided by Employer

Facility / assistance	Employer provision and limitation
Access	Reasonable access to approved service areas subject to security and operating rules.
Water and electricity	Normal available connections without charge; Service Provider shall prevent waste.
Storage	Limited lockable space subject to site verification; Service Provider supplies safe shelving, segregation and spill controls.
Waste handover	Designated collection point; onward disposal by Employer/authorized arrangement unless expressly assigned otherwise.
Office/furniture/communications	No dedicated office, furniture, telephone, internet or transport unless stated in writing.
Security	General premises security; Service Provider controls its staff, equipment, keys and access credentials.

Appendix G — Code of Conduct

The Code of Conduct for Service Provider's Personnel submitted with and accepted as part of the Bid is incorporated into the Contract. Before deployment, every worker and subcontractor employee shall receive it in a language understood, sign an acknowledgement and complete induction. The Service Provider shall enforce the Code, maintain confidential reporting channels and prohibit retaliation.

Appendix H — SEA/SH Performance Declaration for New Subcontractors

This form shall be completed by each subcontractor proposed after Contract signature that was not named in the Contract.

Field	To be completed
Subcontractor's full legal name	_____
Date	_____
Contract reference	MoFP/2026–2027/NC/001
Applicable declaration	☐ Not subject to disqualification for SEA/SH non-compliance. ☐ Subject to disqualification. ☐ Previously subject, but arbitral award reversed the underlying finding; evidence attached.
Authorized signatory name and title	_____
Subcontractor signature / date	_____

Service Provider countersignature / date	_____
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A subcontractor subject to an unresolved disqualification shall not be approved. The Service Provider shall propose an acceptable replacement without entitlement to additional cost or time.

Final verification note: Before issue and again before signature, reconcile these SCC with the final GCC numbering, accepted Bid, Activity Schedule, payment provisions, insurance market capacity, Ministry delegations and applicable dispute-resolution law.

Section XI - Contract Forms

The Contract Forms to be used for this Bid shall be “those for the Standard Bidding Document for Procurement of Non-Consulting Services” issued by the Public Procurement and Disposal of Assets Authority available on PPDA’s Website www.ppd.gov.ss

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba, Republic of South Sudan

SERVICE PROVIDER'S BID

ORIGINAL

PROVISION OF CLEANING SERVICES

FOR THE MINISTRY OF FINANCE AND PLANNING

HEADQUARTERS AND DESIGNATED OFFICES, JUBA

Submitted to

MINISTRY OF FINANCE AND PLANNING

Government of the Republic of South Sudan

Bid No.:	MoFP/2026–2027/NC/001
Procurement method:	National Open Competitive Bidding
Bidder / Service Provider:	Juba Professional Cleaning Services Ltd.
Bidder status:	Single Firm
Company registration:	RSS/JB/2019/00842
Bid Security:	Bank Guarantee No. ECB/BG/2026/0861 — SSP 5,000,000
Submission date:	12 August 2026
Bid validity:	Until 10 December 2026
Contract period:	Twelve (12) months

AUTHORIZED BID SIGNATORY

Name and title: Ms. Nyamal Deng Akol, Managing Director
Power of Attorney: Board Resolution No. JPCS/BR/2026/07
Signature: _____
Company stamp: _____

SAMPLE — FICTIONAL SERVICE PROVIDER AND SIGNATORY DETAILS

All information shown in blue must be verified and replaced with the Service Provider's actual particulars before bid submission.

BIDDER STATUS AND APPLICABLE FORMS

Provision of Cleaning Services | Bid No. MoFP/2026–2027/NC/001

This sample Service Provider's Bid has been prepared on the basis that the Bidder is a single legal entity and is submitting the Bid as a [Single Firm](#). Accordingly, the forms completed as part of the Bid are those applicable to a Single Firm, and all eligibility, qualification, financial, experience, personnel, equipment, integrity and authorization information relates to that Single Firm.

Forms and sample documents referring to a Joint Venture, Consortium or Association have been included solely for demonstration, training and reference. They illustrate the additional information, member-specific declarations, undertakings, authorizations and supporting documents that would be required if a Joint Venture submitted the Bid.

For the present Bid, the Joint Venture forms are NOT APPLICABLE, do not form part of the Single Firm's submission, and shall not be interpreted as indicating that another entity shares responsibility for the Bid or proposed Contract.

The forms of Bid Security by Bank Guarantee, Bid Bond and Bid-Securing Declaration have also been included as alternative examples. Their inclusion does not permit the Bidder to select freely among them. The Bidder must submit the type, amount, currency, issuer, validity and form expressly required by the Bid Data Sheet and ITB.

For Bid No. MoFP/2026–2027/NC/001, only an unconditional Bank Guarantee for SSP 5,000,000 is acceptable. A Bid Bond or Bid-Securing Declaration is not acceptable and may result in rejection of the Bid.

If a Bidder wished to participate as a Joint Venture, this would be permitted only in accordance with the Bidding Document. All required member forms, JV Agreement or Letter of Intent, joint and several liability undertaking, member resolutions and JV Power of Attorney would have to be completed and submitted.

In the event of inconsistency, the issued Bidding Document, particularly the ITB and BDS, shall prevail.

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba, Republic of South Sudan

LETTER OF BID

SAMPLE — FICTIONAL BIDDER, PRICE AND SIGNATORY DETAILS

Date:	12 August 2026
Bid No.:	MoFP/2026–2027/NC/001
Invitation for Bids No.:	MoFP/2026–2027/NC/001
Alternative No.:	Not applicable — no alternative Bid is submitted

To: Ministry of Finance and Planning, Government of the Republic of South Sudan, Ministries Complex, Juba

We, the undersigned, declare that:

- (a) we have examined and have no reservations to the Bidding Document, including Addendum No. 1 dated 29 July 2026;
- (b) we meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
- (c) we have not been suspended or declared ineligible by PPDA or any Procuring Entity in the Republic of South Sudan on account of a Bid-Securing Declaration or other applicable sanction;
- (d) we offer to provide, in conformity with the Bidding Document, daily office cleaning, washroom sanitation, waste collection and transfer, periodic deep cleaning, window cleaning, cleaning consumables, supervision, quality assurance and related services for the Ministry headquarters and designated offices in Juba for twelve (12) months;
- (e) the total price of our Bid, excluding the discount stated below, is SSP 1,188,000,000 (South Sudanese Pounds One Billion One Hundred Eighty-Eight Million only), inclusive of all costs and exclusive of taxes separately identified in the priced Activity Schedule;
- (f) the discount offered is 2% of the total Bid price stated in paragraph (e). The discount shall be applied proportionately to every priced Activity Schedule item, excluding Daywork prime-cost item D9. The net Bid price after discount is SSP 1,164,240,000 (South Sudanese Pounds One Billion One Hundred Sixty-Four Million Two Hundred Forty Thousand only), before separately identified applicable taxes;
- (g) our Bid shall remain valid until 10 December 2026 and shall remain binding upon us and may be accepted at any time on or before that date;
- (h) if our Bid is accepted, we commit to furnish an unconditional Bank Demand Guarantee as Performance Security equal to 10% of the Accepted Contract Amount and the insurance certificates required by the Contract;
- (i) we are not participating, as a Bidder or subcontractor, in more than one Bid in this Bidding process, except as permitted by the ITB;
- (j) our firm, its affiliates and subsidiaries, and any subcontractors or suppliers for a material part of the Contract, have not been declared ineligible under the laws of South Sudan or any binding official restriction applicable to this procurement;
- (k) we are not a government-owned entity;
- (l) we have not paid and will not pay any commission, gratuity or fee in connection with this Bidding process or execution of the Contract, other than legitimate amounts disclosed in the table below;
- (m) we understand that this Bid, together with the written acceptance included in the Letter of Acceptance, shall constitute a binding contract between us until the formal Contract Agreement is prepared and executed;

(n) we understand that the Procuring Entity is not bound to accept the lowest evaluated Bid or any other Bid it may receive;

(o) we certify that we have taken reasonable steps to ensure that no person acting for us or on our behalf will engage in fraud, corruption, collusion, coercion, obstruction, sexual exploitation or abuse, sexual harassment, or other prohibited conduct; and

(p) we confirm that the information, declarations and documents submitted with our Bid are true, complete and current to the best of our knowledge, and we authorize the Procuring Entity to verify them.

Commissions, gratuities or fees disclosed under paragraph (l):

Name of recipient	Address	Reason	Amount and currency
None	Not applicable	Not applicable	Nil

Name of Bidder:	Juba Professional Cleaning Services Ltd.
Name of authorized signatory:	Ms. Nyamal Deng Akol
Title:	Managing Director
Authority:	Board Resolution No. JPCS/BR/2026/07 and attached notarized Power of Attorney
Signature:	_____
Date signed:	12 August 2026
Company stamp:	_____

Important: Before submission, replace all fictional blue entries, reconcile the Bid price and discount with the priced Activity Schedule, confirm the Addendum record, and ensure the Letter is signed by the person named in the attached Power of Attorney.

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Plot 18, Airport Road, P.O. Box 789, Juba, Republic of South Sudan

Company Registration No. RSS-BR-2018-004921 (fictional)

SPECIAL POWER OF ATTORNEY

FOR TENDER NO. MoFP/2026–2027/NC/001

Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba

KNOW ALL PERSONS BY THESE PRESENTS:

Juba Professional Cleaning Services Ltd., a company incorporated under the laws of the Republic of South Sudan and having its registered office at Plot 18, Airport Road, Juba (the “Company”), acting through its Board of Directors and duly authorized officers, hereby appoints:

Authorized Attorney	Identification and contact details
Ms. Ajak Nyandeng Chol, Managing Director	South Sudan National ID No. SSD-000123456 (fictional) Plot 18, Airport Road, Juba Email: ajak.chol@jubaprofessionalcleaning.example Telephone: +211 920 000 101 (fictional)

as the Company’s true and lawful Attorney and authorized representative, for and in the name and on behalf of the Company, solely in connection with the above Tender and any resulting Contract, to perform the following acts:

1. Examine, prepare, initial, sign, certify and submit the Bid, Letter of Bid, Activity Schedule, qualification forms, declarations, undertakings, schedules, method statement, work plan and every other document required as part of the Bid.
2. Sign, submit, receive and acknowledge clarifications, confirmations, arithmetic-correction notices, extensions of Bid validity, requests for information and other communications relating to the procurement process, provided that no post-deadline communication may materially alter the Bid contrary to the Bidding Document.
3. Represent the Company at pre-bid meetings, site visits, Bid opening, debriefings and other meetings lawfully convened in relation to the Tender, and receive notices on behalf of the Company.
4. Where the Company is successful, receive the Notification of Intention to Award and Letter of Acceptance, provide beneficial-ownership information, arrange the required Performance Security and other Contract securities, and sign the Contract Agreement and related schedules on behalf of the Company.
5. Make representations and commitments that are necessary and incidental to the above powers and that are consistent with the approved Bid, the Bidding Document, the Board authorization and the laws of the Republic of South Sudan.
6. Appoint no substitute or sub-attorney unless the Board of Directors gives prior written approval and the Procuring Entity accepts the substitution where its acceptance is required.

The Company hereby ratifies and confirms all lawful acts performed by the Attorney within the authority granted by this instrument.

This Power of Attorney takes effect on 1 June 2026 and remains valid until the earliest of: (a) completion of the procurement process and, if awarded, execution of the Contract and submission of required securities;

(b) written revocation by the Company communicated to the Ministry of Finance and Planning; or (c) 31 December 2026. Any revocation shall not affect acts lawfully completed before the Procuring Entity receives written notice of the revocation.

This Power of Attorney shall be governed by the laws of the Republic of South Sudan.

Execution by the Company

IN WITNESS WHEREOF, Juba Professional Cleaning Services Ltd. has caused this Special Power of Attorney to be executed by its duly authorized officers and its corporate seal to be affixed on 1 June 2026 in Juba, Republic of South Sudan.

For the Company	Completed illustrative entry
Name	Mr. Daniel Lado Wani (fictional)
Title	Chairperson of the Board of Directors
Signature	SAMPLE — NOT EXECUTED
Date	1 June 2026
Corporate Seal	SAMPLE — NOT AFFIXED

Acceptance by the Attorney

I, Ms. Ajak Nyandeng Chol, accept the appointment and undertake to act only within the authority granted by this Power of Attorney and in the best interests of the Company.

Attorney	Completed illustrative entry
Name	Ms. Ajak Nyandeng Chol
Title	Managing Director and Authorized Attorney
Specimen signature	SAMPLE — NOT EXECUTED
Date	1 June 2026

Witness / Authentication

Witness / Notary field	Completed illustrative entry
Name	Mr. John Lual Deng (fictional)
Capacity	Advocate and Notary Public (fictional)
Address	Ministries Road, Juba, Republic of South Sudan
Signature and stamp	SAMPLE — NOT EXECUTED / NOT NOTARIZED
Date	1 June 2026

The official version should be executed, witnessed, notarized or otherwise authenticated to the extent required by the Bidding Document, the Company's constitutional documents and applicable law.

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Bid No. MoFP/2026–2027/NC/001

BIDDER INFORMATION FORM

SINGLE-FIRM COMPLETED SAMPLE

This Form is completed without alteration to its prescribed structure. The present Bid is submitted by a Single Firm. The JV Member forms appearing later are demonstration examples only and do not form part of this Bid.

Form detail	Completed entry
Date	12 August 2026
IFB No.	MoFP/2026–2027/NC/001
Alternative No.	Not applicable — no alternative Bid is submitted
Page	Page 1 of 3

1–6. Bidder Particulars

Item	Required information	Completed entry
1	Bidder's legal name	Juba Professional Cleaning Services Ltd.
2	Legal name of each JV member	Not applicable — Bidder is a Single Firm.
3	Actual or intended country of registration	Republic of South Sudan
4	Year of registration	2019
5	Legal address in country of registration	Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba, Republic of South Sudan
6(a)	Authorized Representative's name	Ms. Nyamal Deng Akol
6(b)	Authorized Representative's address	Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba
6(c)	Telephone / fax	Tel: +211 92 555 0842; Fax: Not applicable
6(d)	Email address	bids@jubaprofessionalcleaning.example

7. Documents Attached

Status	Document
☒ Attached	Certificate of Incorporation and company-registration extract — Registration No. RSS/JB/2019/00842.
☒ Attached	Memorandum and Articles of Association.
☒ Attached	Current business licence and tax-clearance certificate.
☐ Not applicable	JV Agreement or Letter of Intent to form a JV.
☐ Not applicable	State-owned enterprise documents establishing autonomy and commercial operation.
☒ Attached	Board Resolution No. JPCS/BR/2026/07 and notarized Power of Attorney for the Bid signatory.

8. Governance and Ownership Information

Attachment	Included information
Organizational chart	Attached as BI-1.
Board of Directors	Attached as BI-2.
Beneficial ownership	Attached as BI-3: Nyamal Deng Akol 60%; Peter Lado Wani 25%; Grace Ajak Chol 15%.

BIDDER'S JV MEMBERS INFORMATION FORM

DEMONSTRATION ONLY — NOT PART OF THE CURRENT SINGLE-FIRM BID

The following completed example illustrates how the form would appear if the Bid were submitted by a Joint Venture. A separate form would be required for every JV member.

Form detail	Demonstration entry
Date	12 August 2026
IFB No.	MoFP/2026–2027/NC/001
Alternative No.	Not applicable
Page	Page 2 of 3

Demonstration JV — Member 1 (Lead Member)

Item	Required information	Demonstration entry
1	Bidder's JV name	Juba–Nile Facilities Services Joint Venture
2	JV member's legal name	Juba Professional Cleaning Services Ltd. — Lead Member, proposed 60% participation
3	Country of registration	Republic of South Sudan
4	Year of registration	2019
5	Legal address	Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba, Republic of South Sudan
6(a)	Authorized representative	Ms. Nyamal Deng Akol, Managing Director
6(b)	Representative's address	Plot 42, Ministries Road, Hai Amarat, Juba
6(c)	Telephone / fax	Tel: +211 92 555 0842; Fax: Not applicable
6(d)	Email	bids@jubaprofessionalcleaning.example

Member 1 Documents

Status	Document
☒ Attached	Certificate of Incorporation, registration extract and Memorandum and Articles of Association.
☒ Attached	Current business licence and tax-clearance certificate.
☒ Attached	Member board resolution approving the JV and authorizing execution of the JV documents.
☒ Attached	Organizational chart, Board list and beneficial-ownership schedule.
☐ Not applicable	State-owned enterprise autonomy documents.

BIDDER'S JV MEMBERS INFORMATION FORM

DEMONSTRATION ONLY — MEMBER 2

Form detail	Demonstration entry
Date	12 August 2026
IFB No.	MoFP/2026–2027/NC/001
Alternative No.	Not applicable
Page	Page 3 of 3

Demonstration JV — Member 2

Item	Required information	Demonstration entry
1	Bidder's JV name	Juba–Nile Facilities Services Joint Venture
2	JV member's legal name	Nile Hygiene and Facilities Management Ltd. — Member, proposed 40% participation
3	Country of registration	Republic of South Sudan
4	Year of registration	2020
5	Legal address	Plot 17, Airport Road, Hai Malakal, P.O. Box 988, Juba, Republic of South Sudan
6(a)	Authorized representative	Mr. Daniel Lado Wani, Managing Director
6(b)	Representative's address	Plot 17, Airport Road, Hai Malakal, Juba
6(c)	Telephone / fax	Tel: +211 92 555 0917; Fax: Not applicable
6(d)	Email	tenders@nilehygiene.example

Member 2 Documents

Status	Document
☒ Attached	Certificate of Incorporation, registration extract and Memorandum and Articles of Association.
☒ Attached	Current business licence and tax-clearance certificate.
☒ Attached	Member board resolution approving the JV and authorizing execution of the JV documents.
☒ Attached	Organizational chart, Board list and beneficial-ownership schedule.
☐ Not applicable	State-owned enterprise autonomy documents.

JV-Wide Documents Required in Addition

Document	Demonstration status
Executed JV Agreement or signed Letter of Intent with proposed JV Agreement	Attached in the name of all members.
Appointment of lead member and authorized JV representative	Attached and signed by both members.
Joint and several liability undertaking	Included in the JV Agreement and Letter of Bid.
JV Power of Attorney	Executed by both members and authorizing the JV representative.
Separate qualification and integrity declarations	Completed for every member.
Beneficial Ownership Disclosure Forms	To be submitted for every JV member if required under BDS ITB 45.1.

Important: For the current tender example, only the Single-Firm Bidder Information Form on page 1 is applicable. Pages 2–3 are training demonstrations and must be removed from the actual Single-Firm bid submission. All fictional blue details must be replaced and verified before use.

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Bid No. MoFP/2026–2027/NC/001

QUALIFICATION INFORMATION

SINGLE-FIRM COMPLETED SAMPLE AND SUPPORTING DOCUMENT SCHEDULE

Form detail	Completed entry
Bidder	Juba Professional Cleaning Services Ltd.
Date	12 August 2026
IFB No.	MoFP/2026–2027/NC/001
Bidder status	Single Firm
Reporting currency	South Sudanese Pounds (SSP)
Qualification periods	Turnover/financial reports: 3 years; experience/litigation/ES history: 5 years

Certification: We certify that the information and illustrative supporting documents listed in this package are complete and consistent with the Bid. We authorize the Procuring Entity to verify the information with employers, banks, auditors and competent authorities.

Important: The company, clients, financial figures, personnel and attachments are fictional training examples. Replace them with genuine evidence before submission. A bidder must not create or submit false certificates, contracts, bank letters or financial statements.

Attachment Index

Ref.	Document required	Illustrative status
QI-1	Certificate of Incorporation and company-registration extract	Attach certified copy
QI-2	Memorandum and Articles of Association	Attach certified copy
QI-3	Current business licence and tax-clearance certificate	Attach valid copies
QI-4	Board Resolution and notarized Power of Attorney	Attach signed originals/certified copies
QI-5	Audited financial statements for 2023–2025	Attach complete signed reports
QI-6	Bank statements and committed credit-facility letter	Attach bank originals/certified copies
QI-7	Similar-contract agreements and completion/performance certificates	Attach relevant extracts and certificates
QI-8	Equipment ownership/lease evidence	Attach registers, invoices or agreements
QI-9	Key-personnel CVs, qualifications and availability declarations	Attach signed forms and certificates
QI-10	Current commitments and subcontracting schedule	Completed below
QI-11	Litigation, non-performance, ES and SEA/SH declarations	Completed below
QI-12	Service work method, programme and deployment charts	Attached in this package

1. Individual Bidder Qualification Information

1.1 Constitution, Legal Status and Authority

Requirement	Completed information	Evidence
Legal status	Private limited liability company incorporated under the laws of the Republic of South Sudan.	QI-1 and QI-2
Registration number / year	RSS/JB/2019/00842; registered in 2019.	QI-1
Place of registration	Juba, Republic of South Sudan.	QI-1
Principal place of business	Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba.	QI-1/QI-3
Bid signatory	Ms. Nyamal Deng Akol, Managing Director.	QI-4
Power of Attorney	Notarized Power of Attorney supported by Board Resolution No. JPCS/BR/2026/07.	QI-4

1.2 Annual Volume of Services

Financial year	Cleaning/facilities service revenue (SSP)	Evidence
2023	1,550,000,000	Audited income statement and revenue note
2024	1,850,000,000	Audited income statement and revenue note
2025	2,100,000,000	Audited income statement and revenue note
Average annual service turnover	1,833,333,333	Exceeds SSP 1,500,000,000 minimum

1.3 Similar Services Completed and Underway

Project and country	Employer and contact	Services and completion	Contract value (SSP)
Institutional Cleaning Services for National Teaching Hospital, South Sudan	National Teaching Hospital; Ms. Rebecca Ajak, Facilities Director; +211 92 555 3001	24-hour hospital/public-area cleaning, washroom sanitation, waste handling and consumables; completed Dec 2024	780,000,000
Office Cleaning and Facilities Support, South Sudan	Central Bank Office Complex; Mr. Daniel Lado, Administration Manager; +211 92 555 3012	Multi-building office cleaning, floor care, windows, consumables and supervision; completed Jun 2025	720,000,000
Headquarters Cleaning Services, South Sudan — ongoing	National Revenue Administration; Ms. Sarah Nyibany, Procurement Officer; +211 92 555 3024	Office/washroom cleaning, periodic deep cleaning and waste transfer; 72% complete; expected completion Nov 2026	650,000,000

The first two contracts satisfy the requirement for at least two substantially completed similar contracts, each valued at not less than SSP 600,000,000.

1.4 Major Equipment

Equipment	Description, make and age	Condition / number	Ownership / source
Wet-and-dry vacuum cleaners	Kärcher NT 30/1 or equivalent; 1–3 years	Good; 12 available	10 owned; 2 leased from Juba Equipment Hire Ltd.
Floor scrubber/polishers	Numatic HFM1515 or equivalent; 2 years	Good; 4 available	Owned
Carpet extraction machines	Kärcher Puzzi 10/1 or equivalent; 2 years	Good; 2 available	Owned
High-pressure washers	Kärcher HD 5/11 or equivalent; 1–2 years	Good; 2 available	Owned
Janitorial trolleys	Double-bucket/covered waste type; 1–2 years	Good; 18 available	Owned
Wet-floor barriers/signs	Bilingual/pictorial safety signs; under 2 years	Good; 36 available	Owned
Ladder/extension-tool sets	Industrial non-conductive ladders and high-level tools; 1–3 years	Good; 8 sets	Owned
Covered waste containers	Colour-coded 120/240-litre containers; mixed age	Good; 52 available	30 owned; balance to be purchased locally before mobilization

1.5 Key Personnel

Position	Name	General experience	Experience in position
Contract Manager	Ms. Grace Nyibany Chol	12 years	7 years managing institutional cleaning/facilities contracts
Site/Operations Supervisor	Mr. Peter Deng Wani	9 years	6 years supervising cleaning teams
Quality and Compliance Officer	Ms. Sarah Ajak Lado	8 years	5 years in inspections, KPI reporting and corrective action
HSE Officer	Mr. Daniel Lual Akol	7 years	5 years in OHS, chemical safety and incident management
Social/SEA-SH Focal Person	Ms. Rebecca Awut Garang	6 years	4 years in safeguarding, grievance handling and worker welfare
Team Leader 1	Ms. Aluel Deng Chol	6 years	4 years as cleaning team leader
Team Leader 2	Mr. James Wani Lado	5 years	3 years as cleaning team leader
Team Leader 3	Ms. Nyamal Ajak Deng	5 years	3 years as cleaning team leader

Signed CVs, qualifications, identification and availability declarations are attached as QI-9. Substitution is subject to the Bidding Document and Contract.

1.6 Proposed Subcontracts

Section of Services	Value	Subcontractor	Relevant experience
None proposed at Bid submission	SSP 0 / 0%	Not applicable	The Bidder will self-perform all Services.

Any later subcontracting will require prior written approval and will not relieve the Service Provider of responsibility.

1.7 Financial Reports

Year	Documents listed and attached	Auditor
2023	Statement of financial position; income statement; cash-flow statement; statement of changes in equity; notes; audit opinion.	Equatoria Audit & Advisory LLP — fictional
2024	Complete annual financial statements and independent audit report.	Equatoria Audit & Advisory LLP — fictional
2025	Complete annual financial statements and independent audit report.	Equatoria Audit & Advisory LLP — fictional

1.8 Access to Financial Resources

Source	Amount available (SSP)	Supporting document
Unrestricted cash and bank balances	350,000,000	Recent certified bank statements
Committed revolving credit facility	300,000,000	Equatoria Commercial Bank facility letter valid through 31 December 2027
Total demonstrated resources	650,000,000	Exceeds SSP 250,000,000 minimum
Less current commitments requiring financing	120,000,000	Current-commitments cash-flow schedule
Net resources available	530,000,000	Qualification calculation

We certify that we comply with the eligibility requirements in ITB 4 and authorize verification of the financial evidence.

1.9 Bank Reference Authorization

Bank	Address and contact	Authorization
Equatoria Commercial Bank PLC	Head Office, Banking Street, Juba; Corporate Banking Manager; Tel. +211 92 222 3344; SWIFT ECBPSSJB	The Bank is authorized to provide the Procuring Entity with references concerning the Bidder's accounts, facilities and financial standing for this procurement.

1.10 Litigation and Contract Performance

Other party	Cause of dispute	Outcome / award	Amount involved
None	No current or concluded litigation during the last five years.	Not applicable	SSP 0

Performance declaration	Completed response
Contracts terminated for default in last five years	None.
Performance security called	None.
Pending material claims	None.

Consistent history of adverse awards	None.
--------------------------------------	-------

1.11 Compliance with ITB 4.2

The Bidder confirms that it is a legally constituted eligible entity; is not participating in another Bid in this procurement as a bidder, JV member or subcontractor except as permitted; has no conflict of interest; did not prepare the Bidding Document; is not affiliated with a consultant engaged for this procurement; and is not debarred, suspended or otherwise ineligible.

1.12 Environmental and Social Performance Declarations

Declaration	Response
Contract suspended/terminated for ES breach in last five years	None.
Performance security called for ES reasons	None.
SEA/SH-related disqualification	The Bidder is not subject to disqualification for non-compliance with SEA/SH prevention and response obligations.
Serious OHS enforcement or unresolved incident	None declared.
Subcontractor declarations	Not applicable because no subcontractor is proposed.

Authorized signatory certification: I certify that the declarations are accurate to the best of my knowledge and authorize due diligence by the Procuring Entity.

Name and title	Signature	Date
Ms. Nyamal Deng Akol, Managing Director		12 August 2026

1.13 Proposed Programme — Service Work Method

Phase / activity	Method and principal outputs	Timing
Contract start and verification	Joint site survey; confirm areas, assets, access, hazards and baseline condition.	Days 1–3
Mobilization	Submit plans; deploy management, 36 operatives plus relief pool, equipment, PPE, consumables and records.	Days 1–10
Induction and initial deep clean	HSE/SEA-SH/Code training; initial cleaning; establish inspection and stock systems.	Days 7–14
Routine service delivery	Daily/weekly cleaning by zones and shifts; washroom attendants; waste transfer; continuous public-area response.	Months 1–12
Periodic services	Quarterly windows, carpet extraction, machine floor treatment and high-level cleaning.	End of Months 3, 6, 9 and 12
Quality control	Supervisor inspections daily; compliance inspections weekly; joint KPI certification monthly.	Continuous
Reporting and meetings	Daily logs, weekly supervisor report, monthly KPI/report/invoice and quarterly review.	As scheduled
Close-out	Final deep clean, defects correction, access-item return, records and demobilization report.	Final 7 days

Indicative Staffing and Shift Schedule

Shift / deployment	Indicative staffing	Hours / coverage
Pre-opening main clean	24 operatives + 2 team leaders	06:00–09:00, working days
Daytime attendants	8 operatives + 1 team leader	08:00–17:00, working days
After-hours/periodic team	4 operatives; expanded for quarterly work	17:00–20:00 and authorized weekends
Relief pool	Minimum 4 trained operatives	On call to maintain 98% staffed hours
Management/support	Contract Manager, Supervisor, Quality, HSE and Social focal persons	As required by accepted deployment schedule

JUBA PROFESSIONAL CLEANING SERVICES LTD. — ACTIVITY SCHEDULE

Provision of Cleaning Services | IFB No. MoFP/2026–2027/NC/001

Currency: South Sudanese Pounds (SSP) in accordance with ITB 16 | Date: 12 August 2026 | Alternative No.: Not applicable | Page 1 of 2

The line items below coincide with the Activity Schedule in Section VIII. Prices include all labour, relief staffing, supervision, equipment, PPE, consumables, transport, overheads and profit, except taxes separately identified in the Bid.

1 Service No.	2 Description of Services	3 Unit	4 Delivery / performance period	5 Quantity	6 Unit price (SSP)	7 Total price (SSP) Col. 5 × 6
A1	Mobilization, site verification, staff induction, initial deep clean, equipment deployment and baseline report	Lump sum	Within first 14 days	1	50,000,000	50,000,000
A2	Routine cleaning — Headquarters internal areas	Month	Monthly, Months 1–12	12	45,000,000	540,000,000
A3	Routine cleaning — designated Annex Offices internal areas	Month	Monthly, Months 1–12	12	18,000,000	216,000,000
A4	Washroom cleaning, disinfection, replenishment and inspection for 48 washrooms	Month	Monthly, Months 1–12	12	10,000,000	120,000,000
A5	External entrances, walkways, paved areas, verandas and litter control	Month	Monthly, Months 1–12	12	4,000,000	48,000,000
A6	Internal accessible glass, partitions, mirrors and doors	Month	Monthly, Months 1–12	12	2,000,000	24,000,000
A7	External accessible window cleaning, approx. 2,800 m ² per cycle	Quarterly cycle	End Months 3, 6, 9 and 12	4	6,000,000	24,000,000
A8	Carpet vacuuming and spot treatment, approx. 1,600 m ²	Month	Monthly, Months 1–12	12	1,500,000	18,000,000
A9	Carpet extraction/deep cleaning, approx. 1,600 m ² per cycle	Quarterly cycle	End Months 3, 6, 9 and 12	4	4,000,000	16,000,000
A10	Machine scrubbing/polishing of hard floors, approx. 6,500 m ² per cycle	Quarterly cycle	End Months 3, 6, 9 and 12	4	6,000,000	24,000,000
A11	High-level dusting and cleaning of reachable vents, ledges and light fittings	Quarterly cycle	End Months 3, 6, 9 and 12	4	2,000,000	8,000,000
A12	Waste segregation, internal collection, covered transfer and handover	Month	Monthly, Months 1–12	12	3,000,000	36,000,000
A13	Supply and replenishment of specified washroom and cleaning consumables	Month	Monthly, Months 1–12	12	2,500,000	30,000,000

A14	Pest observation/reporting and emergency cleaning response allowance	Month	Monthly, Months 1–12	12	500,000	6,000,000
A15	Quality assurance, monthly reporting, attendance, complaints and meetings	Month	Monthly, Months 1–12	12	1,500,000	18,000,000
A16	Demobilization, final deep clean, property removal and close-out report	Lump sum	Final 7 days of Contract	1	10,000,000	10,000,000

ACTIVITY SCHEDULE — PRICE SUMMARY AND CERTIFICATION

Currency: SSP | Date: 12 August 2026 | IFB No. MoFP/2026–2027/NC/001 | Page 2 of 2

Price component	Amount (SSP)
Total Activity Schedule Price — A1 to A16	1,188,000,000
Unconditional discount: 2% of Activity Schedule Price	(23,760,000)
NET BID PRICE AFTER DISCOUNT	1,164,240,000
Applicable taxes separately identified	As stated in the tax schedule
Alternative Bid price	Not applicable

Discount application methodology: The 2% discount shall be applied proportionately to every Activity Schedule line item A1–A16. It does not apply to any Daywork prime-cost amount that may be authorized separately.

Pricing certification: We confirm that the arithmetic in the Schedule is correct; the line items correspond with Section VIII; and the total and discount agree with the Letter of Bid.

Name of Bidder	Juba Professional Cleaning Services Ltd.
Authorized signatory	Ms. Nyamal Deng Akol
Title	Managing Director
Signature	_____
Date	12 August 2026
Company stamp	_____

Important: All prices and bidder particulars are fictional. Replace them with the Bidder's genuine pricing and reconcile the Schedule with the final Employer's Requirements, tax treatment, Letter of Bid and any Addendum before submission.

2. Joint Venture Requirements — Demonstration Only

The current Bid is submitted by a Single Firm. Therefore, this section is not applicable to the Bid and should be removed from the actual submission. If a JV were bidding, the following would be required:

Requirement	Document / evidence required
Member qualification information	Each JV member completes Items 1.1–1.12 with member-specific legal, financial, experience, litigation, integrity and ES evidence.
Joint technical proposal	The JV submits one consolidated service work method, programme, staffing, equipment and responsibility matrix under Item 1.13.
JV Power of Attorney	Executed by every member and authorizing the JV representative to sign and bind all members.
JV Agreement / Letter of Intent	Signed by all members and accompanied by the proposed legally binding JV Agreement.
Joint and several liability	Express undertaking that every member is jointly and severally liable for the entire Contract.
Lead member	Named and authorized to incur liabilities and receive instructions for all members.
Execution and payment	Administered through the member in charge as provided in the JV Agreement and Contract.
Qualification shares	Lead member meets at least 40% and each other member at least 25% of turnover and financial-resource thresholds; JV collectively meets 100%.
SEA/SH declarations	Completed by each JV member and each proposed subcontractor.

3. Additional Requirements under the BDS

Additional document	Status in this sample
Code of Conduct for Service Provider's Personnel	Attached and signed by authorized representative.
ES Management Strategy and Implementation Plan	Attached.
Occupational Health and Safety Plan	Attached.
Chemical handling and storage plan with Safety Data Sheets	Attached.
Waste segregation and disposal plan	Attached.
Quality-assurance and complaint-response plan	Attached.
Anti-bribery undertaking and compliance programme	Attached.
Beneficial-ownership information	Included; prescribed disclosure to be provided under BDS ITB 45.1.
Current commitments and projected cash flow	Attached.
Equipment deployment and maintenance plan	Attached.

Final Submission Certification

We understand that material misrepresentation, falsification or omission may result in rejection, cancellation of award, termination, recovery of loss and sanctions under applicable procurement requirements.

For the Bidder	Completed sample
Legal name	Juba Professional Cleaning Services Ltd.
Authorized signatory	Ms. Nyamal Deng Akol, Managing Director
Signature	
Date	12 August 2026
Company stamp	

Final verification note: Replace every fictional blue entry with authentic information; attach only genuine, traceable evidence; reconcile all figures with the audited accounts, Letter of Bid, current commitments, equipment forms and personnel CVs; and remove the JV demonstration section for a Single-Firm submission.

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Bid No. MoFP/2026–2027/NC/001

ENVIRONMENTAL AND SOCIAL PERFORMANCE DECLARATION

REQUIRED COMPLETED SAMPLE — SINGLE FIRM

Form field	Completed entry
Bidder's Name	Juba Professional Cleaning Services Ltd.
Date	12 August 2026
Joint Venture Member's Name	Not applicable — the Bidder is a Single Firm
IFB No. and title	MoFP/2026–2027/NC/001 — Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba
Page	Page 1 of 2
Declaration period	Past five (5) years

☒ NO SUSPENSION, TERMINATION OR PERFORMANCE SECURITY CALL

We declare that, during the past five (5) years, no employer has suspended or terminated a contract with the Bidder, and no employer has called a performance security, for reasons related to Environmental or Social performance, including occupational health and safety, labour obligations, gender-based violence, sexual exploitation or abuse, sexual harassment, waste management or other material ES obligations.

☐ DECLARATION OF SUSPENSION, TERMINATION OR SECURITY CALL

Not applicable. The Bidder has no contract to disclose under this alternative. If an event existed, every applicable contract would be listed below and supported by a factual explanation.

Year	Suspended / terminated portion	Contract identification and employer	Reason	Contract amount / US\$ equivalent
None	Not applicable	Not applicable	Not applicable	Nil

Performance Security Called for ES Reasons

Year	Contract identification and employer	Reason for call	Contract amount / US\$ equivalent
None	Not applicable	Not applicable	Nil

Certification

We certify that this declaration is true and complete to the best of our knowledge. We authorize the Procuring Entity to verify the information with present and former employers. We undertake to promptly disclose any material change occurring before Contract award.

For the Bidder	Completed sample
Authorized signatory	Ms. Nyamal Deng Akol
Title	Managing Director
Authority	Board Resolution No. JPCS/BR/2026/07 and attached Power of Attorney
Signature	_____
Date	12 August 2026
Company stamp	_____

SEXUAL EXPLOITATION AND ABUSE (SEA) AND/OR SEXUAL HARASSMENT PERFORMANCE DECLARATION

REQUIRED COMPLETED SAMPLE — SINGLE FIRM

Form field	Completed entry
Bidder's Name	Juba Professional Cleaning Services Ltd.
Date	12 August 2026
JV Member's or Subcontractor's Name	Not applicable — Single Firm; no subcontractor is proposed
IFB No. and title	MoFP/2026–2027/NC/001 — Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba
Page	Page 2 of 2

The Bidder declares as follows:

Selection	Declaration
☒ (a)	We have not been subject to disqualification for non-compliance with SEA/SH obligations.
☐ (b)	We are subject to disqualification for non-compliance with SEA/SH obligations.
☐ (c)	We were previously subject to disqualification, but an arbitral award has been made in our favour reversing the findings underlying the disqualification.

Supporting evidence for option (c): Not applicable because option (c) is not selected.

No subcontractor is proposed at Bid submission. If the Bidder later proposes a subcontractor, the subcontractor shall complete a separate SEA/SH Performance Declaration before approval.

Certification

We certify that the selected declaration is accurate and authorize verification by the Procuring Entity. We understand that false information or failure to disclose a material disqualification may result in rejection, cancellation of award, termination or other applicable action.

For the Bidder	Completed sample
Authorized signatory	Ms. Nyamal Deng Akol
Title	Managing Director
Signature	_____
Date	12 August 2026
Company stamp	_____

Important: These completed declarations are illustrative. Replace the fictional blue particulars and verify the Bidder's actual five-year ES and SEA/SH history. For a Joint Venture, each member must complete a separate form; each proposed subcontractor must also complete the SEA/SH declaration.

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Bid No. MoFP/2026–2027/NC/001

METHOD STATEMENT, ES-MSIP, CODE OF CONDUCT AND WORK PLAN

Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba

Document control	Completed sample
Bidder	Juba Professional Cleaning Services Ltd.
Prepared by	Ms. Grace Nyibany Chol, Contract Manager
Approved by	Ms. Nyamal Deng Akol, Managing Director
Date	12 August 2026
Contract period	Twelve (12) months
Status	Bid submission — illustrative sample

Our commitment: to provide continuously supervised, safe, hygienic and environmentally responsible cleaning services while protecting Ministry personnel, visitors, Service Provider personnel, property and confidential information.

Important: All company, personnel, contact and implementation details shown in blue are fictional. Replace and verify them before submission.

1. Understanding of the Requirement

The Services cover approximately 12,000 m² of internal areas, 6,000 m² of external areas, 48 washrooms, approximately 2,800 m² of accessible glazing, 1,600 m² of carpet and 6,500 m² of hard floors. The facilities remain occupied and require cleaning methods that minimize interruption, maintain security and confidentiality, control slip and chemical risks, and provide rapid response to hygiene concerns.

2. Service Objectives

- Maintain consistently clean, sanitary and presentable workplaces and public areas.
- Achieve the KPIs and frequencies in Section VIII without disrupting Ministry operations.
- Prevent injury, chemical exposure, property damage, harassment, abuse and environmental harm.
- Maintain adequate personnel, relief capacity, equipment and consumables throughout the Contract.
- Provide traceable attendance, inspection, complaint, stock, incident and performance records.

3. Management and Organization

Role	Primary responsibility	Reporting / availability
Managing Director — Nyamal Deng Akol	Corporate accountability, resources and escalation.	Monthly oversight and urgent escalation.
Contract Manager — Grace Nyibany Chol	Overall delivery, Employer liaison, programme, resources and reporting.	Available throughout; monthly meetings.
Operations Supervisor — Peter Deng Wani	Daily deployment, shift handover, inspections and correction.	Full-time at Headquarters.
Quality Officer — Sarah Ajak Lado	KPI audits, complaint trend, reports and improvement.	Minimum 3 days/week.
HSE Officer — Daniel Luar Akol	Risk assessments, chemical/PPE control, training and incidents.	Minimum 2 days/week and on incidents.
Social/SEA-SH Focal Person — Rebecca Awut Garang	Code of Conduct, confidential complaints and referrals.	Confidential access throughout.
Three Team Leaders	Zone allocation, toolbox talks, attendance and quality checks.	One per active shift/major zone.

Cleaning operatives	Routine and periodic tasks in assigned zones.	Minimum 36 plus 10% relief pool.
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4. Mobilization Method

Period	Action	Output
Days 1–3	Kick-off meeting and joint site verification; confirm rooms, surfaces, washrooms, access, hazards and baseline condition.	Verified site/asset schedule and baseline record.
Days 1–7	Submit staffing roster, work programme, ES-MSIP, HSE/chemical/waste plans, product SDS, equipment register, emergency contacts and reporting templates.	Approved mobilization package.
Days 4–10	Deploy management, operatives, relief pool, equipment, PPE, consumables, signs, trolleys and secure stores.	Resources available and inspected.
Days 7–12	Induction on duties, access, confidentiality, OHS, chemical safety, SEA/SH, Code of Conduct and grievance channels.	Signed attendance and acknowledgements.
Days 10–14	Initial deep clean, trial inspections, stock baseline and correction of start-up issues.	Initial clean accepted; routine service begins.

5. Daily Operating Cycle

Time / stage	Method
05:45–06:00	Supervisor briefing, attendance, PPE/equipment checks and zone allocation.
06:00–09:00	Pre-opening clean: offices, floors, bins, entrances, stairs, meeting rooms and washrooms.
08:00–17:00	Day attendants maintain washrooms/public areas, respond to spills and complaints, replenish consumables and record inspections.
17:00–20:00	Authorized after-hours detail cleaning and scheduled periodic work.
End of shift	Equipment cleaning/storage, chemical/stock check, waste handover, defect reporting and signed handover.

6. Cleaning Methods by Service Area

Area / task	Method and controls	Acceptance standard
Offices and meeting rooms	Display “cleaning in progress” where needed; empty bins; high-to-low dusting; damp-wipe approved surfaces; vacuum/mop; avoid moving documents; reset furniture.	Dust/litter/stains removed; orderly; no damage or disturbance.
Washrooms	Restrict access/sign; colour-coded tools; clean high-to-low; wash/disinfect fixtures and touch points; mop toward exit; replenish; record two-hour inspections.	Sanitary, dry, odour controlled and fully stocked.
Hard floors	Dry soil removal; correct dilution; damp mop or machine scrub; isolate wet area until dry; surface-compatible products only.	Uniform clean appearance, non-sticky and safe traction.
Carpets	Daily vacuum; immediate blot/spot treatment; quarterly extraction after test patch; dry before release.	Loose soil and avoidable stains removed; no objectionable odour.
Glass and mirrors	Microfiber/squeegee method; controlled spray; barrier where public passes; safe reach tools only.	Clear and streak-free.
External areas	Sweep/litter pick; controlled washing; avoid blocking drains or public access; report defects and sharps.	Litter-free, safe and presentable.
High-level surfaces	Risk assess; use approved extension tools/ladders; two-person control where required; never improvise access.	No accumulated dust/cobwebs; no falling-object risk.
Waste	Segregate at source; tie liners; use covered trolley; no hand compaction; hand over at designated point; report hazardous/sharp waste.	Contained, segregated and traceable handover.

Spill/emergency clean	Isolate area; identify substance; PPE/SDS response; absorb/clean/disinfect as appropriate; report and reopen only when safe.	Promptly controlled, documented and area safe.
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7. Equipment, Consumables and Stock Control

Control	Implementation
Equipment	Asset-tagged equipment; pre-use checks; preventive-maintenance register; spare vacuum and critical tools available.
Colour coding	Dedicated cloths/mops for washrooms, general areas and food-adjacent areas to prevent cross-contamination.
Chemicals	Employer-approved products only; SDS available; original labels; measured dilution; no incompatible mixing or unlabelled decanting.
PPE	Uniform, gloves and non-slip footwear for all; eye/respiratory/apron protection according to SDS and task assessment.
Stock	Minimum four-week core stock; weekly count; reorder point at two weeks; consumption and issue register.
Storage	Lockable, ventilated, signed store; incompatible products separated; spill kit and no food/personal items.

8. Quality Assurance and Performance Control

Control level	Tool / frequency	Action
Operative self-check	Task checklist after each area	Correct before leaving zone.
Team Leader	Daily visual inspection and washroom logs	Immediate correction and coaching.
Operations Supervisor	Daily sample and weekly full-zone review	Corrective-action ticket and close-out verification.
Quality Officer	Weekly audit and monthly KPI analysis	Root-cause review and improvement plan.
Employer joint inspection	Monthly or as required	Performance certification and agreed actions.
Complaint management	Log, acknowledge within 30 minutes; urgent attendance within 1 hour	Record cause, action, closure and recurrence prevention.

9. Business Continuity

- Maintain a trained relief pool of at least 10% of planned operatives.
- Keep one spare vacuum and essential manual equipment on site.
- Maintain four-week core-consumable stock and two approved supply sources.
- Cross-train Team Leaders and management deputies.
- Use emergency contact tree and notify the Employer promptly of any service threat.
- Recover missed non-critical work in an agreed after-hours window without additional cost where the cause is within our control.

10. Reporting

Record / report	Frequency	Content
Attendance and deployment	Daily	Names, shifts, zones, absence and relief.
Washroom/area checks	Every 2 hours / daily	Condition, consumables, corrective action and signature.
Incident / near miss	Immediate; written within 24 hours	Facts, protective action, investigation and follow-up.
Weekly operations report	Weekly	Completed activities, defects, stock, equipment and plan.
Monthly report and invoice support	Within 5 working days after month-end	KPIs, staffing, complaints, periodic work, HSE/ES, waste, training and certification.

Quarterly review	Quarterly	Trend analysis, deep-clean activities, resources and improvements.
Close-out report	Within 7 days after completion	Final condition, records, access items and demobilization.

11. Environmental and Social Management Strategies and Implementation Plan (ES-MSIP)

The ES-MSIP applies to the Service Provider and any approved subcontractor. It will be updated after site verification and whenever risk or scope materially changes.

Risk / issue	Mitigation and implementation action	Responsibility / evidence
Slips, trips and public interface	Barrier/sign every wet-work area; clean in sections; remove sign only when dry; control cables/trolleys.	Team Leader; daily inspection.
Chemical exposure	Approved products/SDS; dilution control; ventilation; task PPE; no mixing; spill kit and training.	HSE Officer; chemical register and toolbox records.
Manual handling and ergonomics	Training, suitable trolleys, team lifts, load limits, rotation and reporting of discomfort.	Supervisor; observation records.
Equipment/electrical safety	Pre-use checks, serviceable plugs/cables, dry handling, isolation of defects and maintenance.	Equipment custodian/HSE; register.
Work at height	Avoid where possible; extension tools; inspected ladders; competent users; barricade; no unsafe façade work.	HSE Officer; task risk assessment.
Waste and pollution	Segregate, cover, prevent leakage, no burning/uncontrolled disposal, handover at authorized point.	Supervisor; waste log.
Water/resource use	Measured chemical dilution, controlled taps/hoses and reusable microfiber where hygienically appropriate.	Quality Officer; consumption review.
Labour conditions	Written terms, lawful pay/hours, non-discrimination, no child/forced labour, confidential worker grievance.	HR/Contract Manager; records.
SEA/SH and abuse	Code of Conduct, induction, confidential channels, non-retaliation, safe referral and disciplinary procedure.	Social Focal Person; protected records.
Security/confidentiality	ID badges, access zones, key register, no photography/copying, no reading/removal of documents.	Supervisor; access/key log.
Community/visitor safety	Respectful conduct, safe barriers, no obstruction, immediate response to hazards.	All personnel; complaint log.
Incident management	Protect people, notify immediately, preserve confidentiality, preliminary report within 24 hours, investigate and close action.	Contract Manager/HSE; incident file.

12. ES Training and Monitoring Plan

Activity	Timing	Participants / evidence
Full induction	Before deployment	All personnel; signed attendance and test.
Toolbox talk	Weekly and before unusual work	Active teams; topic register.
Chemical/SDS training	Before chemical use and quarterly	Relevant personnel; competency check.
SEA/SH and Code refresher	Quarterly	All personnel; confidential questions channel.
Emergency drill	Within Month 1 and six-monthly	Supervisors, first aiders and teams; drill report.
ES inspection	Weekly; formal monthly review	HSE, Quality, Social focal persons; action tracker.
Management review	Quarterly	Contract Manager and Employer; improvement record.

13. Code of Conduct for Service Provider's Personnel (ES)

We are [Juba Professional Cleaning Services Ltd.](#), the Service Provider for the [Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba](#). The Services will be carried out at the Ministry Headquarters and designated offices in Juba, Republic of South Sudan. This Code is part of our measures to manage environmental and social risks. It applies to all personnel and any approved subcontractor personnel used to perform the Services.

Our workplace shall not tolerate unsafe, offensive, abusive, discriminatory or violent behaviour. Personnel may raise concerns without fear of retaliation.

Required Conduct

1. Perform duties competently and diligently.
2. Comply with this Code, applicable law and requirements protecting health, safety and well-being.
3. Maintain safe workplaces, machinery, equipment and processes; wear required PPE; control chemical, physical and biological agents; and follow emergency procedures.
4. Report unsafe or unhealthy situations and withdraw from imminent serious danger.
5. Treat all people respectfully and without discrimination.
6. Do not engage in sexual harassment, including unwelcome sexual advances, requests or conduct.
7. Do not engage in sexual exploitation or abuse of vulnerability, power or trust.
8. Do not engage in sexual activity with anyone under 18, except a pre-existing lawful marriage.
9. Complete required ES, OHS, SEA and SH training.
10. Report suspected violations through the available channels.
11. Do not retaliate against reporters, complainants or persons using a grievance mechanism.
12. Protect Ministry information, property, keys and access credentials; do not photograph, copy, read or remove information without authority.

Raising Concerns

Concerns may be reported confidentially to [Ms. Rebecca Awut Garang, Social/SEA-SH Focal Person](#), in writing or in person at [the Service Provider's site office, Ministry Headquarters, Juba](#); by telephone at [+211 92 555 0899](#); or by email at safeguarding@jubaprofessionalcleaning.example. Anonymous reports may be placed in the sealed grievance box or made through the hotline.

Hotline: [+211 92 555 0900](#). Identities will be protected subject to legal reporting duties. Reports will be assessed promptly, retaliation is prohibited, and appropriate support/referral and corrective action will be provided.

Consequences

A breach may result in retraining, warning, removal from the site, disciplinary action up to termination, contract action and referral to competent authorities where appropriate.

Personnel acknowledgement	To be completed
Name	
Signature	
Date	
Service Provider countersignature	
Countersignature date	

Attachment 1 — Illustrative Prohibited SEA and SH Behaviours

The following non-exhaustive examples help personnel recognize prohibited conduct.

Examples of Sexual Exploitation or Abuse

- Offering or promising a job, work allocation, favourable shift or access to services in exchange for a sexual favour.
- Threatening to deny employment, pay, access or assistance unless a person agrees to sexual conduct.
- Using a position of authority, trust or vulnerability to obtain sexual benefit.
- Any sexual assault or threatened sexual intrusion.
- Any sexual activity with a person under 18, except a pre-existing lawful marriage.

Examples of Sexual Harassment

- Unwelcome comments about a colleague's body, appearance or sexual desirability.
- Sexual jokes, messages, images, gestures or repeated invitations after refusal.
- Unwelcome touching or invasion of personal space.
- Requesting intimate images or sexual conduct in exchange for promotion, pay, favourable duties or continued employment.
- Retaliating against a person who rejects, reports or supports a complaint about sexual conduct.

Personnel must report concerns promptly through the channels in the Code. They must not investigate personally, confront a complainant or alleged offender, spread information, or retaliate.

14. Work Plan

Activity	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Mobilization / baseline	•											
Routine cleaning	•	•	•	•	•	•	•	•	•	•	•	•
Washroom/public attendants	•	•	•	•	•	•	•	•	•	•	•	•
Waste and consumables	•	•	•	•	•	•	•	•	•	•	•	•
Windows / carpet / floor quarterly			•			•			•			•
High-level cleaning			•			•			•			•
ES/HSE inspections	•	•	•	•	•	•	•	•	•	•	•	•
Monthly report / KPI	•	•	•	•	•	•	•	•	•	•	•	•
Quarterly review			•			•			•			•
Close-out / final deep clean												•

15. Others — Alternative Time Schedule

Not applicable. BDS ITB 14.2 states that alternative times for completion are not permitted. This Bid is based on the required twelve-month Contract period and does not propose an alternative completion time.

Bidder's Certification

We confirm that the Method Statement, ES-MSIP, Code of Conduct and Work Plan form part of our Bid and that the resources and controls described will be implemented if the Contract is awarded.

For the Bidder	Completed sample
Legal name	Juba Professional Cleaning Services Ltd.
Authorized signatory	Ms. Nyamal Deng Akol, Managing Director
Signature	_____
Date	12 August 2026

Company stamp	
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FORM OF BID SECURITY — BANK GUARANTEE

APPLICABLE FORM FOR THIS TENDER

Fictional guarantor letterhead / SWIFT identifier: [EQUATORIA COMMERCIAL BANK PLC — SWIFT ECBPSSJB](#)

Beneficiary	Ministry of Finance and Planning, Ministries Complex, Juba, Republic of South Sudan
IFB No.	MoFP/2026–2027/NC/001
Alternative No.	Not applicable
Date of issue	5 August 2026
Bid Guarantee No.	ECB/BG/2026/0861
Guarantor	Equatoria Commercial Bank PLC, Head Office, Banking Street, Juba, Republic of South Sudan

We have been informed that [Juba Professional Cleaning Services Ltd.](#) (hereinafter called the “Applicant”) has submitted or will submit to the Beneficiary its Bid for the execution of [Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba](#) under IFB No. [MoFP/2026–2027/NC/001](#) (“the IFB”).

Furthermore, we understand that, according to the Beneficiary’s conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total [SSP 5,000,000 \(South Sudanese Pounds Five Million only\)](#) upon receipt by us of the Beneficiary’s complying demand, supported by the Beneficiary’s statement—whether in the demand itself or a separate signed document accompanying or identifying the demand—stating that either the Applicant:

- (a) has withdrawn its Bid prior to the Bid-validity expiry date stated in the Letter of Bid, or any extended date provided by the Applicant; or
- (b) having been notified of acceptance of its Bid before expiry of Bid validity or any extension, (i) has failed to sign the Contract Agreement, or (ii) has failed to furnish the Performance Security in accordance with the ITB.

This Guarantee will expire: (a) if the Applicant is successful, upon our receipt of copies of the signed Contract Agreement and Performance Security; or (b) if the Applicant is unsuccessful, upon the earlier of (i) our receipt of the Beneficiary’s notification of the results, or (ii) [7 January 2027, being twenty-eight days after the Bid-validity expiry date](#). Any demand must be received by us at the office indicated above on or before that date.

This Guarantee is subject to the Uniform Rules for Demand Guarantees (URDG), 2010 Revision, ICC Publication No. 758.

For the Guarantor	Equatoria Commercial Bank PLC
Authorized signature(s)	
Name and title	Mr. James Lado Kiden, Director — Corporate Banking
Bank stamp	

Important: This Bank, guarantee number and signatory are fictional. The actual guarantee must be issued directly by an acceptable bank, use the prescribed form, and be independently verified by the Ministry.

FORM OF BID SECURITY — BID BOND

DEMONSTRATION ONLY — NOT ACCEPTABLE FOR THIS TENDER

The BDS permits only an unconditional Bank Guarantee. This completed Bid Bond illustrates how the form would appear in a procurement that expressly permits it.

Bond No.	ESIC/BB/2026/0417
Principal	Juba Professional Cleaning Services Ltd.
Surety	Equatoria Surety and Insurance Corporation Ltd., Insurance House, Juba
Obligee / Employer	Ministry of Finance and Planning
Bond amount	SSP 5,000,000 (South Sudanese Pounds Five Million only)

BY THIS BOND, Juba Professional Cleaning Services Ltd. as Principal, and Equatoria Surety and Insurance Corporation Ltd., authorized to transact business in the Republic of South Sudan, as Surety, are held and firmly bound unto the Ministry of Finance and Planning as Employer in the sum stated above, for payment of which the Principal and Surety bind themselves, their successors and assigns, jointly and severally.

WHEREAS the Principal has submitted or will submit a written Bid dated 12 August 2026 for the Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba ("the Bid").

NOW, THEREFORE, if the Principal (a) withdraws its Bid before expiry of Bid validity or an extension; or (b) after notice of acceptance before expiry, (i) fails to execute the Contract Agreement, or (ii) fails to furnish the Performance Security, then the Surety shall immediately pay the Employer up to the Bond amount upon the Employer's first written demand stating which event occurred, without further substantiation.

The obligation remains in force through 7 January 2027, being twenty-eight days after expiry of Bid validity, or through any corresponding extended date provided by the Principal.

Executed in Juba on 5 August 2026.

Principal signature / seal	_____
Principal name and title	Ms. Nyamal Deng Akol, Managing Director
Surety signature / seal	_____
Surety name and title	Mr. Peter Wani Lado, Authorized Surety Officer

Do not submit this form for Bid No. MoFP/2026–2027/NC/001. It would not satisfy BDS ITB 20.1 and 20.3(d).

FORM OF BID-SECURING DECLARATION

DEMONSTRATION ONLY — NOT ACCEPTABLE FOR THIS TENDER

The BDS requires a Bank Guarantee and expressly excludes a Bid-Securing Declaration. This completed form is retained only as an example for procurements where it is selected in the BDS.

Date	12 August 2026
IFB No.	MoFP/2026–2027/NC/001
Alternative No.	Not applicable
To	Ministry of Finance and Planning, Government of the Republic of South Sudan

We, [Juba Professional Cleaning Services Ltd.](#), understand that, where permitted by the BDS, Bids must be supported by a Bid-Securing Declaration.

For demonstration purposes only, we accept that we would be suspended from eligibility to bid or submit proposals to the Employer for [two \(2\) years](#) if we breached the Bid conditions because we:

- (a) withdrew our Bid before expiry of Bid validity or an extension; or
- (b) after notification of acceptance before expiry, (i) failed to sign the Contract Agreement, or (ii) failed or refused to furnish the Performance Security required by the ITB.

The Declaration would expire, if we were unsuccessful, upon the earlier of notification of the successful Bidder or twenty-eight days after expiry of Bid validity.

Name of Bidder	Juba Professional Cleaning Services Ltd.
Authorized signatory	Ms. Nyamal Deng Akol
Title	Managing Director
Signature	_____
Date signed	12 August 2026
Company stamp	_____

Do not submit this form for Bid No. MoFP/2026–2027/NC/001. The required Bid Security is the Bank Guarantee on page 1.

JUBA PROFESSIONAL CLEANING SERVICES LTD.

Bid No. MoFP/2026–2027/NC/001

SECTION VII — CORRUPT AND FRAUDULENT PRACTICES

UNDERTAKING ON ANTI-BRIBERY POLICY, CODE OF CONDUCT AND COMPLIANCE PROGRAMME

Each Bidder must submit one prescribed memorandum signed personally by its Chief Executive Officer or other appropriate senior corporate officer. If the Bidder is a subsidiary and the Bidding Document requires a parent-company statement, the parent company must also sign a separate undertaking.

Tender particular	Completed entry
Procuring Entity	Ministry of Finance and Planning
Contract	Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba
IFB No.	MoFP/2026–2027/NC/001
Bidder	Juba Professional Cleaning Services Ltd. — Single Firm
Selected memorandum	Format 1
Policy reference	JPCS/ABC/2026/01
Effective date / review	1 July 2026 / 1 July 2027

SAMPLE — ALL COMPANY, OFFICER AND CONTACT DETAILS ARE FICTIONAL

Memorandum — Format 1 (Selected for Submission)

Juba Professional Cleaning Services Ltd. places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. The company confirms that it will not offer, promise, give, request, accept or facilitate, directly or indirectly, any improper inducement or reward to any public officer, relative, business associate or other person in connection with its Bid or subsequent performance of the Contract if successful.

The company has an Anti-Bribery and Anti-Corruption Policy, Corporate Code of Conduct and Compliance Programme incorporating reasonable steps to ensure that this no-bribery commitment is observed by its directors, managers and employees and by all third parties working on the public-sector project or Contract, including agents, consultants, consortium or joint-venture partners, subcontractors and suppliers. Copies are attached as Annexes AB-1 to AB-5.

Field	Completed sample
Authorized signature	_____
Name and title	Ms. Nyamal Deng Akol, Managing Director
Name of Bidder	Juba Professional Cleaning Services Ltd.
Address	Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba, Republic of South Sudan
Date	12 August 2026
Company stamp	_____

Memorandum — Format 2 (Alternative Example Only)

Juba Professional Cleaning Services Ltd. has issued, for purposes of this tender, a project-specific Compliance Programme, attached as Annex AB-3, incorporating reasonable steps to ensure that the no-bribery commitment is observed by directors, managers, employees and all third parties working on the Contract, including agents, consultants, consortium partners, subcontractors and suppliers.

Format 2 is not selected for this submission. A Bidder should submit only the format permitted or selected under the Bidding Document.

Field	Completed sample
Authorized signature	_____
Name and title	Ms. Nyamal Deng Akol, Managing Director
Name of Bidder	Juba Professional Cleaning Services Ltd.
Address	Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba, Republic of South Sudan
Date	12 August 2026
Company stamp	_____

Annex Schedule and Governance

Annex	Document	Status
AB-1	Anti-Bribery and Anti-Corruption Policy	Attached
AB-2	Corporate Code of Conduct	Attached
AB-3	Tender and Contract Compliance Programme	Attached
AB-4	Third-Party Due-Diligence and Payment-Control Procedure	Attached
AB-5	Board Authorization, CEO Certification and Registers	Attached

Governance Responsibilities

Role	Responsibility
Board of Directors	Approve policy; oversee serious allegations, investigations and remediation.
Managing Director	Set ethical tone, provide resources and certify implementation.
Compliance Officer	Advice, training, due diligence, registers, reporting, monitoring and case management.
Bid/Contract Manager	Apply controls to tender communications, delivery, third parties, claims and variations.
Finance Manager	Accurate books, payment controls, bank-account verification and retention of records.
All personnel	Comply, disclose conflicts, protect information and report suspected misconduct.
Third parties	Accept equivalent contractual duties and permit proportionate verification/audit.

Definitions

Term	Meaning
Bribery	Offering, promising, giving, requesting or accepting an advantage to induce or reward improper performance.
Corruption	Abuse of entrusted power or position for private gain.
Facilitation payment	An unofficial payment to speed up a routine action; prohibited.
Conflict of interest	A private interest that may improperly influence, or appear to influence, official or company duties.

Third party	Agent, consultant, JV member, subcontractor, supplier or intermediary.
Red flag	A fact suggesting heightened bribery, fraud or conflict risk and requiring review.

Annex AB-1 — Anti-Bribery and Anti-Corruption Policy

1. Commitment and Scope

Juba Professional Cleaning Services Ltd. maintains zero tolerance for bribery, corruption, fraud, collusion, coercion, obstruction, secret commissions and retaliation. The Policy applies to all directors, officers, employees, temporary personnel and project workers, and contractually to agents, consultants, JV partners, subcontractors and suppliers. No deadline, instruction, commercial objective or local practice excuses a breach.

2. Prohibited Conduct

- Offering, promising, authorizing, giving, requesting or accepting a bribe or improper benefit.
- Making facilitation payments, kickbacks, secret commissions or unofficial fees.
- Using another person to perform conduct prohibited if done directly.
- Colluding on prices, cover bidding, bid rotation, market allocation or suppression of competition.
- Submitting false qualifications, records, invoices, certificates, claims or declarations.
- Coercing, obstructing or improperly influencing an evaluation, audit, inspection or investigation.
- Concealing beneficial ownership, conflicts, official connections, commissions, gifts or hospitality.
- Retaliating against a person who reports or cooperates in good faith.

3. Public Officials and Political Activity

No payment, gift, hospitality, employment opportunity, donation or other benefit may be offered to influence a public official. Company political contributions connected with the procurement or Contract are prohibited. Personal political activity must not use company resources or create an unmanaged conflict.

4. Gifts and Hospitality

Cash and cash equivalents are prohibited. During procurement evaluation and award, gifts or hospitality involving Procuring Entity personnel are prohibited. Any otherwise lawful, modest and infrequent hospitality requires a legitimate purpose, prior approval where required and accurate entry in the register.

5. Donations, Sponsorships and Community Support

Such support must never obtain an improper advantage. It requires recipient verification, documented purpose, written approval, payment to a verified institutional account and monitoring. A request linked to an official, evaluator or contract decision must be rejected and reported.

6. Conflicts of Interest

Personnel and third parties must disclose financial, family, employment, political or other interests affecting impartiality. The Compliance Officer records the disclosure and determines recusal, mitigation or prohibition. No person may decide a matter while an unmanaged conflict exists.

7. Third Parties

Risk-based due diligence is required before appointment and periodically thereafter. Written contracts must define legitimate services, reasonable compensation, anti-bribery obligations, reporting, recordkeeping, audit access and termination rights. Payment follows verified performance and is made only to the contracted party's approved account.

8. Books and Records

- Record transactions completely, accurately and promptly.
- Do not create undisclosed funds, off-book accounts, false descriptions or split invoices.
- Retain approvals, due-diligence files, contracts, invoices, delivery evidence and payment records.
- Do not destroy, alter or conceal material relevant to an inquiry, audit or complaint.

9. Reporting, Investigation and Non-Retaliation

Concerns may be reported confidentially or anonymously. They will be logged, triaged and investigated by competent, independent persons. Retaliation is prohibited. Findings may lead to training, control improvements, discipline up to dismissal, contract suspension or termination, recovery and referral to competent authorities where required.

Reporting channel	Illustrative details
Compliance Officer	Mr. Daniel Lual Akol
Email	compliance@jubaprofessionalcleaning.example
Hotline	+211 92 555 0901
In person / post	Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba
Board escalation	Chairperson, Board Ethics and Audit Committee

10. Consequences and Cooperation

Every person must cooperate with authorized reviews. Breaches may result in removal from the tender or site, disciplinary action, termination of employment or contract, recovery of loss and lawful reporting. Knowingly malicious allegations may also result in discipline, but an unsubstantiated good-faith report will not.

Annex AB-2 — Corporate Code of Conduct

Every director, employee, project worker and representative shall:

- Act honestly, fairly and in the company's legitimate interests.
- Comply with procurement, competition, labour, tax, environmental and social requirements.
- Never offer, request, accept, conceal or facilitate a bribe, kickback or improper commission.
- Protect confidential bid and Ministry information; never seek unauthorized competitor or evaluation information.
- Determine prices and commercial strategy independently of competitors.
- Disclose conflicts, beneficial interests, official connections, gifts and commissions.
- Use only approved agents, subcontractors, suppliers and bank accounts.
- Keep complete and accurate records and protect company and Employer assets.
- Report suspected misconduct promptly and cooperate with reviews.
- Protect good-faith reporters from retaliation.

Personnel Acknowledgement

I confirm that I have received, read and understood the Policy and Code. I will comply, seek advice where uncertain, disclose conflicts and report suspected breaches.

Name	Position	Signature	Date
_____	_____	_____	_____

Third-Party Commitment

The undersigned third party agrees to equivalent anti-bribery standards, accurate records, ownership and conflict disclosure, reporting, cooperation with proportionate verification, and no undisclosed intermediary.

Legal name	Authorized representative	Signature / seal	Date
_____	_____	_____	_____

Annex AB-3 — Tender and Contract Compliance Programme

1. Risk Assessment

Risk area	Rating	Mandatory controls
Tender communications	High	One authorized contact; correspondence register; no private approaches.
Bid pricing / competition	High	Independent pricing; restricted access; competition-law declaration.
Permits, access and inspections	High	Official channels, receipts/records and no facilitation payments.
Subcontractors and suppliers	High	Ownership, integrity, conflict, capacity and bank-account checks.
Cash and petty cash	High	Restricted cash, receipts, thresholds, reconciliation and dual approval.
Gifts / hospitality	High	Procurement-period prohibition; register and pre-approval.
Recruitment and work allocation	Medium	Published criteria, conflict declaration and documented decisions.
Variations, claims and certification	High	Technical support, segregation, formal authority and audit trail.
Payments	High	Contract/invoice/performance match, account verification and dual authorization.

2. Control Plan

Control	Owner	Timing	Evidence
Policy induction	Compliance Officer	Before tender access / mobilization	Attendance and acknowledgement
Tender contact protocol	Bid Manager	Throughout procurement	Correspondence register
Conflict declarations	All relevant personnel	Appointment and quarterly	Conflict register
Third-party due diligence	Compliance + Procurement	Before engagement and annually	Approved due-diligence file
Gift/hospitality register	Compliance Officer	Continuous; monthly review	Register and approvals
Payment control	Finance Manager	Each payment	Contract, invoice, evidence and approvals
Compliance review	Internal Audit / Board	Quarterly	Review report and action tracker
Management certification	Managing Director	Bid submission and annually	Signed certification

3. Training and Monitoring

- Induction and annual refresher training for relevant personnel.
- Targeted briefings for tendering, public-official contact, procurement, finance and site supervision.
- Quarterly review of due diligence, registers, payments, allegations and remediation.
- Immediate escalation of serious public-official bribery, collusion or obstruction concerns.
- Annual programme review and documented improvement actions.

Annex AB-4 — Third-Party Due Diligence and Payment Control

Step	Required action
Business need	Document legitimate need, scope and selection rationale.
Identity and ownership	Verify registration, address, directors, beneficial owners and bank account.
Integrity checks	References, adverse information, debarment/suspension and litigation declarations.
Connections / conflicts	Identify links to officials, evaluators, company personnel or communities.
Commercial review	Confirm qualifications, resources, fee reasonableness and payment terms.
Risk classification	Low, medium or high based on service, interaction, compensation and red flags.
Approval	Compliance approval; senior/Board approval for high risk.
Contracting	Written scope, fee, anti-bribery clauses, reporting, audit and termination.
Payment	Verify contract, performance, invoice, account and dual authorization.
Monitoring	Refresh checks and investigate ownership, account or performance changes.

Illustrative Red Flags

- Refusal to disclose ownership or official connections.
- Cash, offshore, third-party or newly changed bank-account request.
- Vague scope, unusually high fee or success-based payment.
- Claimed special influence over officials or evaluators.
- Lack of staff, premises, qualifications or credible references.
- Resistance to anti-bribery clauses, audit access or certification.

No engagement or payment may proceed until a red flag is resolved or formally mitigated and approved. Unresolved material concern requires rejection, suspension or termination.

Approval Record

Third party	Risk	Reviewer	Approval / conditions	Date
_____	Low / Medium / High	_____	_____	_____

Annex AB-5 — Board Authorization and CEO Certification

Board Resolution No. JPCS/BR/2026/08

At a duly convened meeting held in Juba on **1 July 2026**, the Board of Directors resolved to approve this Anti-Bribery Policy, Code and Compliance Programme; require their application to Bid No. **MoFP/2026–2027/NC/001** and any resulting Contract; authorize the Managing Director to sign the undertaking and certifications; appoint the Compliance Officer; and require material allegations and confirmed violations to be reported to the Board Ethics and Audit Committee.

For the Board	Completed sample
Name and title	Ms. Aluel Nyandeng Deng, Board Chairperson
Signature	_____
Date	1 July 2026
Company seal	_____

Chief Executive Officer Certification

I, **Ms. Nyamal Deng Akol, Managing Director**, certify that the attached Policy, Code and Compliance Programme have been approved for this tender; reasonable implementation responsibilities and resources have been assigned; commissions, gratuities and fees disclosed in the Letter of Bid are complete to the best of my knowledge; and I am not aware of undisclosed bribery, collusion or conflict affecting this Bid.

Field	Completed sample
Signature	_____
Date	12 August 2026
Company stamp	_____

Implementation and Registers

Record / action	Owner	Status
Policy and Code approved	Board	Complete
Tender team trained	Compliance Officer	Complete
Conflict declarations	Bid Manager	Complete
Third parties screened	Compliance Officer	Complete / update for new parties
Gift/hospitality register	Compliance Officer	Opened; nil entries at submission
Commission/fee register	Finance Manager	Opened; nil entries at submission
Undertaking signed	Managing Director	Pending original signature
Package inserted in Bid	Bid Manager	Pending final compilation

Disclosure Registers — Bid Submission Position

Register	Disclosure
Gifts and hospitality involving Procuring Entity personnel	None
Commissions, gratuities or success fees	None
Political or charitable contributions connected to tender	None
Conflicts involving tender team or officials	None declared
Agents or intermediaries used to obtain award	None

Important: This is an illustrative compliance package. Replace every fictional blue entry, obtain genuine Board and CEO signatures, and retain evidence that the described controls are actually implemented. Submit only one Memorandum format unless the Bidding Document directs otherwise.

END OF BIDDERS BID

END OF THE BID AND POST-AWARD FORMS

Provision of Cleaning Services | Bid No. MoFP/2026–2027/NC/001

This Service Provider's Bid ends with the signed Undertaking on the Anti-Bribery Policy, Code of Conduct and Compliance Programme, together with its stated annexes. Documents appearing after that undertaking are not additional forms that every Bidder must complete and submit, unless the BDS or another provision expressly states otherwise.

The forms that follow have been completed with illustrative information to demonstrate the post-evaluation, award, Contract-formation and security process. Their inclusion does not constitute an award, acceptance, executed Contract or authorization to commence the Services.

A. Forms prepared and issued by the Employer / Procuring Entity

Form	Purpose and responsibility
Notification of Intention to Award	Prepared and transmitted simultaneously by the Ministry to all Bidders after approval of the evaluation recommendation; starts the Standstill Period and explains debriefing/complaint rights.
Letter of Acceptance	Issued by the Ministry after the Standstill Period and resolution of any complaint; accepts the successful Bid and states pre-signature requirements.
Contract Agreement	Finalized by the Ministry and signed by both parties after approvals, beneficial-ownership disclosure, Performance Security and required pre-contract documents.

These Employer forms are examples only and shall not be signed, altered or submitted by a Bidder as part of its Bid.

B. Securities and documents provided by the successful Service Provider

Security / document	Requirement for this tender	When required
Performance Security — Bank Demand Guarantee	10% of the Accepted Contract Amount. In the sample award, SSP 116,424,000.	Within 28 days after the Letter of Acceptance and before/at Contract effectiveness as specified.
Beneficial Ownership Disclosure	Prescribed form and supporting evidence under BDS ITB 45.1.	Within 8 Business Days after the Letter of Acceptance.
Advance Payment Security	100% of the optional 10% mobilization advance. In the sample, SSP 116,424,000.	After Contract signature and before release of the advance.
Performance Bond	Demonstration only; not accepted because SCC 3.9 selects a Bank Demand Guarantee.	Not applicable.
Performance Securing Declaration	Demonstration only; not accepted under the Letter of Acceptance and SCC.	Not applicable.

The successful Service Provider must ensure each applicable guarantee is issued by an acceptable institution, follows the prescribed form without unauthorized material alteration, states the correct beneficiary, Contract reference, amount, currency and expiry, and remains valid for the required period.

The Advance Payment Guarantee is required only if the successful Service Provider requests and becomes entitled to the 10% mobilization advance. No advance shall be released before the original guarantee is accepted and verified.

In the event of inconsistency, the Bidding Document, SCC, Letter of Acceptance and executed Contract shall prevail in their applicable order of priority.

GOVERNMENT OF THE REPUBLIC OF SOUTH SUDAN

MINISTRY OF FINANCE AND PLANNING

Notification of Intention to Award

For the attention of Bidder's Authorized Representative — Name: Ms. Ajak Nyandeng Chol

Address: Plot 18, Airport Road, P.O. Box 789, Juba, Republic of South Sudan

Telephone/Fax numbers: +211 920 000 101 (fictional)

Email Address: tenders@jubaprofessionalcleaning.example

DATE OF TRANSMISSION: This Notification is sent by: email and hand delivery on 20 July 2026 at 10:00 a.m. local time

Notification of Intention to Award

Employer: Ministry of Finance and Planning

Project: Operational Support Services — FY 2026/2027

Contract title: Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba

Country: Republic of South Sudan

Loan No. /Credit No. / Grant No.: Not applicable — Government of South Sudan public financing

IFB No: MoFP/2026–2027/NC/001

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Bid, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

1. The successful Bidder

Name: Juba Professional Cleaning Services Ltd.

Address: Plot 18, Airport Road, P.O. Box 789, Juba, Republic of South Sudan

Contract price: SSP 1,164,240,000 inclusive of applicable taxes

2. Other Bidders

Name of Bidder	Bid price (SSP)	Evaluated Bid price (SSP)
Konyo-Konyo General Services Ltd.	1,105,200,000	Not evaluated — non-responsive
White Nile Hygiene Services Ltd.	1,142,400,000	Not evaluated — non-responsive
Sunrise Support Services Ltd.	1,177,200,000	Not evaluated — non-responsive
Nile Star Facility Management Ltd.	1,198,800,000	1,198,800,000
Equatoria Cleaning Solutions Ltd.	1,236,000,000	1,236,000,000
Green Nile Integrated Services Ltd.	1,285,200,000	1,285,200,000
Bright Horizon Services Ltd.	1,330,800,000	1,330,800,000

3. Reason/s why your Bid was unsuccessful

Not applicable. Your Bid was determined to be substantially responsive, you met the qualification requirements, and your evaluated Bid price of SSP 1,164,240,000 was the lowest evaluated price. The evaluated price reflects an arithmetic correction of SSP 960,000 accepted by you in writing.

4. How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on 23 July 2026 local time.

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: Mr. James Lual Deng (fictional)

Title/position: Director of Procurement

Agency: Ministry of Finance and Planning

Email address: procurement@mofp.example

Fax number: Not used

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5. How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, 3 August 2026 local time.

Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

Attention: Ms. Rebecca Nyandeng (fictional)

Title/position: Accounting Officer

Agency: Ministry of Finance and Planning

Email address: complaints@mofp.example

Fax number: Not used

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Bidder who submitted a Bid in this bidding process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

6. Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on 3 August 2026 local time.

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.

If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Employer:

Signature: [SAMPLE — NOT EXECUTED](#)

Name: [Ms. Rebecca Nyandeng \(fictional\)](#)

Title/position: [Accounting Officer](#)

Telephone: [+211 920 000 001 \(fictional\)](#)

Email: accountingofficer@mofp.example

LETTER OF ACCEPTANCE

EMPLOYER'S COMPLETED SAMPLE

MINISTRY OF FINANCE AND PLANNING LETTERHEAD

Field	Completed entry
Date	12 October 2026
To	Juba Professional Cleaning Services Ltd., Plot 42, Ministries Road, Hai Amarat, P.O. Box 1245, Juba
Subject	Notification of Award — Contract No. MoFP/2026–2027/NC/001

This is to notify you that your Bid dated [12 August 2026](#) for execution of the [Provision of Cleaning Services for the Ministry of Finance and Planning Headquarters and Designated Offices, Juba — Contract No. MoFP/2026–2027/NC/001](#) for the Accepted Contract Amount of [SSP 1,164,240,000 \(South Sudanese Pounds One Billion One Hundred Sixty-Four Million Two Hundred Forty Thousand only\)](#), after application of the unconditional 2% discount and before separately identified applicable taxes, as corrected and modified in accordance with the ITB, is hereby accepted by the Ministry.

You are requested to furnish: (i) an unconditional Bank Demand Guarantee as Performance Security equal to [10% of the Accepted Contract Amount, being SSP 116,424,000](#), within twenty-eight (28) days of this Letter, using the form included in this package; and (ii) the additional beneficial-ownership information required by BDS ITB 45.1 within eight (8) Business Days, using the prescribed Beneficial Ownership Disclosure Form.

You are also requested to submit the required insurance certificates, final implementation schedule, product list and Safety Data Sheets, staffing roster and other pre-commencement documents stated in the Contract.

We confirm that [Dr. James Lado Wani](#), proposed by the Employer in the Bid Data Sheet, shall be appointed as Adjudicator, subject to his written confirmation of independence and acceptance.

Authorized for the Employer	Completed sample
Signature	_____
Name and title	Mr. Samuel Lado Deng, Undersecretary and Accounting Officer
Agency	Ministry of Finance and Planning
Telephone / email	+211 92 000 2100 / accountingofficer.mofp@example.com
Official stamp	_____

Attachments: [Contract Agreement](#); [Performance Security form](#); [Beneficial Ownership Disclosure Form](#); final Contract document for execution.

Important: [This Letter is fictional and becomes valid only when issued after all approvals, standstill and complaint requirements have been satisfied.](#)

CONTRACT AGREEMENT

COMPLETED SAMPLE — NON-CONSULTING SERVICES

THIS AGREEMENT is made on 2 November 2026 between the Ministry of Finance and Planning, Government of the Republic of South Sudan, Ministries Complex, Juba ("the Employer"), and Juba Professional Cleaning Services Ltd., Plot 42, Ministries Road, Hai Amarat, Juba ("the Service Provider").

WHEREAS the Employer requires the Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba and has accepted the Service Provider's Bid for performance and completion of the Services and correction of deficiencies.

The parties agree as follows:

1. Words and expressions have the meanings assigned in the Contract documents.
2. The following documents form and shall be read as part of this Agreement. This Agreement prevails over all other Contract documents:
 - (1) the Letter of Acceptance dated 12 October 2026;
 - (2) the Letter of Bid dated 12 August 2026;
 - (3) Addendum No. 1 dated 29 July 2026;
 - (4) the Special Conditions of Contract;
 - (5) the General Conditions of Contract;
 - (6) the Employer's Requirements, Activity Schedule and Performance Specifications;
 - (7) the accepted priced Activity Schedule and Daywork Schedule;
 - (8) the Service Provider's Method Statement and twelve-month Work Plan;
 - (9) the ES Management Strategies and Implementation Plan;
 - (10) the Code of Conduct for Service Provider's Personnel; and
 - (11) all other documents identified in the Special Conditions as forming part of the Contract.
3. In consideration of the payments to be made by the Employer, the Service Provider covenants to perform and complete the Services and correct deficiencies in conformity with the Contract.
4. The Employer covenants to pay the Service Provider the Accepted Contract Amount of SSP 1,164,240,000 or such other sum as becomes payable under the Contract, at the times and in the manner prescribed.
5. The Contract period is twelve (12) months from the Starting Date stated in the Employer's written commencement instruction.

IN WITNESS WHEREOF the parties have executed this Agreement in accordance with the laws of the Republic of South Sudan.

For the Employer	For the Service Provider
Signed: _____	Signed: _____
Mr. Samuel Lado Deng	Ms. Nyamal Deng Akol
Undersecretary and Accounting Officer	Managing Director
Date: 2 November 2026	Date: 2 November 2026
Official stamp: _____	Company stamp: _____
Witness: _____	Witness: _____
Witness name/address: _____	Witness name/address: _____

PERFORMANCE SECURITY — BANK DEMAND GUARANTEE

APPLICABLE FORM SELECTED BY THE SCC

Fictional guarantor letterhead / SWIFT: [EQUATORIA COMMERCIAL BANK PLC — ECBPSSJB](#)

Field	Completed sample
Beneficiary	Ministry of Finance and Planning, Ministries Complex, Juba, Republic of South Sudan
Date	2 November 2026
Performance Guarantee No.	ECB/PG/2026/1134
Guarantor	Equatoria Commercial Bank PLC, Head Office, Banking Street, Juba

We have been informed that [Juba Professional Cleaning Services Ltd.](#) (“the Applicant”) has entered into Contract No. [MoFP/2026–2027/NC/001 dated 2 November 2026](#) with the Beneficiary for the Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba (“the Contract”).

We understand that a Performance Guarantee is required. At the Applicant’s request, we irrevocably undertake to pay the Beneficiary any sum or sums not exceeding [SSP 116,424,000 \(South Sudanese Pounds One Hundred Sixteen Million Four Hundred Twenty-Four Thousand only\)](#), upon receipt of the Beneficiary’s complying demand supported by a statement that the Applicant is in breach of its Contract obligation(s), without the Beneficiary proving or showing grounds for the demand or amount.

This Guarantee shall expire no later than [5 January 2028](#), being twenty-eight days after the illustrative end of the 30-day Defects Liability Period following completion of the twelve-month Services. Any demand must be received at our office on or before that date. If the Contract period or defects obligations are extended, the Applicant shall arrange an acceptable extension before expiry.

This Guarantee is subject to URDG 758, 2010 Revision, except that the supporting statement under Article 15(a) is excluded to the extent stated in this form.

For the Guarantor	Completed sample
Authorized signature(s)	_____
Name and title	Mr. James Lado Kiden, Director — Corporate Banking
Bank stamp	_____

Important: The bank, guarantee number and signatory are fictional. The actual Bank Guarantee must be verified directly with the issuing bank.

PERFORMANCE SECURITY — PERFORMANCE BOND

DEMONSTRATION ONLY — NOT ACCEPTABLE UNDER THE CURRENT SCC

Field	Demonstration entry
Bond No.	ESIC/PB/2026/0288
Principal / Service Provider	Juba Professional Cleaning Services Ltd.
Surety	Equatoria Surety and Insurance Corporation Ltd., Insurance House, Juba
Obligee / Employer	Ministry of Finance and Planning
Bond amount	SSP 116,424,000

By this Bond, the Principal and Surety are jointly and severally bound to the Employer in **SSP 116,424,000** for faithful performance of Contract No. MoFP/2026–2027/NC/001 dated 2 November 2026 for the cleaning Services.

If the Service Provider promptly and faithfully performs the Contract, the obligation is void. Otherwise, after the Employer declares default and has performed its obligations, the Surety shall promptly: (1) remedy or complete the Contract; (2) arrange a completion contract with a qualified provider and fund the cost above the unpaid balance, up to the Bond amount; or (3) pay the Employer the cost of completion up to the Bond amount.

The Surety's aggregate liability shall not exceed the Bond amount. Any suit must be commenced before one year after the final completion/acceptance certificate. No person other than the Employer and its lawful successors has a right of action under the Bond.

Execution	Completed demonstration
Date	2 November 2026
Principal signature / seal	_____
Principal name / title	Ms. Nyamal Deng Akol, Managing Director
Surety signature / seal	_____
Surety name / title	Mr. Peter Wani Lado, Authorized Surety Officer
Witnesses	_____

Do not submit this Performance Bond for the current Contract. SCC 3.9 requires the Bank Demand Guarantee on page 3.

PERFORMANCE SECURING DECLARATION

DEMONSTRATION ONLY — NOT ACCEPTABLE UNDER THE CURRENT SCC

Field	Demonstration entry
Date	20 October 2026
Contract No.	MoFP/2026–2027/NC/001
To	Ministry of Finance and Planning, Government of the Republic of South Sudan

We, [Juba Professional Cleaning Services Ltd.](#), understand that, where selected in the Contract, this Declaration would guarantee faithful performance and would be submitted within the prescribed period before Contract signature.

For demonstration purposes, we accept that if we fail to execute or perform the Contract, we may be disqualified from tendering for procurement contracts in the Republic of South Sudan for a period determined by PPDA under the PPDA Act 2018 and PPDA Regulations 2024, following applicable procedures.

The Declaration would cease upon satisfactory performance and final acceptance of the Services.

For the Service Provider	Demonstration entry
Signed	_____
Name	Ms. Nyamal Deng Akol
Capacity	Managing Director and authorized Contract signatory
For and on behalf of	Juba Professional Cleaning Services Ltd.
Date	20 October 2026
Corporate seal	_____

Do not submit this form for the current Contract. The Letter of Acceptance and SCC require a Bank Demand Guarantee.

ADVANCE PAYMENT SECURITY — DEMAND GUARANTEE

APPLICABLE IF THE SERVICE PROVIDER REQUESTS THE 10% MOBILIZATION ADVANCE

Fictional guarantor letterhead / SWIFT: EQUATORIA COMMERCIAL BANK PLC — ECBPSSJB

Field	Completed sample
Beneficiary	Ministry of Finance and Planning, Ministries Complex, Juba, Republic of South Sudan
Date	3 November 2026
Advance Payment Guarantee No.	ECB/APG/2026/1135
Guarantor	Equatoria Commercial Bank PLC, Head Office, Banking Street, Juba

We have been informed that [Juba Professional Cleaning Services Ltd.](#) (“the Applicant”) has entered into Contract No. [MoFP/2026–2027/NC/001](#) dated [2 November 2026](#) with the Beneficiary for the Provision of Cleaning Services for the Ministry Headquarters and Designated Offices, Juba (“the Contract”).

Under the Contract, an advance payment of [SSP 116,424,000 \(South Sudanese Pounds One Hundred Sixteen Million Four Hundred Twenty-Four Thousand only\)](#), equal to 10% of the Accepted Contract Amount, is to be made against this Guarantee.

At the Applicant’s request, we irrevocably undertake to pay the Beneficiary any sum or sums not exceeding [SSP 116,424,000](#) upon receipt of a complying demand supported by a statement that the Applicant either (a) used the advance for purposes other than delivery of the Services, or (b) failed to repay it under the Contract, specifying the unpaid amount.

A demand may be presented after the Guarantor receives a certificate from the Beneficiary’s bank confirming that the advance was credited to Applicant account [No. 01145678902 at Equatoria Commercial Bank PLC, Airport Road Branch, Juba](#).

The maximum amount reduces progressively by advance repayments evidenced by interim statements or payment certificates. The Guarantee expires upon our receipt of a certificate showing that 90% of the Accepted Contract Amount has been certified, or on [31 October 2027](#), whichever is earlier. Any demand must be received on or before that date.

This Guarantee is subject to URDG 758, 2010 Revision, except that the supporting statement under Article 15(a) is excluded to the extent stated in this form.

For the Guarantor	Completed sample
Authorized signature(s)	_____
Name and title	Mr. James Lado Kiden, Director — Corporate Banking
Bank stamp	_____

Important: The advance is optional and payable only after Contract effectiveness, an approved mobilization plan and acceptance/verification of the original Guarantee. All blue bank and account details a

GOVERNMENT OF THE REPUBLIC OF SOUTH SUDAN
MINISTRY OF FINANCE AND PLANNING

BID EVALUATION REPORT

**Provision of Cleaning Services for the Ministry Headquarters and
Designated Offices, Juba**

Tender particulars	Details
Procurement method	National Competitive Bidding — Non-Consulting Services
IFB / Procurement Plan reference	MoFP/2026–2027/NC/001
Financial year	FY 2026/2027
Number of bids received	Eight (8)
Responsive bids	Five (5)
Non-responsive bids	Three (3)
Report status	For Procurement Committee approval and subsequent Accounting Officer approval
Evaluation date	12 July 2026 (illustrative)

IMPORTANT: This is an illustrative evaluation report based on assumed, fictional bidders, prices and findings. Before official use, the Evaluation Committee must replace the assumptions with the signed bid-opening record, actual bids, verified arithmetic, due-diligence evidence and the approved Bidding Document.

Document Control and Submission Route

Item	Record
Prepared by	Bid Evaluation Committee appointed by the Ministry of Finance and Planning
Submitted to	Procurement Committee for review and approval
Thereafter submitted to	Accounting Officer for approval of the procurement decision
Confidentiality	Restricted to authorized officials until the procurement decision is communicated in accordance with the Bidding Document
Evaluation basis	ITB, BDS, Evaluation and Qualification Criteria, Activity Schedule, Employer's Requirements, PPDA Act 2018 and PPDA Regulations 2024

Executive Summary

Eight bids were received and opened for the provision of cleaning services. The Evaluation Committee evaluated the bids sequentially: preliminary examination, responsiveness, technical and qualification assessment, financial evaluation, and post-qualification of the proposed awardee. Three bids were found substantially non-responsive and were not evaluated further. Five bids were substantially responsive.

RECOMMENDATION: Subject to Procurement Committee approval and subsequent Accounting Officer approval, award the contract to Juba Professional Cleaning Services Ltd. at the evaluated Contract Price of SSP 1,164,240,000, inclusive of applicable taxes and after the arithmetic correction accepted by the Bidder.

Bidder	Read-out bid price (SSP)	Evaluated price (SSP)	Final status
Konyo-Konyo General Services Ltd.	1,105,200,000	—	Non-responsive
White Nile Hygiene Services Ltd.	1,142,400,000	—	Non-responsive
Juba Professional Cleaning Services Ltd.	1,165,200,000	1,164,240,000	Rank 1 — recommended
Sunrise Support Services Ltd.	1,177,200,000	—	Non-responsive
Nile Star Facility Management Ltd.	1,198,800,000	1,198,800,000	Rank 2
Equatoria Cleaning Solutions Ltd.	1,236,000,000	1,236,000,000	Rank 3
Green Nile Integrated Services Ltd.	1,285,200,000	1,285,200,000	Rank 4
Bright Horizon Services Ltd.	1,330,800,000	1,330,800,000	Rank 5

1. Procurement Background

The Ministry of Finance and Planning invited sealed bids through National Competitive Bidding for comprehensive cleaning services at its headquarters and designated offices in Juba. The contemplated services include routine internal and external cleaning, washroom hygiene, waste handling, periodic deep cleaning, consumables management, supervision, reporting and compliance with occupational health, safety and applicable environmental and social requirements.

Key parameter	Evaluation assumption
Contract duration	Twelve (12) months
Bid validity	As stated in the BDS
Bid security	Unconditional Bank Guarantee of SSP 5,000,000 in the prescribed form
Currency	South Sudanese Pounds (SSP)
Alternatives	Not permitted
Award basis	Lowest evaluated substantially responsive Bidder meeting qualification requirements
Performance Security	10% of the Accepted Contract Amount by Bank Demand Guarantee
Standstill period	Ten (10) Business Days following transmission of the Notification of Intention to Award

2. Evaluation Committee and Integrity

Before accessing the bids, each committee member should sign confidentiality, impartiality and conflict-of-interest declarations. Any actual, potential or perceived conflict must be disclosed and managed before evaluation continues.

Role	Illustrative designation	Declaration
Chairperson		To be signed
Member		To be signed
Member		To be signed
Member		To be signed
Secretary (non-voting)		To be signed

3. Evaluation Methodology

1. Verify timely submission, bid-opening particulars and completeness of the opening record.
2. Conduct preliminary examination against eligibility, authorization, bid security, signed Letter of Bid and other mandatory requirements.
3. Assess substantial responsiveness to the Employer's Requirements and the Activity Schedule without permitting material post-deadline alteration.
4. Assess qualification, experience, personnel, equipment, financial capacity and current commitments on a pass/fail basis.
5. Correct arithmetic errors in accordance with the ITB and obtain acceptance where required.
6. Rank substantially responsive qualified bids by evaluated price and conduct post-qualification/due diligence on the lowest evaluated Bidder.

4. Bid Receipt and Opening Record

The following information is illustrative and must be reconciled to the signed Bid Opening Minutes before the report is approved.

No.	Bidder	Read-out price (SSP)	Bid security read out	Opening observation
1	Konyo-Konyo General Services Ltd.	1,105,200,000	Not provided	Bid received on time
2	White Nile Hygiene Services Ltd.	1,142,400,000	SSP 5,000,000	Bid received on time
3	Juba Professional Cleaning Services Ltd.	1,165,200,000	SSP 5,000,000	Bid received on time
4	Sunrise Support Services Ltd.	1,177,200,000	SSP 5,000,000	Bid received on time
5	Nile Star Facility Management Ltd.	1,198,800,000	SSP 5,000,000	Bid received on time
6	Equatoria Cleaning Solutions Ltd.	1,236,000,000	SSP 5,000,000	Bid received on time
7	Green Nile Integrated Services Ltd.	1,285,200,000	SSP 5,000,000	Bid received on time
8	Bright Horizon Services Ltd.	1,330,800,000	SSP 5,000,000	Bid received on time

5. Preliminary Examination and Responsiveness

Bidder	Signed bid / authority	Bid security	Material compliance	Decision
Konyo-Konyo General Services Ltd.	Pass	FAIL — absent	Not assessed further	Non-responsive
White Nile Hygiene Services Ltd.	FAIL — Letter of Bid unsigned; no valid authority	Pass	Not assessed further	Non-responsive
Juba Professional Cleaning Services Ltd.	Pass	Pass	Pass	Responsive
Sunrise Support Services Ltd.	Pass	Pass	FAIL — incomplete Activity Schedule and material qualification of core service scope	Non-responsive
Nile Star Facility Management Ltd.	Pass	Pass	Pass	Responsive
Equatoria Cleaning Solutions Ltd.	Pass	Pass	Pass	Responsive
Green Nile Integrated Services Ltd.	Pass	Pass	Pass	Responsive
Bright Horizon Services Ltd.	Pass	Pass	Pass	Responsive

5.1 Reasons for Rejection

Bidder	Material deficiency	Evaluation consequence
Konyo-Konyo General Services Ltd.	No Bid Security was submitted, although the BDS required an unconditional Bank Guarantee of SSP 5,000,000.	Material omission; rejection at preliminary examination.

Bidder	Material deficiency	Evaluation consequence
White Nile Hygiene Services Ltd.	The Letter of Bid was unsigned and no valid Power of Attorney established authority to bind the Bidder.	Bid not duly executed; rejection at preliminary examination.
Sunrise Support Services Ltd.	The Activity Schedule omitted mandatory service lines and the Bid expressly excluded routine washroom consumables and waste handling from the stated price.	Material deviation affecting scope and comparability; rejection as substantially non-responsive.

CONTROL POINT: No clarification may be used to cure a missing mandatory bid security, create a signature/authority after bid closing, or remove a material deviation that would change the substance or competitive position of a bid.

6. Technical and Qualification Evaluation

Only the five substantially responsive bids were evaluated against the pass/fail requirements. The matrix below records the assumed consolidated conclusion; the detailed evidence checklist should be attached to the signed report.

Criterion	Juba Professional	Nile Star	Equatoria	Green Nile	Bright Horizon
Legal eligibility and registration	Pass	Pass	Pass	Pass	Pass
Similar services experience	Pass	Pass	Pass	Pass	Pass
Average annual service turnover	Pass	Pass	Pass	Pass	Pass
Liquid assets / access to finance	Pass	Pass	Pass	Pass	Pass
Key personnel	Pass	Pass	Pass	Pass	Pass
Cleaning equipment and mobilization	Pass	Pass	Pass	Pass	Pass
Method statement and work plan	Pass	Pass	Pass	Pass	Pass
Current commitments capacity	Pass	Pass	Pass	Pass	Pass
Litigation/non-performance declarations	Pass	Pass	Pass	Pass	Pass
ES / Code of Conduct, where applicable	Pass	Pass	Pass	Pass	Pass
Overall qualification result	PASS	PASS	PASS	PASS	PASS

6.1 Technical Observations

- All five responsive bidders proposed a full-time site supervisor, cleaning teams, relief arrangements and a mobilization period compatible with the Employer's schedule.
- Proposed equipment included industrial vacuum cleaners, floor scrubbers/polishers, pressure washers, waste trolleys, ladders, warning signage and personal protective equipment.
- The proposed methodologies addressed daily, weekly, monthly and periodic tasks, quality inspections, complaints response, consumables control and incident reporting.
- Verification of ownership/lease commitments, personnel availability and reference contacts remains a post-qualification condition before award approval.

7. Financial Evaluation

Financial evaluation was limited to substantially responsive and qualified bids. Prices are assumed to include applicable taxes and the full service scope. No preference, discount or alternative price was applied.

Rank	Bidder	Read-out price	Arithmetic correction	Evaluated price (SSP)
1	Juba Professional Cleaning Services Ltd.	1,165,200,000	(960,000)	1,164,240,000
2	Nile Star Facility Management Ltd.	1,198,800,000	Nil	1,198,800,000
3	Equatoria Cleaning Solutions Ltd.	1,236,000,000	Nil	1,236,000,000
4	Green Nile Integrated Services Ltd.	1,285,200,000	Nil	1,285,200,000
5	Bright Horizon Services Ltd.	1,330,800,000	Nil	1,330,800,000

Arithmetic correction assumed: one monthly line extension in the recommended Bid was overstated by SSP 960,000. In accordance with the ITB, the corrected total is SSP 1,164,240,000. The Bidder must confirm acceptance of the correction in writing before award; refusal shall be handled strictly under the ITB.

8. Post-Qualification and Due Diligence

The lowest evaluated Bidder, Juba Professional Cleaning Services Ltd., was subjected to assumed post-qualification. Official award should not proceed until the original documents and third-party confirmations listed below are verified and filed.

Verification item	Assumed finding	Evidence required before approval
Corporate registration and tax status	Satisfactory	Current certificates verified with issuing authorities
Beneficial ownership	Satisfactory	Disclosure form and supporting ownership records
Similar contract references	Satisfactory	At least the required number of employer confirmations
Financial capacity	Satisfactory	Bank confirmation and authenticated financial statements
Personnel availability	Satisfactory	Signed availability declarations and credentials
Equipment availability	Satisfactory	Inspection/ownership evidence or enforceable lease agreements
Litigation and non-performance	No disqualifying matter identified	Independent checks and bidder declarations
Debarment / eligibility	No restriction identified	PPDAA and other applicable sanctions checks
Arithmetic correction	Accepted (assumed)	Signed written acceptance from Bidder

9. Value for Money and Budget Linkage

The evaluated price of SSP 1,164,240,000 should be confirmed against the approved FY 2026/2027 budget and procurement plan before award. The responsible budget officer should certify availability of sufficient uncommitted funds, including taxes, contingencies permitted by the Contract, and contract-management

costs. The recommendation is based on the lowest evaluated substantially responsive Bid, not merely the lowest price read out at opening.

Control	Required confirmation
Procurement plan	MoFP/2026–2027/NC/001 is included and the scope/estimate/method align with the approved plan.
Budget availability	Accounting/Budget function confirms SSP 1,164,240,000 is available and may be committed.
Reasonableness	Price compared with the confidential estimate, market evidence and prior contracts; material variance explained.
Contract period	Commitment and cash-flow schedule align with the twelve-month service period.

10. Risk and Conditions Before Award

Risk / action	Owner	Required treatment
Confirm arithmetic correction	Procurement Unit	Obtain written acceptance before final award.
Verify bid security validity	Procurement Unit	Ensure validity covers required period and any extension.
Confirm funds	Budget/Finance	Issue written funds-availability certification.
Complete due diligence	Evaluation Committee / Procurement Unit	Document verification outcomes and resolve anomalies.
Approvals	Procurement Committee / Accounting Officer	Record reasoned approvals before Notification of Intention to Award.
Standstill and complaints	Procurement Unit	Issue notifications simultaneously and observe the prescribed standstill process.
Performance Security	Successful Service Provider	Submit 10% Bank Demand Guarantee within the period in the Letter of Acceptance.

11. Evaluation Committee Recommendation

Having completed the assumed evaluation in accordance with the Bidding Document, the Evaluation Committee recommends that:

- The bids of Konyo-Konyo General Services Ltd., White Nile Hygiene Services Ltd. and Sunrise Support Services Ltd. be rejected as substantially non-responsive for the reasons recorded in Section 5.1.
- Juba Professional Cleaning Services Ltd. be confirmed as the lowest evaluated substantially responsive and qualified Bidder.
- Subject to completion of the listed verification actions, Procurement Committee approval and subsequent Accounting Officer approval, the contract be awarded to Juba Professional Cleaning Services Ltd. for SSP 1,164,240,000 inclusive of applicable taxes.
- Following approval, the Ministry transmit the Notification of Intention to Award simultaneously to all eight bidders, observe the standstill period, address any timely debriefing request or complaint, and only thereafter issue the Letter of Acceptance when permitted.
-

12. Evaluation Committee Sign-Off

Name	Role	Signature	Date
_____	Chairperson	_____	_____
_____	Member	_____	_____
_____	Member	_____	_____
_____	Member	_____	_____
_____	Secretary	_____	_____

13. Procurement Committee Decision

The Procurement Committee has reviewed the Evaluation Report, supporting schedules and recommendation and records its decision below:

Decision	Select / complete
Approve the evaluation and recommendation	☐
Approve subject to the following conditions	☐ _____ _____
Return to the Evaluation Committee for clarification/re-evaluation	☐ _____ _____
Reject recommendation, with reasons	☐ _____ _____

Chairperson, Procurement Committee	Signature	Date
Name: _____	_____	_____

14. Submission to and Decision of the Accounting Officer

Following the Procurement Committee's decision, the report is submitted to the Accounting Officer for approval of the procurement decision and authorization to proceed in accordance with the applicable procurement law, Bidding Document and available budget.

Accounting Officer's decision	Select / complete
Approved	☐
Approved subject to conditions	☐ _____ _____
Not approved / returned, with reasons	☐ _____

Accounting Officer	Signature	Date
Name: _____	_____	_____

Annex 1 — Detailed Compliance Checklist

Requirement	Evidence reference	JPCSL	Nile Star	Equatoria	Green Nile	Bright Horizon
Signed Letter of Bid	Bid form / POA	P	P	P	P	P
Registration / constitution	ELI and attachments	P	P	P	P	P
Tax and statutory status	Certificates	P	P	P	P	P
Bid Security	Original guarantee	P	P	P	P	P
Priced Activity Schedule	Schedule	P	P	P	P	P
Method statement / work plan	Technical proposal	P	P	P	P	P
Experience	Contracts/references	P	P	P	P	P
Financial resources	Statements/bank evidence	P	P	P	P	P
Personnel	CVs/availability	P	P	P	P	P
Equipment	Ownership/lease evidence	P	P	P	P	P
Integrity undertaking	Signed undertaking	P	P	P	P	P
Overall	—	PASS	PASS	PASS	PASS	PASS

Legend: P = Pass. The final signed checklist should cite exact bid volume/page references and evaluator initials for every finding.

Annex 2 — Proposed Notification Matrix

Bidder	Outcome to communicate	Core reason / information
Juba Professional Cleaning Services Ltd.	Intended awardee	Evaluated price SSP 1,164,240,000; subject to standstill and stated pre-contract requirements.
Nile Star Facility Management Ltd.	Unsuccessful responsive Bidder	Substantially responsive and qualified, but higher evaluated price.
Equatoria Cleaning Solutions Ltd.	Unsuccessful responsive Bidder	Substantially responsive and qualified, but higher evaluated price.
Green Nile Integrated Services Ltd.	Unsuccessful responsive Bidder	Substantially responsive and qualified, but higher evaluated price.
Bright Horizon Services Ltd.	Unsuccessful responsive Bidder	Substantially responsive and qualified, but higher evaluated price.
Konyo-Konyo General Services Ltd.	Unsuccessful non-responsive Bidder	Required Bid Security absent.
White Nile Hygiene Services Ltd.	Unsuccessful non-responsive Bidder	Unsigned Letter of Bid and no valid authority to bind Bidder.

Bidder	Outcome to communicate	Core reason / information
Sunrise Support Services Ltd.	Unsuccessful non-responsive Bidder	Material omissions/exclusions from mandatory service scope and Activity Schedule.

Annex 3 — Required Supporting Documents

- Appointment instrument and signed declarations of Evaluation Committee members.
- Invitation for Bids, complete issued Bidding Document and all addenda.
- Bid submission register and signed Bid Opening Minutes.
- Original bids and clarification correspondence, if any.
- Detailed preliminary, technical, qualification and financial evaluation worksheets.
- Arithmetic correction notice and Bidder's written acceptance.
- Post-qualification and due-diligence records.
- Budget availability certification and confirmation against the approved Procurement Plan.
- Draft Notification of Intention to Award to each Bidder.
- Procurement Committee minutes/decision and Accounting Officer approval.

Certification

REPORT STATUS: Illustrative sample only. It becomes an official procurement record only after all assumed facts are replaced with verified information, each evaluator signs the report, the Procurement Committee records its decision, and the Accounting Officer grants the required approval.

GOVERNMENT OF THE REPUBLIC OF SOUTH SUDAN
MINISTRY OF FINANCE AND PLANNING

**SUMMARY SUBMISSION TO THE PROCUREMENT COMMITTEE FOR APPROVAL OF
AWARD OF CONTRACT FOR PROCUREMENT OF NON-CONSULTANCY SERVICES**

**MEETING NO. PC/12/2026 — ORDINARY MEETING OF THE PROCUREMENT COMMITTEE OF THE
MINISTRY OF FINANCE AND PLANNING FOR THE YEAR 2026**

**RE: BID MoFP/2026–2027/NC/001 FOR THE PROVISION OF CLEANING SERVICES FOR THE
MINISTRY HEADQUARTERS AND DESIGNATED OFFICES, JUBA**

1.0 FINANCING ARRANGEMENTS

1.1 The Ministry of Finance and Planning has allocated funds under its approved FY 2026/2027 budget toward the cost of twelve-month cleaning services for the Ministry Headquarters and designated offices in Juba. The funds will cover eligible payments under the resulting service contract. The responsible budget officer shall confirm availability of at least **SSP 1,164,240,000** before the proposed award is forwarded for final approval.

2.0 INVITATION FOR BIDS

2.1 The Bid was advertised through the following media:

No.	Newspaper/Website	Date
1.	Juba Monitor newspaper	3 June 2026
2.	The Dawn newspaper	4 June 2026
3.	PPDAA procurement portal	3 June 2026
4.	Ministry website and notice board	3 June 2026

2.2 Eight (8) service providers submitted Bids in response to the Invitation for Bids:

S/N	Service Provider	Country
1.	Konyo-Konyo General Services Ltd.	South Sudan
2.	White Nile Hygiene Services Ltd.	South Sudan
3.	Juba Professional Cleaning Services Ltd.	South Sudan
4.	Sunrise Support Services Ltd.	South Sudan
5.	Nile Star Facility Management Ltd.	South Sudan
6.	Equatoria Cleaning Solutions Ltd.	South Sudan
7.	Green Nile Integrated Services Ltd.	South Sudan
8.	Bright Horizon Services Ltd.	South Sudan

3.0 SUBMISSION AND OPENING OF BIDS

3.1 Eight (8) Bids were received and opened on 30 June 2026 at 10:15 a.m. by the Ministry of Finance and Planning Bid Opening Committee:

Bid No.	Bidder	Bid Price Read Out (SSP)	Bid Security
1	Konyo-Konyo General Services Ltd.	1,105,200,000	Not provided
2	White Nile Hygiene Services Ltd.	1,142,400,000	SSP 5,000,000
3	Juba Professional Cleaning Services Ltd.	1,165,200,000	SSP 5,000,000
4	Sunrise Support Services Ltd.	1,177,200,000	SSP 5,000,000
5	Nile Star Facility Management Ltd.	1,198,800,000	SSP 5,000,000
6	Equatoria Cleaning Solutions Ltd.	1,236,000,000	SSP 5,000,000
7	Green Nile Integrated Services Ltd.	1,285,200,000	SSP 5,000,000
8	Bright Horizon Services Ltd.	1,330,800,000	SSP 5,000,000

4.0 EVALUATION AND RECOMMENDATIONS

4.1 The Accounting Officer appointed the following independent Evaluation Committee:

No.	Name	Role	Department
1.	Mr. Peter Lado Wani	Chairperson	Administration
2.	Ms. Nyamal Deng Arop	Technical Member	General Administration Services
3.	Mr. James Manyang Akol	Financial Member	Accounts
4.	Ms. Rebecca Awut Garang	Legal Member	Legal Services
—	Ms. Sarah Nyibany Kuir	Secretary — non-voting	Procurement Unit

4.2 Evaluation followed the Evaluation and Qualification Criteria and applicable ITB provisions. The principal criteria were:

- Eligibility, signed Letter of Bid, authority to sign, bid validity, Bid Security and completeness.
- Responsiveness to the Activity Schedule, cleaning scope, collection frequencies, staffing, supervision, consumables, work plan, occupational health and safety, environmental controls, insurance and reporting requirements.
- Relevant service experience, turnover, financial resources, personnel, cleaning equipment, mobilization arrangements, current commitments and contract-performance history.
- Arithmetic corrections and comparison of evaluated prices in South Sudanese Pounds.
- Post-qualification and due diligence of the lowest evaluated substantially responsive and qualified Bidder.

4.3 During preliminary evaluation, three (3) Bids were rejected:

Bid No.	Bidder	Reason for Non-responsiveness
1	Konyo-Konyo General Services Ltd.	No Bid Security was submitted, although an unconditional Bank Guarantee of SSP 5,000,000 was required.

Bid No.	Bidder	Reason for Non-responsiveness
2	White Nile Hygiene Services Ltd.	The Letter of Bid was unsigned and no valid Power of Attorney established authority to bind the Bidder.
4	Sunrise Support Services Ltd.	The Activity Schedule omitted mandatory service lines and excluded washroom consumables and waste handling from the stated price.

4.4 Five (5) Bids passed preliminary examination and proceeded to detailed evaluation:

Bid No.	Responsive Bidder
3	Juba Professional Cleaning Services Ltd.
5	Nile Star Facility Management Ltd.
6	Equatoria Cleaning Solutions Ltd.
7	Green Nile Integrated Services Ltd.
8	Bright Horizon Services Ltd.

4.5 During detailed technical and qualification evaluation, all five (5) substantially responsive Bids met the applicable pass/fail requirements and proceeded to financial evaluation.

Criterion	Consolidated Finding
Legal eligibility, registration and authority to sign	PASS — all five responsive Bidders
Similar services experience and contract-performance history	PASS — all five responsive Bidders
Turnover, liquid resources and current commitments	PASS — all five responsive Bidders
Key personnel, cleaning equipment and mobilization	PASS — all five responsive Bidders
Method statement, work plan, ES requirements and Code of Conduct	PASS — all five responsive Bidders

4.6 Arithmetic corrections were made as follows:

Bid No.	Bidder	Arithmetic Correction
3	Juba Professional Cleaning Services Ltd.	SSP 960,000 deducted because one monthly line extension was overstated. Corrected price: SSP 1,164,240,000.
5–8	Other technically responsive Bidders	No arithmetic corrections were required.

4.7 Arithmetic corrections and evaluated prices are summarized below. All amounts are in SSP:

Bidder	Read-out	Correction	Corrected/Evaluated Price
Juba Professional Cleaning Services Ltd.	1,165,200,000	–960,000	1,164,240,000
Nile Star Facility Management Ltd.	1,198,800,000	0	1,198,800,000
Equatoria Cleaning Solutions Ltd.	1,236,000,000	0	1,236,000,000

Bidder	Read-out	Correction	Corrected/Evaluated Price
Green Nile Integrated Services Ltd.	1,285,200,000	0	1,285,200,000
Bright Horizon Services Ltd.	1,330,800,000	0	1,330,800,000

Calculation check: SSP 1,165,200,000 – SSP 960,000 = SSP 1,164,240,000. The correction must be accepted by the Bidder in writing before award.

4.8 The responsive Bids were ranked as follows:

Bid No.	Bidder	Evaluated Price (SSP)	Total Price in SSP	Ranking
3	Juba Professional Cleaning Services Ltd.	1,164,240,000	1,164,240,000	1st
5	Nile Star Facility Management Ltd.	1,198,800,000	1,198,800,000	2nd
6	Equatoria Cleaning Solutions Ltd.	1,236,000,000	1,236,000,000	3rd
7	Green Nile Integrated Services Ltd.	1,285,200,000	1,285,200,000	4th
8	Bright Horizon Services Ltd.	1,330,800,000	1,330,800,000	5th

4.9 The lowest evaluated Bidder, [Juba Professional Cleaning Services Ltd.](#), was post-qualified as follows:

Criterion	Verification Finding	Result
Eligibility and statutory compliance	Corporate registration, tax status, beneficial ownership and authority to sign verified.	PASS
Relevant service experience	Comparable cleaning-service contracts and employer references verified.	PASS
Turnover and financial resources	Financial statements and bank evidence found satisfactory.	PASS
Personnel and equipment	Availability of supervisors, cleaners, relief staff and required cleaning equipment verified.	PASS
Methodology, HSE and performance history	Acceptable work plan and controls; no disqualifying non-performance identified.	PASS
Eligibility restrictions	No applicable debarment or suspension identified in the records checked.	PASS

4.10 The Evaluation Committee recommends award to Bidder No. 3 — [Juba Professional Cleaning Services Ltd.](#), [Juba, Republic of South Sudan](#), at a total evaluated Contract Price of **SSP 1,164,240,000 inclusive of applicable taxes**, for a contract period of **twelve (12) months**.

Recommended price breakdown

Component	Amount (SSP)
Read-out Bid Price	1,165,200,000
Arithmetic correction	(960,000)
Recommended Contract Price	1,164,240,000

5.0 CONDITIONS BEFORE FINAL AWARD

Approval of the proposed award shall be subject to completion and filing of the following:

- Written acceptance by Juba Professional Cleaning Services Ltd. of the SSP 960,000 arithmetic correction.
- Confirmation that the Bid Security remains valid for the required period and any approved extension.
- Verification and filing of original registration, tax, financial, personnel, equipment and experience evidence.
- Written certification of sufficient uncommitted funds and confirmation that the procurement is aligned with the approved Annual Procurement Plan.
- Confirmation of price reasonableness against the approved estimate, market evidence and comparable contracts.
- Subsequent approval by the Accounting Officer, simultaneous Notification of Intention to Award to all eight Bidders, observance of the standstill period, and submission of the required 10% Performance Security before contract signature.

6.0 SUBMISSION AND CERTIFICATION BY THE EVALUATION COMMITTEE

The Evaluation Committee submits this evaluation report and recommendation directly to the Procurement Committee for consideration and approval. No views or endorsement of the Procurement Committee Secretariat form part of this submission.

We certify that the evaluation was conducted impartially and in accordance with the approved Bidding Document, disclosed evaluation and qualification criteria, the Public Procurement and Disposal of Assets Act 2018, and the Public Procurement and Disposal of Assets Regulations 2024. We maintained confidentiality and disclosed any actual or potential conflicts of interest.

Name	Committee Role	Signature	Date
Mr. Peter Lado Wani	Chairperson	[Signed]	12 July 2026
Ms. Nyamal Deng Arop	Technical Member	[Signed]	12 July 2026
Mr. James Manyang Akol	Financial Member	[Signed]	12 July 2026
Ms. Rebecca Awut Garang	Legal Member	[Signed]	12 July 2026
Ms. Sarah Nyibany Kuir	Secretary — non-voting	[Signed]	12 July 2026

Submitted to: The Procurement Committee, Ministry of Finance and Planning | **Date of submission:** 12 July 2026 | **Procurement Committee meeting reference:** PC/12/2026

7.0 DECISION OF THE PROCUREMENT COMMITTEE

Having reviewed the Evaluation Report, supporting schedules and recommendation, the Procurement Committee records its decision below:

Decision	Select / Complete
Approve the evaluation and recommended award	☐
Approve subject to conditions	☐ _____
Return for clarification or re-evaluation	☐ _____
Do not approve, with reasons	☐ _____

Procurement Committee	Name	Signature	Date
Chairperson	_____	_____	_____
Secretary — non-member	_____	_____	_____

Important: *This is an illustrative completed sample. All blue entries must be verified and reconciled with the signed Bid Opening Minutes, actual Bids, issued Bidding Document, approved Procurement Plan, budget certification and due-diligence evidence before official use.*