

Date: 28/04/2025

CDoM Invitation to Tender to purchase food packages

Section 1: Background

Caritas Diocese of Malakal is a faith-based humanitarian organization affiliated with the national office of Caritas South Sudan. It serves as the development and humanitarian wing of the Diocese of Malakal Catholic Church. Caritas Diocese of Malakal is committed to ending poverty, promoting justice, and restoring dignity. Our mission involves saving lives, alleviating suffering, and supporting the long-term reconstruction of livelihoods and communities.

As a Catholic organization focused on humanitarian aid and development, our work is grounded in the Christian values outlined in the Social Teaching of the Catholic Church. Currently, the Caritas Diocese of Malakal is undertaking a project to address emergencies and provide relief, focusing on food security and urgent WASH (Water, Sanitation, and Hygiene) needs.

As part of the livelihoods program related to this project, Caritas plans to assist beneficiaries in Upper Nile State - Malakal by providing food kits to improve their living conditions. Therefore, we invite tenders from entities registered with the relevant governmental bodies in South Sudan to supply the items listed below:

Section 2: Specifications

Item	Description	Unit	Qty	Unit price\$	Total price &
A. CN : Purchase of food packages :					
1	Sorghum 100kg (White sorghum)	bag	185	\$	\$
2	Split Red Lentils 50 kg	bag	369	\$	\$
3	Groundnut oil (cooking oil 2o Ltr)	Jerri can	93	\$	\$
4	Salt (Crouched) 50kg	bag	7	\$	\$
Subtotal Cost (B)					
Grand Total Cost					

Note: Please prepare the quotations in your company papers, and place them at the top of your tender response.



Section 3: Other Information of the quotation is as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	USD
Location of Delivery	Catholic Church - St. Joseph Parish -Muderia

Section 4: Instructions to Suppliers

When submitting your tender proposal for the **supply and delivery of sorghum, salt, cooking oil, and lentil**, please include the following documents: -

- Quotation in your company papers
- Filled and signed ToRs (sections 3, 10, 13 of this document)
- Valid certificate of incorporation
- Tax registration certificate
- Valid tax clearance certificate.
- Valid operation licence

Section 5: Language of Tender

All the information requested for the tender process shall be provided in English.

Section 6: Terms and Conditions –

Eligible and interested Suppliers shall be required to read and be willing to abide by the CDoM procurement terms and conditions, CDoM Code of Conduct, CDoM Human Resources policy, and Child and Vulnerable Adults Protection Policy.

Section 7: Submission and Deadline for Tender Documents

A sealed hard copy of the tender application containing all the information shall be submitted to the following address.

CARITAS DIOCESE OF MALAKAL (CDoM)

CATHOLIC CHURCH P.O. Box 27, ST.JOSEPH PRAISH -MUDERIA

Next to the South Sudan Hotel

Malakal, South Sudan

Or send via email to: logabraham.cdom@gmail.com

Section 8: Questions Arising from Tender Documents

Questions and clarification arising from the tender documents should be addressed in the office on or before **28th April 2025**.

Section 9: Additional Information

CDoM reserves the right to request the submission of additional information from prospective Suppliers.

Section 10: Notification of Successful and Unsuccessful Suppliers

CDoM will notify successful and unsuccessful bidders/Suppliers for the tender for Supply and Delivery of food packages of the outcome via email or in writing after one (1) week from the closure of the tender deadline. We, the undersigned, hereby accept in full the CDOM General Terms and Conditions and offer to construct the items listed above in conformity with CDOM's requirements as per the abovementioned details.

Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	



Section 11: Tender Guidelines/Regulations and Criteria

i. Incomplete Application

The reviewing committee mandated to carry out this exercise will not consider the application forms that are not filled out, duly stamped, and submitted in the prescribed manner.

ii. The Tender Data

It is understood and agreed that CDoM will use the prospective Supplier's tender data to select a prospective Supplier to perform the contract regarding items as described by the client in clause 2 of this document.

iii. Tender Requirements

Prospective Suppliers will not be considered qualified unless, in the judgment of CDoM, they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital sufficient to execute the contract for goods satisfactorily.

Section 12: Essential Criteria for Tender

i. Experience

A selection committee of qualified staff will evaluate all offers and select the best supplier based on price, quality, previous experience with the company, and delivery capacities.

The prospective bidder shall have at least one (1) years' experience in the supply of similar goods. Past performance will be shown by attaching relevant local purchase orders (LPO)/contract agreements and letters of recommendation. Suppliers should further specify the area of specialization.

Prospective suppliers should have exceptional experience and capability to organize, supply, and deliver items at short notice.

Quotations will be evaluated according to the following criteria:



Criteria	Quality Criteria for the technical offer	Weighing in %
QUALITY	Quality and experience	40%
	Delivery time	
PRICE	Financial offer	60%

ii. Declaration – Appendix Section

Application MUST include a declaration Appendix section certifying the accuracy for the information given.

iii. Withdrawal of Tender

CDoM has the right to reject the tender from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date, which in the opinion of the CDoM could compromise the performance, but not limited to bankruptcy, change in ownership, or new commitment.

Section 13: Appendix Section - Declaration

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation for tender/I hereby state:

- Have read and understood the terms and conditions for CDoM.
- Have not been debarred from procurement by anybody, institution, or person.
- c. In case of being qualified, we acknowledge that this grants me/us the right to supply the required items in due time as per our commitment made in our supply lead time indicated in our tender response.



- d. If the legal, technical, financial conditions or the contractual capacity of the firm change for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the documents and information necessary for the tender evaluation.
- f. I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date

Applicant's Name

Represented by

Signature

Designation

(Full name and designation of the person signing and stamp or seal.).The deadline for submitting the quotes is **Monday, 5th May 2025, at 4:00 PM South Sudanese Time.**

