



Malteser International Europe · 51103 Cologne · Germany

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

Juba, 08.09.2017

**INVITATION TO BID**  
**ITB/JUB/2017/0197**  
**Supply of Latrine Slabs and Construction Material**

This is an Invitation to Bid for the above mentioned supply. 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 downloaded here on the South Sudan NGO Forum's website.

We look forward to receiving your quotation by or before the **submission deadline** on 19.09.2017 at before: 3:00 PM at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

Name:

*hulcanam A. Talnim (pm)*

Sign:

*[Signature]*

**Malteser International**  
Order of Malta worldwide Relief  
  
**Juba Office South Sudan**

*8/09/2017.*

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is the European regional branch  
of the worldwide relief agency of  
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humanitarian aid and legally a  
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Köln VR 4726

President:  
Karl Prinz zu Löwenstein

Director:  
Ingo Radtke

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## SPECIFICATION OF BIDDING

Related to our advertised Invitation to Bid (ITB/JUB/2017/0197) Malteser International herewith calls for tenders concerning the supply of **Latrine Slab and Construction Materials**

Under the following reference number:

**Donor project number: 13**  
**Malteser International project number: 1281-JUB-2017**

### 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 recognized 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 schools A and B funded by ADH, implementing WASH+FNS project in Lologo funded by BMZ and WASH project in Rajaf Payam funded by UNICEF in Juba, South Sudan,

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### Objective of Call for Tender

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

#### Lot 1: Latrine slabs

**Lot 2: Iron sheet, nails, ironmongery and vent pipes and caps**

**Lot 3: Timber, logs and poles**

The technical specification of the Latrine Slab and Construction Materials required are detailed in Annex 2 (Specifications) which is part of this Call for Tenders.

Suppliers are invited to present an offer complying with the requirements here below specified:

### 2) Offer Presentation

- The offer shall be delivered in a sealed envelope to Malteser International Country Office Juba (Plot No. 445 Tong Ping, Juba, South Sudan)



- Multiple bidding is allowed, means it is allowed to bid for more than one lot.

**The deadline for the delivery of the offer is: 18/09/2017 @ 30:00 PM**

- The offer shall be written in English
- The envelope must state the following information:
  - Reference to the Tender Number

Reference to the lot number

- 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

### 3) 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 Latrine Slab and Construction Materials 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 Slabs and the building Materials a checklist approved and signed by MI. The payments will be done within 45 days of completed delivery.

- **Terms of Delivery:**

The supplier has to deliver the items according to the terms and condition as mentioned above. In case of any anticipation delivery delay, the supplier

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must give a 48hrs written notice to MI. Failure of this written notice will attract a deduction of 0.2 % 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 terminate the contract or sue for damages after 7 days of failure to continue with the supply and delivery by the supplier.

- **Delivery Site:** All the material will be delivered to Lologo 1 and Lologo 2 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.

**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:**

The bid will be opening at Malteser International Country Office and bidder's representatives will not be invited to attend or participate in the process; Malteser tender committee will evaluate their content behind closed doors. If the bidder does not receive written confirmation, the offer has then not been considered as successful.

**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

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**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 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

Signature:

Lukman A. Talim

Date:

2/09/2017



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ITB/JUB/2017/0197  
Annex I Bill of Quantity

Malteser International

No	Item	Specifications	Unit	Quantity	Unit price	Currency	Total price
<b>Lot 1</b>							
1	Slab	Reinforced concrete slab (1.2m x 0.8m x 0.075m thick) with a squat and vent pipe holes. Insert Y12 mat @ 150mm c/c. Use 0.45 mm Aggregate to 1:2:4 mix ratio. Include a squat-hole cover.	pc	250		USD	
<b>Total amount in USD</b>							
<b>Lot 2</b>							
1	Iron sheet	3M X 1M (28G (Red)	pc	1750		USD	
2	Nail	Round headed galvanized roofing nail	kg	250		USD	
3	Nail	4 inches wire nail	kg	250		USD	
4	Nail	3 inches wire nails	kg	250		USD	
5	Nail	2 inches wire nails	kg	125		USD	
6	Pipe	3m long PVC waste pipe	pc	250		USD	
7	Hinges	4 inches butt-hinges	pc	500		USD	
8	Lock	4 inches tower bolt	pc	250		USD	
9	Vent cap	4 inches PVC vent cap	pc	250		USD	
<b>Total amount in USD</b>							
<b>Lot 3</b>							
1	Logs	200mm diameter well graded tick log	pc	1000		USD	
2	Logs	100mm diameter well graded tick log	pc	1250		USD	
3	Timber	75mm x 50mm (2x3) well-seasoned hard wood	pc	2000		USD	
<b>Total amount in USD</b>							

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ITB/JUB/2017/0197  
Annex II  
Latrine Slab and Construction Materials  
Specification Sheet Malteser International

<b>Lot 1</b>
Reinforced concrete slab (1.2m x 0.8m x 0.075m thick) with a squat and vent pipe holes. Insert Y12 mat @ 150mm c/c. Use 0.45 mm Aggregate to 1:2:4 mix ratio. Include a squat-hole cover.
<b>Lot 2</b>
3M X 1M (28G (Red) Iron sheet
Round headed galvanized roofing nail
4 inches wire nail
3 inches wire nails
2 inches wire nails
3m long PVC waste pipe
4 inches butt-hinges
4 inches tower bolt
4 inches PVC vent cap
<b>Lot 3</b>
200mm diameter well graded tick log
100mm diameter well graded tick log
75mm x 50mm (2x3) well-seasoned hard wood

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