

OPEN INTERNATIONAL COMPETITIVE BIDDING TENDER No. FP/OT/03/SC 2013/14

Sugar Corporation invites suitably qualified & eligible bidders to submit wax-sealed bid for the Provision of Consultancy Services for Standardization and System Development for Procurement, Project Management and Contract Administration systems to be applied for the projects undertaken by Sugar Corporation both at the head office, factories and project office. The required services of a consulting company is as detailed in the TOR that requires to develop contract management and project management system under the following main scope of works but not limited to:

1) INSTITUTIONAL STRUCTURE

- Develop appropriate institutional structure that would enable to manage all projects & contract administration process of goods and services including management and procurement of EPC contracts. Define the interface in its cross departmental relation in such a way to avoid responsibility overlap.

1.1 PROJECT MANAGEMENT

- Bench marking world class and reputable organization that manage large scale civil and Sugar Factory projects, Tailor/and in place design contemporary information exchange system such as project management information system for managing projects at corporate level and field office level [factories and project offices].

- Assess project & contract management process currently being implemented by Sugar Corporation in managing ongoing projects, its bidding process and identify the gaps. Tailor and recommend viable procurement, contract management and contract administration systems for procurement of works and services at corporate level, factories and field project offices.

1.2 DEVELOPING CONTRACT

MANAGEMENT/ADMINISTRATION SYSTEM

- Bench mark project and contract management systems of world class/reputable organization currently managing complex large scale civil engineering projects and Sugar plants; Tailor an appropriate system to address the Corporation's need and formulate an efficient and effective procurement and contracts management system, policies and procedures. Develop standard reporting format for works and services.
- DEVELOP reliable contract management software and establish computer supported information exchange systems between the project office and head office.

1.3 CAPACITY BUILDING MEASURES

- Based on the identified gaps as stated in No. 1.1, and a.2, design capacity building measures, and identify areas of training packages in project management and contract management, prepare scope of the training taking as baseline reference the areas of training.
- 2) All interested and eligible Bidders are invited to this tender and a complete set of tender documents (hard copy) could be purchased against payment for Birr 300 (three hundred) in cash from:

Continued on the next page below:

Federal Democratic Republic of Ethiopian Sugar Corporation

Procurement and Property Administration Office

Head Office: Marshal Tito Street

KIA-MED University Collage

Building, Opposite to Kokeb Restaurant (First Floor)

Tel: +251-115-15 12 38, Fax: +251-115-15 11 80

P.O. Box: 20034 Code 1000

Addis Ababa, Ethiopia

- 3) To qualify for the tender, Consultants should have enough experience in rendering consultancy service particularly in developing construction project management system, in the managing and administration of contracts of major civil engineering projects, contract management of Sugar and Ethanol plants and adequate experience in developing procurement manuals and procedures, including EPC contracts.
- 4) Offers should be delivered to the address mentioned under No. 2 on or before September 20, 2013 at 10:00 AM local time. Offers will be opened on September 20, 2013 at 2:00 PM local time at Sugar Corporation head office assembly hall, Addis Ababa.
- 5) Bidders should submit bid security in the amount of, USD 10,000 and counter guaranteed by Commercial Bank of Ethiopia or equivalent in local currency in the original form of CPO or an Unconditional Bank Guarantee, which should be valid 30 days beyond the validity of the tender.
- 6) A successful bidder should also submit 10% Performance Guarantee and, counter guaranteed by Commercial Bank of Ethiopia within one month after signing of the contract.
- 7) The tender should be valid for ninety (90) days after the bid submission deadline.
- 8) The Corporation reserves the right to reject any or all bids.