

Malteser International Europe, Grüner Weg 14, 50825 Cologne · Germany

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

Date: 16 April 2021

**Specification of Bidding (SOB)
SOB-WAU-2021-0120**

for food for school feeding in Qurania, Holy Trinity and Holy Family primary schools in Wau Town under framework agreement in Western Bahr el Ghazal.

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

We look forward to receiving your tenders on **14th May 2021 at or before 4:00pm** via E-mail to: **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with tender: **“ITT-WAU-2021-0120 for food for school feeding in Wau under framework agreement”**.

Thank you for your cooperation.

Yours faithfully,



Nermin Silajdzic
Country Logistics and Security Coordinator
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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne,
VR 4726
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 Invitation to Tender ITT-WAU-2021-0120 Malteser International (MI) herewith calls for tenders concerning delivery of food for school feeding in Qurania, Holy Trinity and Holy Family primary schools in Wau Town under framework agreement in Western Bahr el Ghazal.

The weekly Food items delivery will be between 8:00am and 10:00am on Friday when schools are open from May to December 2021. The quantities per primary school will be as per table below.

| No. | Name of Schools | Rice (Kg) | Oil (Litres) | Beans (Kg) | Vegetable (Kg) | Salt (Kg) | Charcoal (Bag) |
|-------|-----------------------------|-----------|--------------|------------|----------------|-----------|----------------|
| 1 | Qurania Primary School | 600 | 50 | 150 | 33 | 20 | 33 |
| 2 | Holy Family Primary School | 300 | 25 | 75 | 16 | 10 | 17 |
| 3 | Holy Trinity Primary School | 300 | 25 | 75 | 16 | 10 | 17 |
| Total | | 1,200 | 100 | 300 | 65 | 40 | 67 |

Under the following reference number:

Donor project numbers: 1357-WAU
MI project number: 10-SD

1. Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop's Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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, Maridi and Rumbek. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood and Water Sanitation & Hygiene

Objective of Call for Tenders: In accordance with the overall targets of above-mentioned operations, MI plans to procure food for school feeding in Qurania, Holy Trinity and Holy Family primary schools in Wau under framework agreement in Western Bahr el Ghazal.

The weekly Food items delivery will be between 8:00am and 10:00am on Friday when schools are open from May to December 2021. The quantities per primary school will be as per table below.

| No. | Name of Schools | Rice (Kg) | Oil (Litres) | Beans (Kg) | Vegetable (Kg) | Salt (Kg) | Charcoal (Bag) |
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| Total | | 1,200 | 100 | 300 | 65 | 40 | 67 |

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 Invitation to Tenders.

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

2. Tender Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org on **14 May 2021 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 tender 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. | Food items | Units | Packing instruction |
|-----|--|-------|---------------------|
| 1 | Rice White Colour (Pakistan, Indian or Thailand) – 25kg sack | Kg | In sack |
| 2 | Beans Green Type | Kg | In sack |
| 3 | Onions Sudanese Red Type | Kg | In sack |
| 4 | Oil (vegetable cooking oil) | Litre | In clean jerry can |
| 5 | Salt bags of 500 gram | Bag | In bags of 500g |
| 6 | Charcoal (good quality, bag of 50 kg) | Bag | Sacks of 50 kg |

Estimated quantities of food items for delivery to MI under 1-year Framework agreements are:

33,600 kg of rice, 8,400 kg of beans, 1,820 kg of onion, 2,800 litres of oil, 1,120 kg of salt and 1,867 bags of charcoal.

5. Timetable

| Activities | Date | Time* |
|--|-------------|------------|
| Deadline for submission of tenders | 14 May 2021 | 04:00 p.m. |
| Notification of award to the successful contractor | 17 May 2021 | - |
| Signature of service contract | 24 May 2021 | - |

* All times are local time in Juba, South Sudan

6. Validity of tenders

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

7. Content of tender

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

8. 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.

9. Submission of tenders

Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on **14th May 2021 at or before 4:00pm**

10. Content of tender

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 delivery of food for school feeding in Qurania, Holy Trinity and Holy Family primary schools in Wau under framework agreement in Western Bahr el Ghazal. The format BoQ can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

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Part 2 - 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,
- Company's Bank Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

11. Ownership of tenders

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

12. Opening of submitted tenders.

The tenders will be opened 17th May 2021 at MI Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

13. Tender evaluation

The criteria applied for the evaluation of suppliers will be:

- the legal conformity,
- having an office in Wau,
- having a warehouse in Wau,
- having food items in stock in Wau warehouse,
- the price,
- the technical experiences,
- the compliance with technical specifications and quality standards, and



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- the capacity to deliver and
- delivery time and meet timeframes as specified.

The work will be awarded to the winning tenderer according to the timetable mentioned above.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee.
- Contract 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:

- Amount for food delivered shall be paid by the Malteser International 10 days after the monthly invoices issuing by the Contractor.

B BILL OF QUANTITY

The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities delivered.

| No. | Food items | Units | Unit price (\$) |
|-----|---|-------|-----------------|
| 1 | Rice White Colour (Pakistan, Indian or Thailand)- 25kg sack | Kg | |
| 2 | Beans Green Type | Kg | |
| 3 | Onions Sudanese Red Type | Kg | |
| 4 | Oil (vegetable cooking oil) | Litre | |
| 5 | Salt bags of 500 gram | Kg | |
| 6 | Charcoal (good quality, bag of 50 kg) | Bag | |

Estimated quantities of food items for delivery to MI under framework agreements are:

33,600 kg of rice, 8,400 kg of beans, 1,820 kg of onion, 2,800 litres of oil, 1,120 kg of salt and 1,867 bags of charcoal.

On behalf of Malteser International:

Date: 16th April 2021

Yours faithfully,



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Subject of the Tender: for food for school feeding in Qurania, Holy Trinity and Holy Family primary schools in Wau Town under framework agreement in Western Bahr el Ghazal.



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