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Annex 1: Specification of Bidding (SOB) – **SOB_JUB_2025_0176**

Related to our advertised Invitation to Tender **ITT_ JUB_2025_0176** Malteser International, herewith calls for tenders for Construction of 2 blocks of 3 stances VIP Latrines in Mangateen Academy Primary school and Rehabilitation of 2 blocks of latrine in St Josephine Bakhita Primary School CES.

Under the following reference number:

Donor project numbers: 01-1832

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 a 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, Renk and Wau. In these locations, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs.

Objective of Invitation to tender:

In accordance with the overall targets of above-mentioned operations, MI plans to construct 2 blocks of 3 stances VIP latrines in Mangateen Academy Primary School, and rehabilitation of 2 blocks in St Josephine Bakhita Primary School Juba CES. The technical specifications and conditions of the quoting process are described below. Companies are invited to present tenders complying with the requirements below specified.

2. Tenders Presentation

The tender shall be received via E-mail to**: mb.procurement-juba@malteser-international.org** by or before the submission deadline on **19th January 2026 at or before 12 noon**

- The tender shall be written in English.
- The subject line of the email shall be **ITT_JUB_2025_0176 for VIP Latrines Construction.**
- The tender shall be submitted in **one email** including all documents as specified in 3 Content of tender
- The tender should be valid for **90 days after the deadline.**

3. Content of tender

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

Part 1: Financial Proposal

Bidders are requested to provide the following cost details/breakdown in their financial quotation:

Construction of 2 blocks of 3 stances latrines, and rehabilitation of 2 blocks of latrine.

- Annex 3_BOQ for construction of 2 blocks of latrine at Mangateen Academy
- Annex 3_BoQ for rehabilitation of 2 blocks at St Josephine Bakhita Primary School

Part 2: Technical Proposal

The Technical Proposal shall include but not be limited to the following:

- Completed and signed bill of quantities for each lot
- Proposed workplan for the works
- Details of technical staff composition
- List of equipment possessed
- Evidence of previous experience in similar works
- Technical drawings

Part 3 - Legal documents

- Copy of the company's certificate of incorporation
- Copy of Chamber of Commerce registration
- Copy Tax Identification Certificate
- Copy of Certificate of Operation

Part 4 – Supporting Documents

- Questionnaire for Tender (signed and stamped) – Annex 2
- Company's official address,
- Company's Financial Statement for the last three months,
- Bank account details (where money would be paid)
- Proof of a minimum of 3 current references (contact information of clients/INGOs under the same service)

4. General conditions

- The tender shall be typed or written and signed by the legal representative of the bidder
- The winning company might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required.
- The prices of the tender will be expressed in United States Dollars. The prices must be on a unit price basis,
- Malteser International reserves the right to accept or reject all tenders depending on the prevailing condition at the time.

5. Technical specifications

Mangateen School latrine - Drawings.p

BOQ%20and%20

St. J. Bakhita PS Drawing.pdf

BOQ%20and%20

6. Ownership of the tender

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

7. Opening of the tender

The tenders will be opened on 22nd January 2026 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

8. Tender Evaluation and Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

1. **Not submitted legal documents as specified at *3. Content of Tender***
2. **Not bided according to the specifications**
3. **Not submitted within the deadline**

Secondly, tenders found to be compliant and fulfilled exclusion criteria will be evaluated by an internal evaluation committee through an evaluation tender analysis using the following selection criteria, which include both technical and financial criteria:

- **Financial Proposal 40%**
- **Documented construction Experience (at least 5 years of service to non-governmental organizations) 20%**
- **Personnel Capacity (A team of qualified staff with relevant qualifications and experience 20%**
- **Delivery lead time 10%**
- **List of machinery and equipment 10%**

The selection criteria mentioned are to be weighed (%) and for each of the eligible tender ratings from 1-5 of the selection criteria will be applied from the internal evaluation committee according to

project needs. The result of the analysis is an overall score, that determines the further selection and award of the tenders.

Furthermore, the evaluation committee reserves the right to make a final decision and award a contract based on a physical visit, thus bidders are encouraged to be available for visits.

The set criteria shall be used to determine the most economically advantageous tender for contract award:

a. The bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint.
b. If tenders are determined to be equivalent based on the selection criteria, price could then become the deciding criterion for award.
c. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords Malteser International a greater overall benefit,
d. Malteser International will favorably evaluate a schedule, which shows earlier completion than Malteser International's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

9. Agreement and Payment Terms

- Evaluation Tender Analysis and justification based on responsiveness of the selected bidder by internal committee
- Contract Agreement will directly be issued to the selected contractors upon approval.
- The payment will be done in United States Dollar by bank transfer or cheque as specified below. Payment will be made within ten days upon receipt of invoices for the completed Service.

Bidders, who will not receive any notification from MI two months after the deadline of the ITT, should consider themselves unsuccessful in the procurement process.