

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

8 February 2022

**Specification of Bidding for Seeds
SOB_JUB_2022_0018**

For supply and delivery of seeds to Malteser International warehouse on Bilpam Road in Juba in South Sudan

- A. Annex 1: Specification of Tendering
- B. Annex 2: Bill of Quantity

We look forward to receiving your tenders by or before the **submission deadline on 16 February at or before 4:00 pm** via E-mail to: **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with tender: **“SOB_JUB_2022_0018 for seeds”**

Thank you for your cooperation.

Sincerely Yours,




South Sudan Coordination Office
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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,
Douglas Graf Saurma-Jeltsch, Verena Hölken



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A. SPECIFICATION OF BIDDING

Related to our advertised Specification of Bidding (SOB) SOB_JUB_2022_0018 for supply and delivery of seeds to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

Under the following reference number: donor project numbers: 1345-JUB

1. Description of the organization and its activities

Malteser International, the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid, has more than 50 years of experience in humanitarian relief and covers around 100 projects in some 20 countries in Africa, Asia and the Americas, annually. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Wau, Uyujuku and Juba. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

Objective of SOB: In accordance with the overall targets of above-mentioned operations, MI plans to order agriculture seeds with delivery to Malteser International warehouse on Bilpam Road in Juba.

The technical specifications and conditions of the tendering process are described below in the Specification of Tendering and in the Annex 2: Bill of Quantity which are part of this SOB.

Suppliers are invited to present tenders complying with the requirements here below specified.

2. Tender Presentation

The tender shall be via E-mail to: mb.procurement-juba@malteser-international.org

The deadline for the delivery of the tenders is: 16 February 2022 at or before 4:00pm

- The tender shall be written in English
- The tender should be valid for **30 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier's choice.

3. General conditions

- The tender 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 tenders 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. No additional change of whatsoever nature and type will be accepted by Malteser International,
- Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

4. Technical specification

No.	Description	Unit	Quantity	Quality
1	Groundnut, short maturing (Var. red beauty), shelled graine, 6 kg packed	Kg	6,000	GMO free certified

2	Maize, short maturing (Var. longue series 5) 4 kg packed	Kg	4,000	GMO free certified
3	Sorghum short maturing (Var Seso 3 brown seed) 3 kg	Kg	3,000	GMO free certified
4	Simsim (local var) 1 kg packed	Kg	1,000	GMO free certified
5	Bambara Nut (local var) 4 kg packed	Kg	4,000	GMO free certified

The “GMO Free” certificate must be provided with delivery of the Seeds to Malteser International warehouse on Bilpam Road in Juba.

5. Validity of tenders

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

6. Language of tenders

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

7. Submission of tenders

All tenders must conform to the following conditions:

7.1. Each tender must be submitted via E-mail to: mb.procurement-juba@malteser-international.org on 16 February 2022, at or before 04:00 pm (Juba local time).

8. Content of tenders

All submitted tenders must conform to the requirements mentioned in the SOB. Furthermore, they must include the following documents:

Part 1 - Tender: A tender for the bided delivery of seeds to Malteser International warehouse on Bilpam Road in Juba. The format BoQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

Part 2 – Documents to submit

- Copy of the company’s certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Company’s Bank Statement of last three months,
- Company’s official address,
- Bank account details (where money would be paid),
- Questionnaire for tender,

9. Ownership of tenders

Malteser International reserves/funds ownership of all tender received. As a consequence, bidders will not be able to stipulate requirements that their tenders are to be returned.

10. Opening of submitted tenders

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

The tenders will be opened on 17 February 2022 in Malteser International Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

11. Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver, delivery time and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

12. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:

- 1.1.1. Copy of the company's certificate of incorporation,
- 1.1.2. Copy of Chamber of Commerce registration,
- 1.1.3. Copy Tax Identification Certificate,
- 1.1.4. Copy of Certificate of Operation,

2. Not bided according to the specification,

3. Not provided questionnaire for tender and

4. Mathematical error of total bided price $>\pm 2\%$.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Evaluation of tenders and justification basing on responsiveness of the selected supplier by evaluation committee.
- Contract agreement will directly be issued to the selected supplier upon approval.

14) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment terms will be within 10 business days after receipt of seeds and invoice, by Electronic bank transfer.

Annex 2: Bill of Quantity

For supply and delivery of seeds to Malteser International warehouse on Bilpam Road in Juba in South Sudan

No.	Description	Unit	Quantity	Unit price USD	Total USD
1	Groundnut, short maturing (Var. red beauty), shelled graine, 6 kg packed	Kg	6,000		
2	Maize, short maturing (Var. longue series 5) 4 kg packed	Kg	4,000		
3	Sorghum short maturing (Var Seso 3 brown seed) 3 kg	Kg	3,000		
4	Simsim (local var) 1 kg packed	Kg	1,000		
5	Bambara Nut (local var) 4 kg packed	Kg	4,000		
				Total	

On behalf of Malteser International:

8 February 2022

Sincerely,





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