# Malteser International Europe · 51103 Cologne · Germany

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 28 Jun 2019**

**INVITATION TO BID**

**MI/ITB/WAU/2019/0437**

**For construction of 8 shallow wells in the Southern districts of Wau municipality**

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

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

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 bids by or before the **submission deadline on 12.07.2019 by 2:30 pm** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

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| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics & Security Manager – South Sudan Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://www.malteser-international.org/) Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |

# A. INSTRUCTIONS TO BIDDERS

# Description of the organization and its activities

Malteser International is a 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. The activities implemented in Wau are focusing on food security and livelihood and WASH.

**Objective of Call for Bid:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to construct 8 shallow wells for a food security project in Wau town in South Sudan.

The purpose of this bid is to hire a competent construction company to construct eight (8) hand dug wells in the intervention zone described above.

Companies are invited to present a bid complying with the requirements here below specified.

# Bid Presentation

The bid shall be delivered in a sealed envelope to Malteser International’s Office in Wau: Hai Daraja, Block 21, Plot No. 183, Western Bahr El Ghazal, Wau, South Sudan

**The deadline for the delivery of the bids is: 12.07.2019 by: 2:30 PM**

The specification and content of the bid are described in paragraph 8 and 9.

# General conditions

* The bid shall be typed or written and signed on each page by the legal representative of the contractor,
* The prices of the bid will be expressed in United States Dollars. The prices will be considered fixed whereas Malteser International will not process Tax exemption. 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.

# Service to be provided

The contractor will be expected to perform the following during the course of the construction of the hand dug wells:

* Removal of unwanted materials from the location of the well
* The opening of the hand dug well is 1 x 1.5 meters
* Excavation of the soil to a depth of 8 to 13 Meters deep (depending on water level)
* Lining of the top layer (layer above rocky underground; mostly 1 – 2 meters) up to the rim of 50 cm above ground with burnt bricks. Therefore, the measurements of the excavation in the top layer should be 1.5 x 2 meters to accommodate for the liner
* Build a 10cm high apron with burnt bricks to the lining at least 20cm -30cm wide round the well screened with cement
* Build a liner at the bottom of the well in case the soil is not rocky and collapses
* Provide and install a lockable Metallic cover (sturdy/strong enough for a person to stand on it)
* Provide and install lever: 2 hard wood timbers (4”x2”) 1.4 Meters high and a smooth round 1.5 meters long GI pipe of 1.5 inch – 2 inches’ diameter with a handle
* Provide a strong rope and bucket/jerry can for collecting water from the shallow well
* Clearing of land around the well after finishing
* Ensure the safety of the construction teams
* Providing material to cover up the shallow well during the construction period when no one is working at it.

Details can be seen in the attached drawings and pictures

# Timetable

|  |  |  |
| --- | --- | --- |
| **ACTIVITY SCHEDULE** | **DATE** | **TIME\*** |
| **Publication of bid** | 28th June 2019 | 4:00 pm |
| **Deadline for submission of bids** | 12th July 2019 | 02:30 p.m. |
| **Opening of submitted bids** | 12th July 2019 | 03:00 p.m. |
| **Notification of award to the successful contractor until** | 19th July 2019 | 10:00 am |
| **Signature of service contract before** | 19th July 2019 | 2:00 pm |
| **Deadline for start of works** | 29th July 2019 | 8:30 am |
| **Expected maximum duration of works** | 29th Nov 2019 | 5:00 pm |
| **Handover of completed shallow wells** | 2nd Dec 2019 | 2:30 pm |

\* All times are local time in Wau, Wau State, and South Sudan

# Validity of bids

Each company is bound to the bid submitted for a period of 30 days from the deadline for submission of quotations.

# Language of bids

All bids, official correspondence between companies and Malteser International, as well as all documents associated with the bid request will be in English.

# Submission of bids

All quotations must conform to the following conditions:

# Each bid must have arrived at the address stated below within the deadline on 12th July 2019, 02:30 p.m. (local time).

Malteser International Wau – South Sudan

Hai Daraja – Wau near ICRC office

Wau State/Western Bahr el Ghazal State

South Sudan

# Each bid, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:

1. the above-mentioned address;
2. the reference code of the bid;
3. the instruction "Do not open before comparative bid analysis";
4. The name of the bidder.

# Content of bid

All submitted bids must conform to the requirements mentioned in the request for bids. Furthermore, they must include the following documents:

**Part 1 - Bid:** A bid for the bidded service. The format BOQ can be used or a separate one depending on contractor’s choice. Additional sheets may be attached for further details.

**Part 2 - Legal documents**

* Copy of the company’s certificate of incorporation
* Copy of Chamber of Commerce registration
* Copy Tax Identification Certificate
* Copy of Certificate of Operation
* Company’s Financial Statement of last three months
* Company’s official address
* Bank account details (where money would be paid).

**Part 3 - Technical resources and experience**

* List of technical personnel,
* List of equipment,
* Projects undertaken either copies of work completion certificates of at least 2 previous work of similar nature executed in South Sudan and/ or filled list with contact details

# Ownership of bids

MI reserves/funds ownership of all bids received. As a consequence, bidders will not be able to stipulate requirements that their bids are to be returned.

1. **Opening of submitted bids**

The bids will be opened on 12th July 2019 at 03:00 p.m., in Malteser International Wau Office, Wau State, South Sudan, by the analysing committee. The selection process will be recorded in writing by the Procurement Committee.

# Bid evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the ability to deliver and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Service requirements**

The vendor has to guarantee the price quoted will remain unvaried for the whole duration of the contract.

1. **Terms of payment**

After completion of the construction and MI is satisfied with the work, an invoice will be submitted to Malteser International office in Wau. The payment will be done within 20 working days after submission of the invoice in USD to an account provided by the contractor.

**Proposed Bill of Quantity for Borehole drilling**

Please specify the unit prices per meter and calculate the total according to the stated quantities.  
Note: after construction the payment will be made according to the final depths reached for the separate layers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No** | **Description of Items** | **Quantity per well** | **Unit** | **Unit prices USD** | **Total USD** |
| A: Top layer - lined | | | | | |
| 1 | Labor work to dig 2 by 1.5 meters | 2 | Meter |  |  |
| 2 | Labor work to build top liner 2 by 1.5 | 2 | Meter |  |  |
| 3 | Construction material for the liner: burnt bricks, river sand, cement and water | 2 | Meter |  |  |
| 4 | Labor work to build the apron (10cm high i.e. one brick high and around 30cm wide | 1 | Pcs |  |  |
| 5 | Construction material for the apron: burnt bricks, river sand, cement and water | 1 | Pcs |  |  |
| B: Digging and finalizing | | | | | |
| 6 | Labor work for digging 1.5 by 1 meter up to the ground water level (Including tools for pulling out soil, pumping out water to finish, etc.) | 10 | Meter |  |  |
| 7 | Metal cover for the shallow well (material, labor, installation and 3 pad locks with 3 keys). See drawing | 1 | Pcs |  |  |
| 8 | Installation of lever including timbers, GI pipe with handle, rope and jerry can. See drawing | 1 | Pcs |  |  |
| 9 | Final land cleaning of soil | 1 | Meter |  |  |
| C: Bottom liner in case of muddy soil at the bottom (Most probably in Nazareth and Bazia Gedid i.e. for 3 shallow wells) | | | | | |
| 10 | Labor work for lining at the bottom | 3 | meter |  |  |
| 11 | Construction material for the liner: burnt bricks, river sand, cement and water | 3 | meter |  |  |
| D: Total for 1 shallow well without liner at the bottom (A+B) | | | | | |
| E: Total for 1 shallow well with liner at the bottom (A+B+C) | | | | | |
| Total for 8 shallow wells (5 without liner at the bottom and 3 with liner at the bottom; 5\*D+3\*E) | | | | | |
| Estimated duration to build one shallow well: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

On behalf of Malteser International: Date: 28 Jun 2019

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