

Malteser International  
Country Office  
Plot No. 612, 3k, Tong Ping, Juba  
South Sudan

## **SPECIFICATION OF BIDDING**

Related to our advertised Invitation to Bid (ITB/JUB/2016/0001) Malteser International herewith calls for tenders concerning the supply of Seeds under the following reference number:

**Donor project number: 14**

**Malteser International project number: 1263\_MAR**

### **1) Description of the organization and its activities**

Malteser International is the worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. Malteser International is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, Malteser International is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. In addition Malteser International supports Rumbek Health Science Institute (RHSI). Following the crisis in South Sudan, which erupted in mid-December 2013, Malteser International further provides humanitarian assistance to IDPs and food security project to vulnerable groups in Western Equatoria State.

### **2) Objective of Call for Tender**

In accordance with the overall targets of above mentioned operations, Malteser International plans to procure

#### **Seeds**

The technical specification of the Seeds required are detailed in Annex 2 (Specifications) which is part of this Call for Tenders.

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 Malteser International Country Office Juba (Plot No. 612, 3k, Tong Ping, Juba, South Sudan)

- **The deadline for the delivery of the offer is: 22.02.2016 at 3:30 PM**
- 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 **1 month after the deadline**
- The format BoQ 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 Malteser International will not process Tax exemption and Terms of shipment must be indicated clearly which should include Incoterms, Insurance terms of shipping and mode of transportation and port of entry should be indicated separately on BOQ or suppliers quotation. No additional change of whatsoever nature and type will be accepted by Malteser International
  - Malteser International reserves the right to accept or reject all quotations depending on prevailing condition at the time.
  - **Terms of Payment:** The payment will be done in United States Dollar by bank transfer or cheque as specified below:
  - There is no down payment required and payment is only fully granted when 100% of the delivery is made an upon presentation of commercial invoice and export documents and satisfactory reception of the Seeds through a checklist approved and signed by MI. The payments will be done within 30 days of completed delivery.
  - **Terms of Delivery:** The delivery of the Seeds should be completed latest within 2 weeks period upon order should the supplier consider this delivery time inadequate, he has to clearly state it in the offer suggesting a different deadline for the delivery.
  - The supplier has to deliver the items according to the terms and condition as mentioned above. In case of a delivery delay, a deduction of 1 % per day will be applied, calculated on the overall value of the contract and nothing will be due to the supplier. Malteser International reserves the right to sue for damages.
  - **Delivery Site:** Malteser International Office, Hospital compound, Maridi, Western Equatoria
  - The supplier has to deliver the items according to the terms and condition as mentioned above. MI 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 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 Procedure/Evaluation:**

- There will be opening ceremony contacted at Malteser International Country Office and bidders' representatives are invited to attend or participate in the process if so wished to; a tender committee will open the quotations and evaluate their content behind closed doors **on 24.02.2016 at 10pm**. If the bidder does not receive written confirmation, the offer has then not been considered as successful.

**c) General Offer Evaluation**

Malteser International 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:**

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Purchase Order will directly be issued to the selected supplier upon approval

**e) Cancellation of Tender**

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

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

On behalf of Malteser International

Name: *John Njenge*  
Position: *Finance Manager*

Signature: *[Handwritten Signature]*

Date: *16/02/2016*



**Annex 2: Specifications**  
**ITB/JUB/2015/0001**  
Seeds Specifications

|   |  |
|---|--|
| 1 | Egg Plant, Var. Black beauty packed in 50g/pkt |
| 2 | Tomato (Tangeru)                               |
| 3 | Tomato (Tangeru)                               |
| 4 | Onion (Var.Red creole)                         |
| 5 | Okra Var.Pusa Sawani)                          |

Annex 1: Bill of Quantity

| No | Item   | Specifications | Unit      | Quantity | Unit price | Currency | Total price |
|----|--|----------------|-----------|----------|------------|----------|-------------|
| 1  | Egg Plant, Var. Black beauty packed in 50g/pkt | 50 gram each   | Box/Tin   | 1000     |            |          |             |
| 2  | Tomato (Tangeru)                               | 50 gram each   | Box //Tin | 650      |            |          |             |
| 3  | Cabbage headed.Var.Coopenhag                   | 50 gram each   | Box/tin   | 550      |            |          |             |
| 4  | Onion (Var.Red creole)                         | 50 gram each   | Box /Tin  | 1000     |            |          |             |
| 5  | Okra Var.Pusa Sawani)                          | 50 gram each   | Box/Tin   | 1000     |            |          |             |