

Date: 28/04/2025

## **CDoM Invitation to Tender to purchase food**

### **Section 1: Background**

Caritas Diocese of Malakal is a faith-based humanitarian organization part of the Caritas South Sudan national office. It operates as the development and humanitarian branch of the Catholic Church in the Diocese of Malakal.

Our commitment is to end poverty, promote justice, and restore dignity. We focus on saving lives, alleviating suffering, and helping rebuild livelihoods and communities for the long term. As a Catholic organization involved in humanitarian aid and development, our efforts are grounded in the Christian values expressed in the Social Teaching of the Catholic Church.

Currently, Caritas Diocese of Malakal is implementing the Project for Emergencies and Relief, which includes initiatives focused on food security and urgent WASH (Water, Sanitation, and Hygiene) efforts. As part of our livelihoods program, we aim to provide food kits to improve the lives of beneficiaries in Waat, Ayod, and Nyirol in Jonglei State.

In this regard, Caritas Diocese of Malakal invites tenders from suppliers registered with the relevant government authorities in South Sudan to provide the items listed below.

### **Section 2: Specifications**

Item	Description	Unit	Qty	Unit price\$	Total price &
<b>A. CN : Purchase of food packages :</b>					
1	Sorghum 100kg ( White sorghum)	bag	100	\$	\$
2	Split Red Lentils 50 kg	bag	741	\$	\$
3	Groundnut oil ( cooking oil 2o Ltr)	Jerri can	185	\$	\$
4	Salt ( Crouched) 50kg	bag	15	\$	\$
<b>Subtotal Cost (B)</b>					
<b>Grand Total Cost</b>					

**Note:** Please prepare the quotations in your company papers, and let it be on top of your tender response.



**Section 3: Other Information pertaining to the quotation is as follows.**

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	USD
Location of Delivery	Waat, Ayod and Nyirol in Jangle State

**Section 4: Instructions to Suppliers**

When submitting your tender proposal for the **supply and delivery of sorghum, salt, cooking oil, and lentil**, please include the following documents: -

- Quotation in your company papers
- Filled and signed ToRs (sections 3, 10, 13 of this document
- Valid certificate of incorporation
- Tax registration certificate
- Valid tax clearance certificate.
- Valid operation licence

**Section 5: Language of Tender**

All the information requested for the tender process shall be provided in the English language.



## **Section 6: Terms and Conditions –**

Eligible and interested Suppliers shall be required to read and be willing to abide by the CDoM procurement terms and conditions, CDoM Code of Conduct, CDoM Human Resources policy, and Child and Vulnerable Adults Protection Policy.

## **Section 7: Submission and Deadline for Tender Documents**

A sealed hard copy of the tender application containing all the information shall be submitted to the following address.

CARITAS DIOCESE OF MALAKAL (CDoM)

CATHOLIC CHURCH P.O. Box 27, ST.JOSEPH PRAISH -MUDERIA

Next to the South Sudan Hotel

Malakal, South Sudan

Or send via email to: [logabraham.cdom@gmail.com](mailto:logabraham.cdom@gmail.com)

## **Section 8: Questions Arising from Tender Documents**

Questions and clarification that may arise from the tender documents should be addressed in the office on or before **28<sup>th</sup> April 2025**.

## **Section 9: Additional Information**

CDoM reserves the right to request the submission of additional information from prospective Suppliers.

## **Section 10: Notification of Successful and Unsuccessful Suppliers**

CDoM will notify successful and unsuccessful bidders/Suppliers via email or in writing for the tender for the supply and delivery of food packages of the outcome, which will be done one (1) week following the closure of the tender deadline.

We, the undersigned, hereby accept in full the CDoM General Terms and Conditions and hereby offer to construct the items listed above in conformity with CDoM's requirements as per the details provided above.



<b>Name of Company:</b>	
<b>Address:</b>	
<b>Tax Identification Number</b>	
<b>Active Phone Number</b>	
<b>Email:</b>	

## Section 11: Tender Guidelines/Regulations and Criteria

### i. Incomplete Application

The application forms that are not filled out, duly stamped, and submitted in the prescribed manner will not be considered by the reviewing committee mandated to carry out this exercise.

### ii. The Tender Data

It is understood and agreed that CDoM will use the prospective Supplier's tender data to select a prospective Supplier to perform the contract regarding items as described by the client in clause 2 of this document.

### iii. Tender Requirements

Prospective Suppliers will not be considered qualified unless, in the judgment of CDoM, they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to execute the contract for goods satisfactorily.

## Section 12: Essential Criteria for Tender

### i. Experience

A selection committee of qualified staff will evaluate all offers and select the best supplier based on price, quality, previous experience with the company, and delivery capacities.



The prospective bidder shall have at least one (1) years' experience in the supply of similar goods. Past performance will be shown by attaching relevant local purchase orders (LPO)/contract agreements and letters of recommendation. Suppliers should further specify the area of specialization.

Prospective suppliers should have exceptional experience and capability to organize, supply, and deliver items at short notice.

Quotations will be evaluated according to the following criteria:

Criteria	Quality Criteria for the technical offer	Weighing in %
QUALITY	Quality and experience	40%
	Delivery time	
PRICE	Financial offer	60%

**ii. Declaration – Appendix Section**

Application MUST include a declaration Appendix section certifying the accuracy for the information given.

**iii. Withdrawal of Tender**

CDoM has the right to reject the tender from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the CDoM could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

### Section 13: Appendix Section - Declaration

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation for tender we/I hereby state:

- a. Have read and understood the terms and conditions for CDoM.





- b. Have not been debarred from procurement by anybody, institution, or person.
- c. c. In case of being qualified, we acknowledge that this grants me/us the right to supply the required items in due time as per our commitment made in our supply lead time indicated in our tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm change for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

Designation .....

(Full name and designation of the person signing and stamp or seal.).The deadline for submitting the quotes will be **Monday, 5<sup>th</sup> May 2025, at 4:00 PM South Sudanese Time.**

