APPENDIX: B

TENDER INSTRUCTIONS AND TERMS AND CONDITIONS

RELATED TO THE ITT:

4 units of Yamaha DT 125; Accessories full face Helmet, Engine 1 cyl 123 cc. 2 stroke air cooled. 2 Seats, transmission 6 speeds, fuel tank capacity 9.5 liters, oil tank capacity 0.9 liters. Tyres front 2.75-21 and rear 4.10-18

Johanniter International Assistance herewith calls for bids to supply four units of motor bikes for a project funded by GIZ

1.) Description of the organization and its activities

Johanniter International Assistance is part of the German NGO Johanniter-Unfall-Hilfe e.V., founded in 1952. Globally, the organization focuses on three areas: primary health care, disaster response and preparedness, and rehabilitation programs for people with physical disabilities.

The overall objective of Johanniter in South Sudan is to contribute in the efforts of the Ministry of Health to reduce mortality and morbidity of mothers, children and other vulnerable group. The interventions are aimed to *improve access to quality primary health care* and *improved nutritional status* of children under five, pregnant and lactating women and other vulnerable people. Improved access to water, sanitation and hygiene is also an essential part of Johanniter's programming in South Sudan.

Johanniter has secured funding from a German donor (GIZ) for 1.5 years, to promote and support the farming communities to enhance household food and nutrition security of rural households as well as to decrease the prevalence and incidence of malnutrition and hygiene related diseases among target households. The approved budget has a provision to buy motorbikes, reason why we are issuing out this Invitation to Tender.

2.) Objective of this Invitation To Tender

In accordance with the overall targets of the above mentioned operations, Johanniter International Assistance plans to procure 4units of Yamaha DT 125 with its details listed above

Please find attached the ITT -format and Johanniter technical specifications. Interested parties may submit tender as per our specifications, and picture of the motor bikes to be presented indicating clearly the total cost of the price quotation Delivery with no negotiation at the period of making an offer to ; Johanniter Country Office in Juba.

The supplier is invited to present an offer complying with the requirements here below Specified:

3.) Offer Presentation

- The offer shall be delivered in a sealed envelope to Johanniter International Assistance Country office (Down American Embassy Road, Tong Ping; behind TM Lion Hotel)
- **The dead line for the delivery of the offer is: 14th /12/2016 at or before 12:00 noon**
- The offer shall be written in English
- The envelope must state the following information:

- Reference to the tender procedure
- Address to which the offer is being submitted
- The words "Not to be opened before *deadline* " written in English

- The offer should be valid until *two months after the deadline*
- The format of ITT can be used or a separate one depending on suppliers choice.

4.) General Conditions

- The offer shall be typed or written and signed on each page by the legal representative of the supplier.
- The winning supplier might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required.
- The prices of the offer will be expressed in **United States Dollars**. The prices must be on unit price basis as well as by totals.
- The prices will be considered fixed whereas Johanniter International Assistance will not process Tax exemption and Terms of shipment must be indicated clearly which should include Incoterms, Insurance terms of shipping the generator and mode of transportation and port of entry should be indicated separately on ITT or suppliers quotation. No additional change of whatsoever nature and type will be accepted by Johanniter International Assistance.
- Johanniter International Assistance reserves the right to accept or reject all bids depending on prevailing condition at the time.
- **Terms of Payment:** The payment will be done in United States Dollars by bank transfer or cheque as specified below:

  There's no down payment required and payment is only fully granted when *100% of the delivery is made and upon presentation of commercial invoice and export documents and satisfactory reception of the motor bikes through a checklist approved and signed by Johanniter Logistics Officer. The payments will be done within 30 days of completed delivery.*

- Special requirements regarding
  - **Warranty:** 6 months or whatever comes first

- **Terms of Delivery:** The delivery of the 4 motor bikes should be completed within the order's period, should the supplier consider this delivery time inadequate, he has to clearly state it in the offer suggesting a different deadline for the delivery.

- **Delivery Site:**
  Johanniter International Assistance Country Office in Juba
- The supplier has to deliver the items according to the terms and condition as mentioned above. Johanniter International Assistance reserves the right to sue for damages and/or return these goods if not compliant with her specifications.

a) **Particular Conditions:**

The supplier is required to provide, together with the offer, the following documentation:

- Company profile
- Certificate of Incorporation (local or international level)
- Authorization license from the Manufacturer to act as an agent

- Chamber of Commerce Membership
- Tax Identification Certificate/no. (from the country of origin or business establishment)
- Past performance in supplying similar items for INGO's with references focusing on value of contract and delivery period
- Certificate of Operation
- Financial references
- bank details

b) **Opening Bids Procedures/Evaluation:**

There will be opening ceremony contacted at Johanniter International Assistance Country Office and bidders may not be invited to attend or to participate in the process;

A tender committee will open the quotations and evaluate their content behind closed doors on 1**5th December 2016**. If the bidder does not receive written confirmation, the offer has then not been considered as successful.

c) **General Offer evaluation**

Johanniter International Assistance will evaluate the offers on the basis of the following criteria:

- Based ratio quality/price
- Delivery time
- Capacity to supply
- Price responsiveness
- Compliance with international quality specification standards

d) **Specific Technical and Financial Evaluation Criteria to standards:**

- Tender Evaluation Protocol and justification basing on responsiveness of the selected supplier by the internal committee.
- Procurement Authorization (i.e. Purchase Order) will directly be issued to the selected supplier upon approval.

e) **Cancellation of Tender**

Under no circumstances, Johanniter International Assistance will be reliable for damages whatsoever their nature, in particular damages for loss or profit; or in relationship to the cancellation of this tender, even if Johanniter International Assistance has been advised of the possibility of damages.

The publication of the procurement notice in the media does not commit Johanniter International Assistance to implement the project announced nor to procure the materials. Nothing will be due to the supplier in case this procurement needs to be canceled due to whatsoever reason.

On behalf of Johanniter International Assistance,

Name: Mr. Luate Morris
Position: Logistics Officer

Signature: _____
Date: 24/11/2016