



**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**

Wau, 24 January 2019

**INVITATION TO BID
MI/ITB/WAU/2019/0004**

For delivery of food items to three Malteser International supported schools in Wau under one-year Framework Agreement

- A. Annex 1: Specification of Bidding
- B. 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 4 February 2019 at before 4:00 PM at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

Name:

Nermin Silajdzic
Country Logistics and Security Manager
Juba, Wau
South Sudan
Tel: +211 924 767 949
Tel: +211 911 746 963

Sign:





A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Bid MI/ITB/WAU/2019/0004 Malteser International herewith calls for bids concerning delivery of food items to three Malteser International supported schools in Wau under one-year Framework Agreement. Food distribution will be every day when schools are open, transportation to the school Kosti Girls will be between 7:30am and 8:00am, transportation to the school to Kosti Boys and POC AA schools will be between 2:00pm and 3:00pm and approximate food quantities for each school will be 15 -30 kg of beans, 50 – 100kg rice, 5 – 10L of oil, 2-5 kg onions, 2-4 bags of salt (each 500g), 2 – 3 bags of charcoal.

Under the following reference number:

Donor project numbers: WAU-1318

Malteser International project number: 1318

1. 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 Bids: In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure food items for three Malteser International supported in Wau under one-year Framework Agreement. Food distribution will be every day when schools are open, transportation to the school Kosti Girls will be between 7:30am and 8:00am, transportation to the school to Kosti Boys and POC AA schools will be between 2:00pm and 3:00pm and approximate food quantities for each school will be 15 -30 kg of beans, 50 – 100kg rice, 5 – 10L of oil, 2-5 kg onions, 2-4 bags of salt (each 500g), 2 – 3 bags of charcoal.

The technical specifications and conditions of the bidding process are described below in the Specification of Bidding and in the Annex 2: Bill of Quantity which are part of this Invitation to Bids.

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

2. Bid Presentation

The bid shall be delivered in a sealed envelope to Malteser International's Office Hai Daraja, Block 21, Plot No. 183, Western Bahr El Ghazal, Wau, South Sudan or Malteser International - Country Coordination Office, Plot No: 445 Kololo Road 3k South, Tong Ping, Juba Town, South Sudan.

The deadline for the delivery of the bids is: on 4 February 2019 at before 4:00 PM

- The bid shall be written in English
- The envelope must state the following information:
 - Reference to the Bid Number
 - Address to which the bids is being submitted (see above)
 - The words *"Not to be opened before deadline"* written in English
- The bid should be valid for **30 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier's choice.



3. General conditions

- The bid 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 bid 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. No additional change of whatsoever nature and type will be accepted by Malteser International,
- Malteser International reserves the right to accept or reject all bids depending on prevailing condition at the time.

4. Technical specification

No.	Food items	Units
1	Rice (Pakistan, Indian or Thailand)	Kg
2	Beans (green beans)	Kg
3	Onions	Kg
4	Oil (vegetable oil)	Litre
5	Salt (bags of 500 gr)	Bag
6	Charcoal (good quality; bags of 50 kg)	Bag

Estimated quantities of food items for delivery to MI under one-year Framework agreements are: 36,000 kg of rice, 9,360 kg of beans, 1,800 kg of onion, 3,600 litres of oil, 1,620 bags of salt and 1,980 bags of charcoal.

5. Timetable

Activities	Date	Time*
Deadline for submission of bids	4 February 2019	04:00 p.m.
Opening of submitted bids	5 February 2019	10:00 a.m.
Notification of award to the successful contractor	6 February 2019	-
Signature of service contract	7 February 2019	-

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

6. Validity of bids

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

7. Language of bids

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

8. Submission of bids

All bids must conform to the following conditions:

- 8.1. Each bid must have arrived at the address stated below within the deadline on 4 January 2019, at before 04:00 p.m. (local time).

Malteser International



or

Malteser International
Coordination office
Plot No. 445, Block 3K Tong Ping
Juba, South Sudan

8.2. 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:

- a) the above-mentioned address;
- b) the reference code of the bid;
- c) the instruction "Do not open before comparative bid analysis";
- d) The name of the bidder.

Technical and financial bids must be placed in a sealed envelope.

9. Content of bid

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

Part 1 - Bid: A bid for the offered food items for three Malteser International supported schools in Wau under one-year Framework Agreement. Food distribution will be every day when schools are open, transportation to the school Kosti Girls will be between 7:30am and 8:00am, transportation to the school to Kosti Boys and POC AA schools will be between 2:00pm and 3:00pm and approximate food quantities for each school will be 15 -30 kg of beans, 50 – 100kg rice, 5 – 10L of oil, 2-5 kg onions, 2-4 bags of salt (each 500g), 2 – 3 bags of charcoal.

The format BoQ can be used or a separate one depending on supplier'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),

10. 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.

11. Opening of submitted bids

The bids will be opened 5 February 2019 at 10:00am in Malteser International Office in Wau, South Sudan, by the Procurement committee. The selection process will be recorded in writing by the committee.





12. 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 capacity to deliver, delivery time and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

13) Specific Technical and Financial Evaluation Criteria to standards:

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

14) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- 100% of shall be paid by the Malteser International 7 days after the monthly invoices issuing by the Contractor.

Annex 2: Bill of Quantity

The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities used.

No.	Food items	Units	Unit price (\$)
1	Rice (Pakistan, Indian or Thailand)	Kg	
2	Beans (green beans)	Kg	
3	Onions	Kg	
4	Oil (vegetable oil)	Litre	
5	Salt (bags of 500 gr)	Bag	
6	Charcoal (good quality, bags of 50 kg)	Bag	

Estimated quantities of food items for delivery to MI supported schools under one-year Framework agreements are: 36,000 kg of rice, 9,360 kg of beans, 1,800 kg of onion, 3,600 litres of oil, 1,620 bags of salt and 1,980 bags of charcoal.

On behalf of Malteser International:

Date: 24 January 2019

Nermin Silajdzic
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Juba, Wau
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