



---

Malteser International Europe · 51103 Cologne · Germany

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

Juba, 20/08/2018

### INVITATION TO BID

ITB/JUB/2018/0229

#### Supply of Latrine 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 30.08.2018 at before: 3:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

Name:

Lulcman A. Tahir

Sign:

20/08/2018

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](http://www.malteser-international.org)





## SPECIFICATION OF BIDDING

Related to our advertised Invitation to Bid (ITB/JUB/2018/0229 Malteser International herewith calls for tenders concerning the supply of **Latrine 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 School and also implementing WASH project in Lologo funded by BMZ in Juba, South Sudan,

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](http://www.malteser-international.org)

### Objective of Call for Tender

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

### 1 Latrine Construction Materials

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)

**The deadline for the delivery of the offer is: 30/08/2018 @ 30:00 PM**





- The offer shall be written in English
- The envelope must state the following information:
  - Reference to the Tender 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 delivery of the Latrine Construction Materials shall be delivered in tranches and within 1-3 weeks 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 0.2 % per day will be applied, calculated on the overall value of the

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](http://www.malteser-international.org)





contract and nothing will be due to the supplier. Malteser International reserves the right to sue for damages.

- **Delivery Site:** All the Material shall be delivered to Lologo 1, or Lologo 2 or MI warehouse according to agreed delivery plans with supplier and MI.
- 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 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.

**c) 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

**d) Specific Technical and Financial Evaluation Criteria to standards:**

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](http://www.malteser-international.org)





- 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

**e) 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

*Hulwam A. Tahiri*

Signature:

Date: 20/08/2018

ITB?JUB/2018/0229

Annex I Bill of Quantity Malteser International

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](http://www.malteser-international.org)

| No | Specifications                           | Unit | Quantity | Unit Price in USD | Total Price |
|----|--|------|----------|-------------------|-------------|
| 1  | 100 mm diameter PVC pipe (3 meters long) | pc   | 500      |                   |             |
| 2  | 100 mm diameter PVC vent cap             | pc   | 500      |                   |             |
| 3  | 4 inches door hinges                     | par  | 500      |                   |             |
| 4  | Roofing Nail                             | kg   | 500      |                   |             |





|                     |   |     |       |  |  |
|---------------------|---|-----|-------|--|--|
| 5                   | 1 meter x 3 meters<br>28G iron sheet<br>(Red) | pc  | 35,00 |  |  |
| 6                   | Tower bolt                                    | Pc  | 250   |  |  |
| 7                   | 4 inches wire nails                           | kg  | 500   |  |  |
| 8                   | 3 inches wire nails                           | kg  | 500   |  |  |
| 9                   | 2 inches wire nails                           | Kg  | 250   |  |  |
| 10                  | 4 inches T-lock                               | pcs | 500   |  |  |
| <b>Total Amount</b> |   |     |       |  |  |

Page 6

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](http://www.malteser-international.org)

*ITB?JUB/2018/0229*

Annex II Latrine Construction Materials Specification Sheet Malteser  
International

|  |
|--|
| PVC pipe (100 mm Diameter 1X3) one per latrine |
| 100 mm diameter PVC pipe<br>(3 meters long)    |
| 100 mm diameter PVC vent cap                   |
| 4 inches door hinges                           |
| Roofing Nail                                   |
| 1 meter x 3 meters 28G iron sheet (Red)        |





---

|                     |
|---------------------|
| Tower bolt          |
| 4 inches wire nails |
| 3 inches wire nails |
| 2 inches wire nails |
| 4 inches T-lock     |

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](http://www.malteser-international.org)

---