

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

**Malteser International  
Country Coordination Office  
Plot No. 246, Block 3k 2nd Class Residential  
Tongping (behind Indian Embassy)  
Central Equatoria State, Juba, South Sudan.**

**1 March 2023**

**Specification of Bidding (SOB)  
SOB\_JUB\_2023\_0045**

For supply and delivery of dignity kits to Malteser International (MI) 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 on **13 March 2023 at or before 12pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org).

Please write in the Subject line of your email with tender: “**SOB\_JUB\_2023\_0045 for dignity kits**”.

Thank you for your cooperation.

Yours faithfully,



Nermin Silajdzic  
Country Logistics and Security Coordinator  
Plot No. 246 Block 3k South 2nd Class - Behind Indian Embassy, Tong Ping  
Central Equatorial State, Juba, South Sudan  
M: +211 (0) 911 746 963 | ME: +211 (0) 924 767 949  
[nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic  
[www.malteser-international.org](http://www.malteser-international.org)  
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\_JUB\_2023\_0045 MI herewith calls for tenders concerning supply and delivery of dignity kits to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

Under the following reference number:

Donor project numbers: 1385-JUB

MI project number: 32

### 1. Description of the organization and its activities

Malteser International is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuke and Yei.

**Objective of Call for Tenders:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure dignity kits to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

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](mailto:mb.procurement-juba@malteser-international.org) on **13 March 2023 at or before 12pm**

- The tender shall be written in English
- The tender should be valid for **60 days after the deadline.**

### 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,



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- The prices will be considered fixed whereas MI will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by MI,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

#### 4. Technical specification

For dignity kits to MI warehouse on Bilpam Road in Juba in South Sudan

| No | Dignity kits  | Unit   | Quantity |
|----|---|--------|----------|
| 1  | Afri-pads-reusable (4 pieces in one packet)   | Packet | 2,500    |
| 2  | Cotton panties: medium and small sizes (black, pink, navy blue, purple and white colours) for girls between 9 and 18 years                  | Pieces | 5,000    |
| 3  | Dettol soap-anti bacteria 150 gr  | Pieces | 2,500    |
| 4  | Bucket for menstrual hygiene management for school girls: 20 litres with lids (black, green and blue colours)                               | Pieces | 72       |
| 5  | Dignity bags for packing dignity kits: 40 * 45 cm with 2 holders (blue and red colours) with Malteser International and UNICEF logos on all | Pieces | 2,500    |
| 6  | Always absorbent pads for MHM (Emergency purpose) for schools   | Pieces | 240      |

#### 5. Validity of tenders

Each company is bound to the tender submitted for a period of 60 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's request will be in English.

#### 7. Submission of tenders

Each tender must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) on **13 February 2023 at or before 12pm**

#### 8. 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 supply and delivery of dignity kits to MI warehouse on Bilpam Road in Juba in South Sudan.

The format BoQ can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details as requested above.

#### Part 2 - Legal documents

- Copy of the company's registration documents in South Sudan,
- Company's official address and phone number,
- Bank account details (where money would be paid),

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## 9. 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.

## 10. Opening of submitted tenders

The tenders will be opened on 14 March 2023 in MI Office in Juba by the Evaluation committee. The selection process will be recorded in writing by the committee.

## 11. Tenders' evaluation

### Technical resources and experience

- Delivery time
- The technical experiences,
- Quality standards of dignity kits and capacity to deliver.

### Financial selection criteria

- Bided price,
- Company's Bank Statement of last three months (December 2022, January and February 2023),
- Average turnover for the past 2 years in USD (2021 and 2022),

## 12. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:
2. Not bided according to the specification,
3. Not provided questionnaire for tender,
4. Not having its own store or warehouse with dignity kits in stock. Partnership agreements of bidders with other companies are not accepted by the Malteser International.

## 13. Evaluation Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be evaluated for technical compliance based on:

- Delivery time,
- Previous experience in similar project and
- Quality standards of dignity kits and capacity to deliver.

Secondly, tenders that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks and benefits of each bid throughout the whole life cycle of the works and in the context of the project as a whole. The evaluation shall be in accordance with the provisions of this SOB and in accordance with the following weighting:

| Title  | Maximum points |
|--|----------------|
| 1. Technical Proposal                        | 2.5            |
| 2. Financial proposal                        | 2.5            |
| <b>Total maximum points to be attributed</b> | <b>5.0</b>     |

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



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

**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 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:

- 100% of shall be paid by the Malteser International 10 days after the invoices issuing for quarter delivery by the Contractor.

**B. Annex 2: Bill of Quantity**

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

| No | Dignity kits  | Unit   | Quantity | Unit price<br>USD | Total<br>USD |
|----|---|--------|----------|-------------------|--------------|
| 1  | Afri-pads-reusable (4 pieces in one packet)   | Packet | 2,500    |                   |              |
| 2  | Cotton panties: medium and small sizes (black, pink, navy blue, purple and white colours) for girls between 9 and 18 years                  | Pieces | 5,000    |                   |              |
| 3  | Dettol soap-anti bacteria 150 gr  | Pieces | 2,500    |                   |              |
| 4  | Bucket for menstrual hygiene management for school girls: 20 litres with lids (black, green and blue colours)                               | Pieces | 72       |                   |              |
| 5  | Dignity bags for packing dignity kits: 40 * 45 cm with 2 holders (blue and red colours) with Malteser International and UNICEF logos on all | Pieces | 2,500    |                   |              |
| 6  | Always absorbent pads for MHM (Emergency purpose) for schools   | Pieces | 240      |                   |              |
|    |   |        |          |                   |              |

On behalf of Malteser International:

1 March 2023



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Nermin Silajdzic

Country Logistics and Security Coordinator

Plot No. 246 Block 3k South 2nd Class - Behind Indian Embassy, Tong Ping

Central Equitorial State, Juba, South Sudan

M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949

[nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic

[www.malteser-international.org](http://www.malteser-international.org)

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