



**Malteser
International**

Order of Malta Worldwide Relief

Malteser International Europe · 51103 Cologne · Germany

Country Coordination Office
Plot No: 445 Kololo Road 3k South
Tong Ping, Juba Town
South Sudan

Juba, 12.06.2017

INVITATION TO BID

ITB/JUB/2017/0103

Supply of Food Items

This is an Invitation to Bid for the above mentioned supply contract. Please find enclosed the following documents, which constitute the tender dossier:

- A. Specification of Bidding
- B. Appendix i: Bill of Quantity
- C. Appendix ii: Specifications

The whole Specification for bidding dossier (digital version) can be down loaded here on the South Sudan NGO Forum's website.

We look forward to receiving your quotation by or before the **submission deadline on 22/06/2017 at 3:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

John Njengs

Sign:



Malteser International Europe

is the European regional branch of the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid and legally a division of Malteser Hilfsdienst e.V. Köln VR 4726

President:

Karl Prinz zu Löwenstein

Director:

Ingo Radtke

www.malteser-international.org

Malteser International
Country Office
Plot No. 445 Tong Ping, Juba
South Sudan

SPECIFICATION OF BIDDING

Related to our advertised Invitation to Bid **ITB/JUB/2017/0103** Malteser International herewith calls for tenders for the supply of

1- Food items

Under the following reference number:

Donor project number: 05

Malteser International Project Number: 1287-JUB-2017

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 School Feeding program in Lologo primary School, Al-Salam School funded by ADH and also Implementing WASH project in Lologo Funded by BMZ in Juba, South Sudan,

Objective of Call for Tender

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

1- Food items

The technical specification of the Food items 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:

2) Offer Presentation

- The offer Must be delivered in a sealed envelope to Malteser International Country Office Juba (Plot No. 445 Tong Ping, Juba, South Sudan) to Logistics and Procurement Department
- **The deadline for the delivery of the offer is: 22/06/2017 @ 3:00 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 must be valid until **1 month after the deadline**
- The format BoQ can be used or a separate one depending on suppliers choice

3) General Conditions

- The offer shall be typed or written and signed and Stamp 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 for the Food items and mode of transportation and port of entry should be indicated separately on RFQ 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 and upon presentation of commercial invoice and documents and satisfactory reception of the items a checklist approved and signed by MI. The payments will be done within 45 days of completed delivery.
- **Terms of Delivery:** The delivery of food items will be done monthly for four (4) months according to the quantity of food requested by Malteser International. Cost of storage and other related cost will be borne by the supplier.
- Supply of Food items should be completed latest within 10 days 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:**
- All the Food items will be delivered to Malteser International Juba office accordingly
- 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.

Particular Conditions:

The supplier must provide, together with the offer, the following:





- Sample of the items required Goods
- Company Profile
- Certificate of Incorporation (local or international level)
- Chamber of Commerce Membership
- Trading Licence
- 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

a) Opening Bids Procedure/Evaluation:

- The bid will be opening at Malteser International Country Office and bidder's representatives are not invited to attend or participate in the process; Malteser tender committee will open the quotations and evaluate their content behind closed doors. If the bidder does not receive written confirmation within 3 (three) weeks of the tender submission deadline, then the offer has not been considered as successful.

b) 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

c) 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

d) Cancellation of Tender

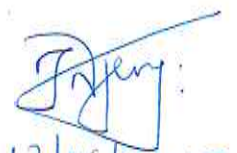
Under no circumstances, Malteser International will be reliable for damages whatsoever their nature, in particular damages for loss or profit; or in relationship to the cancellation of this tender, even if Malteser International has been advised of the possibility of damages.

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

On behalf of Malteser International

Signature:

Date:


13/06/2017





**Malteser
International**
Order of Malta Worldwide Relief

ITB/JUB/2017/0103
Annex I Bill of Quantity
Malteser International

No	Item	Package	Unit	Quantity	Unit price	Currency Price in USD
1	Indian Rice Basmati Pack	Package 40 Kg (with 4 Bags of 10 kgs in each Bag)	kg	21096		
2	Cooking oil Sunflower	Pack in 5 Litters Jercans	Ltrs	1755		
3	Beans (yellow type)	Pack in 50 Kg bag	Kgs	5274		
4	Onion	Package in 30 Kg bag	Kgs	1143		
5	Salt Iodize	Pack in 500 gram packets	kgs	702		

ITB/JUB/2017/0103
Annex II Specification of the Food items
Malteser International

Indian Rice Basmati	
Cooking Oil Sun Flower	
Bean Yellow Type	
Onion	
Salt Iodize Salt	

