



**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, 18.10.2016

INVITATION TO BID
ITB/JUB/2016/0107
FOR
SUPPLY OF FOOD ITEMS

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 **submission deadline on 24.10.2016 at before: 3:30 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

Name:

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 Kololo Road Tong Ping,
Juba
South Sudan

SPECIFICATION OF BIDDING

Related to our advertised Invitation to Bid (**ITB/JUB/2016/0107**) Malteser International herewith calls for tenders concerning the supply of FI (Food Items (Farming Equipment) under the following reference number:

CALL FOR TENDERS

Related to our RFQs: **/JUB/2016/0107**

- Supply of Food Items Malteser International Juba Coordination office

Malteser International herewith calls for tenders.

Project Number: **1287-05-JUB**

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 is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. In addition Malteser International supports Rumbek Health Training School (RHTI) and is implementing an agricultural project in Wau and Maridi Following the crisis in South Sudan, which erupted in mid-December 2013.

2.) Information about the projects

Juba:

Malteser International is running a School Feeding program in Lologo 1 and lologo 2

1. Improve the learning condition of the pupils.
2. improve the Pupils Health and Nutrition requirements

To ensure the above mentioned objectives are being met, Malteser international provides School Feeding program in lologo

Malteser international is implementing a project for the Improvement School Feeding program in lologo

1. providing Food Items s
2. providing training in agriculture and assisting in the formation of committees and cooperative

3.) Objective of the Call for Tender

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

Juba:

- Food Items s: Rice, Cooking Oil, Bens Vegetable, Onion, Tomato and Salt)

Please find attached the RFQ-formats for further technical specification.



The supplier is invited to present an offer complying with the requirements here below specified:

4.) Offer Presentation

- The offer shall be delivered in a sealed envelope to Malteser International Country office in Juba
- The deadline for the delivery of the offer is: **24/10/2016 at 3:30 PM**
- The offer shall be writing in English
- The envelope must state the following information:
 - Name and address of the company
 - Reference to the tender procedure
 - 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 2 months after the deadline
- The formats of RFQ have to be used as attached. Any RFQs prepared in a different or modified format will not be accepted by Malteser International and the offer will not be considered for further evaluation.

5.) General Conditions

- The offer shall be typed in written and signed on each page by the legal representative of the supplier. (
- The supplier might be requested to provide catalogues, pictures, technical descriptions and is herewith requested to provide samples of the items
- 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 and should include all applicable taxes and transport cost. No additional change of whatsoever nature and type will be accepted by Malteser International.
- The goods must be fit for human consumption and not expired. Bidders not able to provide guaranteed quality will be excluded from the final evaluation. Samples of the items have to be provided.
- Malteser International reserves the right to divide the contract into lots and award the lots to various bidders.
- **Terms of Payment:** The payment will be done in United States Dollars by bank transfer in one instalment:
1st instalment of 100% upon presentation of commercial invoice and satisfactory reception of goods approved and signed by Malteser International. The payment will be done within 30 days of completed delivery.
- **Terms of Delivery:** The delivery of the commodities should be completed latest by **November 10.2016** should the supplier consider this delivery time inadequate, he has to clearly state it in the offer suggesting a different deadline for the delivery.
- Delivery Sites (commodities):
 - o Malteser International Juba Coordination office South Sudan CES (RFQ-JUB-2016-0107)
- Terms of Shipment:
Delivery, Duty Paid (DDP)
- The supplier has to deliver the items according to the terms and condition as mentioned above. Malteser International reserves the right to sue for damages and/or return these goods.



Particular Conditions

The supplier is required to provide, together with the offer, the following documentation:

- Company profile
- Certificate of Incorporation (foreign companies)
- Chamber of Commerce Membership
- Tax Identification Certificate/no.
- Certificate/License of Operation (!)
- Import/Export License
- Financial records and references
- Bank details (account number, address and name of the bank, etc.)

- Opening Bids Procedures

The ceremony of opening the bids will be communicated to the Supplier:

Malteser International Country Coordination Office
Plot No. 445 Kololo Road
Tong Ping, Juba Town
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A tender committee will manage the event and after the opening of all envelopes received within the deadline, the committee will evaluate their content behind closed doors.

If the bidder does not receive written confirmation, within 30 days of bid Submission the offer has then not been considered as successful.

- a) Offers' evaluation

Malteser International will evaluate the offers on the basis of the following criteria:

- Criteria 1: previous experience in South Sudan (including recommendations from other Humanitarian Partners) – 30%
- Criteria 2: management capacity, resources, after sale service – 10%
- Criteria 3: price – 60%

- b) Cancellation of Tender

Under no circumstances, Malteser International will be reliable for damages whatsoever their nature, in particular damages for loss of 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 canceled due to whatsoever reason.

On behalf of Malteser International,

Name: John Njergs

Position: Country Administrator

Signature: _____

Date: _____

18/10/2016

[Handwritten Signature]



Annex 1: Bill of Quantity

No	Item/ Specifications	Unit	Quantity	Unit price USD	Currency USD	Total price
1	Rice Indian Rice	Kgs	26075.0			
2	Cooking Oil Sun Flower	Liters	682.50			
3	Bean yellow type	Kgs	6825.0			
4	Vegetables Tomato, and Onion	Kgs	2730.0			
5	Salt Iodized	Kgs	304.50			
Total In USD						

Annex 2: Specifications ITB/JUB/2016/0107

Food Items

	ITEMS
1	Rice Indian Rice
2	Cooking Oil
3	Bean yellow type
4	Vegetables Tomato, and Onion
5	Salt Iodized

