



**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, 18/06/2018

INVITATION TO BID

ITB/JUB/2018/0093

Supply of IEC Materials

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 1: Bill of Quantity
- C. Appendix 2: 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 **The deadline for the delivery of the offer will be on 29th June, 2018@4:00PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

Name: Angeline Mumbo

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/2018/0093** Malteser International herewith calls for tenders concerning the supply of

1- IEC materials

Under the following reference number:

Donor project number: 99

Malteser International project number: 1257-JUB-2018

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 supports School Feeding program in Lologo primary School, Al-Salam School and also Implementing WASH project in Lologo funded by BMZ in Juba, South Sudan. In addition, Malteser International is running basic healthcare programs, supporting people affected by leprosy and a transboundary sleeping sickness control program supporting communication strategy activities in Uganda and South Sudan.

Objective of Call for Tender

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

1- IEC Materials

The technical specification of the IEC materials 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: **29th June 2018 @ 4:00 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



Handwritten signature

- 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 IEC materials. **The cost of transportation of the IEC materials should be inclusive in the supplier's 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 IEC materials **should** be completed latest within 14 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:**

- The IEC materials for the Uganda programme will be delivered to **Malteser International-Arua Office** and the IEC materials for South Sudan will be delivered to the **Malteser International-Juba office** respectively.
- 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.



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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, the offer has then 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 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 Food items s. 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:

18/06/2018



ITB/JUB/2018/0093

Annex I: Bill of Quantity

Malteser International

No	Item	Unit	Quantity	Unit price	Currency Price in USD
1	Printing of A4(29.7x21cm) trifold full-colour printing and soft lamination both sided on 180 GSM paper	Pc	1000		
2	Printing of full colour (63X29.7cm) trifold pamphlets and soft lamination both-sided on 300 GSM art-board glossy	pc	660		
3	Embroidery of Republic of Uganda and Trypano logos and screen printing of Emblem, Malteser International, FIND and LSTM logos with writings' Working towards elimination of sleeping Sickness' on 220 GSM heave duty, grey, cotton t-shirts - multiple sizes	pc	550		
4	Embroidery of Republic of Uganda, Trypano, FIND and LSTM logos and screen printing of Malteser International, with writings 'Working towards elimination of sleeping Sickness' on 250 GSM heave duty, grey, cotton polo-shirts - multiple sizes	pc	100		
5	Embroidery of Republic of South Sudan logo and screen printing of emblem, Malteser International, FIND logos with writings' Working towards elimination of sleeping Sickness' on 220 GSM heave duty cotton, grey, t-shirts - multiple sizes	pc	200		
6	Embroidery of Republic of South Sudan and FIND logos and screen printing of Malteser International, with writings 'Working towards elimination of sleeping Sickness' on 250 GSM heave duty cotton, grey polo-shirts - multiple sizes	pc	50		



Auth.

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Annex II: Specification of the IEC Materials

Malteser International

Printing of A4(29.7x21cm) trifold full-colour printing and soft lamination both sided on 180 GSM paper
Printing of full colour (63X29.7cm) trifold pamphlets and soft lamination both-sided on 300 GSM art-board glossy
Embroidery of Republic of Uganda and Trypano logos and screen printing of Emblem, Malteser International, FIND and LSTM logos with writings 'Working towards elimination of sleeping Sickness' on 220 GSM heave duty, grey, cotton t-shirts - multiple sizes
Embroidery of Republic of Uganda, Trypano, FIND and LSTM logos and screen printing of Malteser International, with writings 'Working towards elimination of sleeping Sickness' on 250 GSM heave duty, grey, cotton polo-shirts - multiple sizes
Embroidery of Republic of South Sudan logo and screen printing of emblem, Malteser International, FIND logos with writings 'Working towards elimination of sleeping Sickness' on 220 GSM heave duty cotton, grey, t-shirts - multiple sizes
Embroidery of Republic of South Sudan and FIND logos and screen printing of Malteser International, with writings 'Working towards elimination of sleeping Sickness' on 250 GSM heave duty cotton, grey polo-shirts - multiple sizes

***The winning bid will be provided with the templates for the printing of the above specified materials. A few adjustments may be expected during this process for the print material. Malteser International further expects the winning bidder to provide edits of the IEC material templates (pamphlets and brochures). This cost of this will be agreed upon by the two parties on a need-basis.**



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