

**RE: INVITATION TO OPEN TENDER FOR SUPPLY AND DELIVERY OF ASSORTED FOOD STUFFS TO RUMBEEK CENTRE & TONJ NORTH COUNTIES, (LAKES & WARRAP STATES) SOUTH SUDAN. TENDER REFERENCE NO: 5963/08/23/GFFO – CDOR – FOODSTUFF 002**

**1. Background:**

Caritas Diocese of Rumbek (Caritas-DOR) was established in 2012 as one of the seven diocesan Caritas of the Sudan Catholic Bishops Conference –South Sudan Secretariat (SCBC-SSS) implementing Caritas South Sudan's Vision and Mission to respond to one of the worst humanitarian crises in the newly independent state of South Sudan.

Caritas South Sudan (CSS) was founded in 2011, following the independence of South Sudan and is the official organization of the Catholic Bishop's Conference of Sudan. Caritas South Sudan solidarity with the poor and commitment to serve the human person in love and dignity are the underpinnings to the agency's initiatives.

Caritas-DOR has its headquarter in Rumbek, South Sudan and the projects coordination offices at Bethany House, Nairobi, Kenya. It works with local partners in South Sudan, domiciled in Lakes State and part of Warrap State in areas of spiritual growth, social development, humanitarian and emergency responses, sustainable food Security and peace promotion and conflict mitigation.

In Partnership with **Sign of Hope & through funding from German Federal Foreign Office (GFFO)**, Caritas Diocese of Rumbek (CDOR) is implementing Multi-Country Cross Boarder Emergency Lifesaving Project (HELP) for severely food insecure population in Kenya, Ethiopia and South Sudan through improved access to MPCA, WASH, protection services, food support and capacity building.

**2. Invitation to tender:**

Caritas Diocese of Rumbek (CDOR) is looking for competent and reputable suppliers for the **Supply and Delivery of Assorted Foodstuffs to Rumbek Centre and Tonj North Counties in South Sudan**

**3. Procurement Process:**

Open Tender

**4. Purchaser:**

**CARITAS DIOCESE OF RUMBEEK (CDOR)  
PANDOR GUEST HOUSE  
WAU ROAD, RUMBEEK, SOUTH SUDAN OR,  
BETHANY HOUSE  
P.O. BOX 21102 – 00505, NAIROBI – KENYA**



## 5. Terms of Contract

Caritas DOR expect satisfactory delivery of high-quality foodstuffs and timely delivery. Delay of delivery without any justifiable reasons would be treated as breach of the contract. **Payment will be made after delivery and confirmation by the CDOR representatives in the respective locations**, The delivery period should be within the time frame as detailed in sub title no. 10.

## 6. Submission of Quotations:

Deadline: Quotations have to be submitted before or on **14<sup>th</sup> November 2023 at 5:00 PM (CAT)**

**Submission:** All interested bidders are invited to submit their bid in electronic form only, to the email address [operations@dioceseofrumbek.org](mailto:operations@dioceseofrumbek.org) in form of Portable Document Format (PDF), which should be password protected and share the password **on 15<sup>th</sup> November 2023** for tender opening as detailed in the request bid tender Marked with **REFERENCE NO:**

**5963/08/23/GFFO – CDOR – FOODSTUFF-002**

**Accepted currencies of the quotations:** All prices shall be quoted in US Dollars and quotes in English.

## 7. Questions:

Questions and clarification that may arise from the tender documents should be addressed to the email addresses: [operations@dioceseofrumbek.org](mailto:operations@dioceseofrumbek.org), [pastoral@dioceseofrumbek.org](mailto:pastoral@dioceseofrumbek.org), [dengmalek@caritasdor.org](mailto:dengmalek@caritasdor.org), **The raised issues will be responded to through email to the respective bidder** on or before **14<sup>th</sup> November 2023**.

## 8. Technical Specifications:

1. Maize grain (30Kgs bag per HH), Each bag of maize grain to be packed in 30Kgs per bag. The type of maize needed should be free from insects, pests, chemicals or foreign materials. This should be packed in well labelled and branded with GFFO and CDOR logos (logos to be provided by logistics and procurement office).
2. NARO3 beans, 3 kilograms per household, each bag of bean to be packed in 3Kgs per bag. The type of bean needed is NARO3 and should be free from insects, pests, chemicals or foreign materials.
3. Vegetables Cooking oil, 3 liters per household, packed in 3 liters jerrycan. The vegetable oil shall be transparent in color without any sediments, moisture of 0.2%, insoluble impurities of 0.05% max and free fatty acids of 0.15% max expressed as oleic acid.
4. Iodized table salt, packed in 500gs sachet. The salt should be homogeneous in appearance, free from agglomeration, white in colour, have neutral reaction with water and 85% of the particle size should pass through 1.00mm sieve and max.
5. All the quoted items should have shelf life of one year.
6. Provide a test certificate for the samples quoted from a reputable bureau of standards for maize and beans.



31-10-2023

Item	Details	Units	Quantity	Unit Price USD	Total Price USD	Notes
1	Maize grain (30Kgs bag per HH)	Bag	1,500			
2	NARO3 beans, 3 kilograms per household	Packet	1,500			
3	Cooking oil, 3 liters per household	Jerricans	1,500			
4	Iodized table salt 500g	Sachet	1,500			

### 9. Eligibility Criteria:

When submitting your tender proposal for Supply and delivery of the assorted foodstuffs, please provide/include the documents listed below: Bidders who fail to provide these documents will be excluded from further process.

1. Valid certificate of incorporation or equivalent depending on country you are submitting your tender e.g. attach the stamped copies indicating the renewal date, month, and year.
2. Tax registration certificate
3. Valid tax clearance certificate or equivalent depending on country you are submitting your tender e.g. electronic Tax Clearance Certificate.
4. Valid operation license or equivalent depending on country you are submitting your tender.
5. Trade references (latest) from other INGOs or UN agencies and attach contract samples as evidence of your engagement for the Supply and Delivery of assorted foodstuff:
6. Resources and Facilities: Possess the necessary resources, equipment, and facilities to facilitate to supply assorted food items.



31-10-2023

### 10. Timeframe:

Activity	Date
Invitation to tender	6 <sup>th</sup> November 2023
Bidder questions regarding the tender until	6 <sup>th</sup> - 14 <sup>th</sup> November 2023
<b>Submission of quotations until:</b>	<b>14<sup>st</sup> November 2023 at 4:00 PM (CAT)</b>
Information about planned awarding	15 <sup>th</sup> November 2023
Award of Contract	16 <sup>th</sup> November 2023
Binding period, day until which the quotations have to remain valid	30 days
Start of contract	17 <sup>th</sup> November 2023
End of contract	17 <sup>th</sup> December 2023

### 11. Required Documents:

- 1) Financial proposal, incl. payment terms **(in USD)**.
- 2) Documents confirming the right to carry out the relevant activity (e.g. company registration, certificates, license etc.).
- 3) Bank verification or other proof for liquidity.
- 4) Supplier declaration (see attached template).
- 5) At least three 3 references for similar supply (not older than 3 years).
- 6) Information proving availability of qualified staff.

### 12. Additional information:

- 1) The financial proposal/quotation shall contain all the prices for the individual services and items as well as the total price (with VAT being stated separately).
- 2) All prices shall be quoted in USD
- 3) All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
- 4) Accepted languages of the offers is English
- 5) Please also state the reference number in your cover letter (**REFERENCE NO: 5963/08/23/GFFO – CDOR – FOODSTUFF-002**).
- 6) The provided document scans must be legible and of good quality.
- 7) The bidder is responsible for the accuracy of the information provided in the proposal.
- 8) The bidder agrees that Caritas Diocese of Rumbek does not return materials submitted at any stage of the tender.
- 9) The contract will be set up by Caritas Diocese of Rumbek. A contract set up by bidders won't be accepted.



### 13. Evaluation of quotations and award criteria:

The contract will be awarded to the supplier whose quotations offers 50 – 50 award criteria where 50% will be derived from the sample given on tendering, delivery period 20%, payments terms 20%, and suppliers documents submitted 10% as well as on the price. The lowest price does not automatically win the tender.

### 14. Award:

The winner of the tender process will be selected within **7 business days** from the deadline – with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

Tender results will be communicated to all participants **no later than 7 business days** from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email **within 7 business days** from the moment when such a winner is selected.

In the event of a possible extension of the tender deadline by the Caritas Diocese of Rumbek, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.



31-10-2023