



**JOHANNITER**

# **Framework Agreement for the Supply of Assorted Office and Guest House Supplies to Johanniter Office/Guest House in Wau and Refreshment Items for Program activities (01.09.2023 to 31.08.2024)**

**Procurement Number: WAU/EAFO101/0026, WAU/SSD0023/0006, WAU/SSD0135/0023, WAU/SSD0136/0007, WAU/SSD0131/0030, WAU/SSD0134/0005**

**Closing Date: 04th August 2023**

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## About Johanniter:

Johanniter is a German Christian Not for profit non-governmental organisation running eight integrated projects in the former Western Bahr el Ghazal State (WBeG) of South Sudan focusing on maternal and essential health, nutrition (CMAM), WASH and GBV/Protection. Its overall objective is to reduce people's vulnerability, specifically by contributing to morbidity and mortality reduction by improving the population's health and nutrition status. Furthermore, improved access to water, sanitation and hygiene (WASH), and protection services are an existential part of Johanniter's South Sudan programme.

## Proposed Timelines

Notice for tender	21st July 2023
Dateline for submission	04th August 2023
Proposed tender opening dates	07th August 2023

## Description of Works/Service

Johanniter invites prospective vendors to submit bids for the **Framework Agreement for the Supply of Assorted Office and Guest House Supplies to Johanniter Office/Guest House in Wau and Refreshment Items for Program activities (01.09.2023 to 31.08.2024)** as specified in the table below. Interested vendors can apply for any LOT that they qualify.

No	Item Description	Unit Type	Quantity
01	Assorted Office and Guest House Supplies and Refreshment Items; <b>Refer to the detailed list below</b>	Set	01

## Lot: 1

No.	Item Description	Unit Type	Quantity
1	Salt - Packet of 500 gms	Packet	1
2	Brown Sugar - Packet of 1 Kg	kg	1
3	Tea bags: Lipton Yellow Label - Packet of 200 gms (100 tea bags * 2.0g)	Packet	1
4	Tea bags - Lipton Hibiscus - Packet of 20 gms (20 tea bags * 2.0 g)	Packet	1
5	Tea bags - Kericho Gold - Packet of 100 gms (50 tea bags * 2.0 g)	Packet	1
6	Tea bags - Green Tea - Packet of 20 gms (20 tea bags * 2.0 g)	Packet	1
7	Nescafe coffee - Tin of 200 gms	Tin	1
8	Nido Powdered Milk - Tin of 2,500 gms	Tin	1
9	Dish Washing Paste - Pride - Tin of 800 gms	Tin	1
10	Air Freshener - London Tea Party - Tin of 300 ml	Tin	1
11	Insecticide - Pif Paf - Tin of 400 ml	Tin	1
12	Dettol Antiseptic Liquid - Bottle of 550 ml	Bottle	1
13	Multipurpose Liquid Detergent - Pride - Jerry can of 5 Liters	Jerrycan	1
14	Glass Cleaner - Mama - Bottle of 750 ml	Bottle	1
15	Soft Facial Tissue - Packet of 200 sheets, 2 ply (190mm*190mm)	Packet	1
16	Washing Detergent - King - Packet of 5 Kgs	Packet	1
17	Toilet Cleaning Liquid - Harpic - Bottle of 500 ml	Bottle	1
18	Toilet Paper - Euro Silk - Packet of 10 Rolls	Packet	1
19	Vim Surface Cleaner - Bottle of 500 gms	Bottle	1
20	Hand washing Liquid - Zahi - Bottle of 500 ml	Bottle	1
21	Garbage Plastic Bags 80X100cm - Packet of 100 Pieces	Packet	1
22	Liquid Surface Disinfectant - Jik - Bottle of 750 ml	Bottle	1



23	Sponge for washing dishes good quality	Pcs	1
24	Towels 100% cotton – Large Size	Pcs	1
25	Sponge for washing dishes good quality	Pcs	1
26	Mops good quality	Pcs	1
27	Small towels for drying dishes ( 100% cotton)	Pcs	1
28	Buckets - 10 liter (Plastic) good quality	Pcs	1
29	Long handle soft brush	Pcs	1
30	Door mat	Pcs	1
31	Waste paper bin (Dust bin plastic) small size	Pcs	1
32	Waste paper bin (Dust bin plastic) large size	Pcs	1
33	Waste paper bin (metal dust bin)	Pcs	1
34	Dust pan	Pcs	1
35	Dry cell batteries AA	Pairs	1
36	Dry cell batteries AAA	Pairs	1
37	Rubber gloves good quality	Pairs	1

## LOT2:

No.	Item Description	Unit Type	Quantity
1	Water 600ml Bottle (Carton of 24 bottles)	Carton	1
2	Soda 600ml Bottle (Carton of 12 Bottles)	Carton	1
3	Cream Biscuit, 82gms (Carton of 24 Packets)	Carton	1
4	Digestive Biscuits, 250 gms ( 18 pcs per packet)	Packet	1

## Lot3:

No.	Description of the object of procurement	Unit Type	Quantity
1	18L Jumbo Water bottles - (Refill)	Each	1
2	18L Jumbo Water bottles - (New Bottle + Water)	Each	1

### Clarification of Tender Documents.

Johanniter has taken great care to be as transparent as possible in the language used to compile this tender document. If any confusion arises from the meaning or interpretation of any words used in this document, Johanniter will not accept responsibility for any misunderstanding or misinterpretation. Additional information or clarification can be obtained in writing by e-mail to [Robert.Duku@thejohanniter.org](mailto:Robert.Duku@thejohanniter.org) or [Boniface.Lakony@thejohanniter.org](mailto:Boniface.Lakony@thejohanniter.org) with the subject line "**Tender - CLARIFICATION REQUEST – "Framework Agreement for the Supply of Assorted Office and Guest House Supplies to Johanniter Office/Guest House in Wau and Refreshment Items for Program activities (01.09.2023 to 31.08.2024)"**". A response will be shared through email to any request received earlier than five days before the deadline for submission of applications.

### Amendments of tender documents.

At any time before the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, notify the tender documents by issuing a subsequent addendum. Thus, the supplement shall be part of the tender documents and communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addition in writing. To afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organisation may, at its discretion, extend the deadline for submitting bids.



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## **Conditions for Tender Submission.**

All interested vendors must respond to all requirements set out in this document, and failure to adhere to the conditions set out will result in the rejection of their bid.

- This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all of the requests.
- Johanniter is not bound to accept the lowest offer or any offer.
- This invitation for tender is not a contract or an offer to a contract but an invitation to negotiate.
- Respondents are bound by their offer for a period of 90 days from the closing date of bids.
- Johanniter reserves the right to alter the dates of the timetable.
- Canvassing of Johanniter staff in relation to this tender will result in the disqualification of that individual or company.
- Opening of offers is not open to the public, and Johanniter will inform each respondent of the results of the decision of their offer upon request.
- Bids submitted in another manner other than that specified in the tender document shall be rejected.
- Johanniter is not obliged to justify or explain selection to any respondent.
- All documentation must be submitted in English.
- All bids must be accompanied by a signed declaration of suppliers provided by Johanniter.
- This document does not represent a commitment to purchase or contract with your firm.

## **Tenderers' Eligibility and Qualifications.**

As part of its tender documents, the tenderer shall furnish its qualifications to perform the contract if its tender is accepted. The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted and that the tenderer has the financial and technical capability necessary to perform the contract.

## **Cost of tendering.**

The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the tendering process's conduct and/or outcome.

## **Currencies.**

All prices shall be quoted in USD.

## **Submission of the offer.**

Complete tender documents must be submitted in a sealed envelope clearly marked "**Framework Agreement for the Supply of Assorted Office and Guest House Supplies to Johanniter Office/Guest House in Wau and Refreshment Items for Program activities (01.09.2023 to 31.08.2024)**" to the following addresses below on/or before **04th August 2023, 4:00 PM local time to Johanniter Office in Wau located on Plot 166 and 167, block 21, Hai Daraja Second Class residential Area or call +211 (0) 921 059 597** for directions. You shall be required to sign a document acknowledging the submission of your bid at the gate.

## **Tender Evaluation Process.**

A tender evaluation committee shall be set up per Johanniter's procurement guidelines/policy, considering all relevant donor requirements. The evaluation process shall include the following:

- Preliminary evaluation, where all bids shall be evaluated to determine whether they were submitted in line with the administrative instructions, including all submission requirements.



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- All bids that pass the preliminary evaluation shall proceed to the second evaluation phase based on the criteria listed below before a contract is awarded.
- Reference checks to validate the information provided shall be conducted prior to the award of the contract.

### **Award Criteria.**

When analysing the offers, Johanniter will take into consideration the following award criteria to achieve the best value for money:

1. Price 60%.
2. Delivery timelines 10%
3. Past Performance 30%

### **Submission requirements.**

- Quotation with prices for each item requested (If unable to quote for particular items, indicate that clearly.) Indicate the **quotation's valid period and must be valid for 12 months.**
- Legal company registration documents showing the identity of the owner(s) of the company
- Valid Tax Registration Certificate clearly showing the company's TIN and Valid Tax Clearance.
- Three months of certified bank statements or Audited accounts for the previous year.
- At least 3 copies of previous contracts for similar supply. (Preferably to NGOs)
- Signed declaration of suppliers and Tender Dossier.
- **All bids submitted without company legal registration documents, including memorandum and articles of association, valid tax clearance certificate, three months of certified bank statements or Audited accounts for the previous year, incorrect technical specifications, Signed declaration of suppliers, and Tender Dossier shall be excluded from the evaluation process and bid considered as invalid.**

### **Bidders Signature.**

I have read and understood this document, and all information provided as part of this tender by our/my company is a true representation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_