

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

Malteser International - Wau Office
Plot No. 183 and Block No. 23K
South 2nd Class Hai Daraja,
Next to CARE International Office.
Wau, South Sudan.

20th March 2023

Specification of Bidding.

SOB- WAU_2023_0044.

For supply and delivery of School feeding food supplies for five months in three schools within Wau municipality.

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

We look forward to receiving your tenders before the submission deadline on **3rd April 2023 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org, OR hard copy in a sealed envelope deliver and drop in the tender box in Malteser International Wau office, Plot No. 183 and Block No. 23K South 2nd Class Hai Daraja, Next to CARE International Office.

Please write in the Subject line of your email with tender: “**SOB- WAU_2023_0044 for supply and delivery of School feeding food supplies**”.

Thank you for your cooperation.

Yours faithfully,



Clement Bazia · Logistics Manager
Wau field office, South Sudan

Hai Daraja, Wau, Western Bahr el Ghazal

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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726

Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,

Douglas Graf von Saurma-Jeltsch



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

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A. SPECIFICATION OF BIDDING

Related to our advertised **SOB- WAU_2023_0044** For supply and delivery of School feeding food supplies for five months in three schools within Wau municipality.

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Under the following reference number:

- Donor project numbers: BMZ-1357
- MI project number: 2211

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 Uujuku and Yei.

Objective of SOB: In accordance with the overall targets of above-mentioned operations, MI plans to procure and deliver school feeding food supplies for five months in three schools within Wau municipality.

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 SOB.

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

2. Tenders Presentation

The tender shall be sent via E-mail to: mb.procurement-juba@malteser-international.org, OR hard copy in a sealed envelope deliver and drop in the tender box Malteser international Wau office, Plot No. 183 and Block No. 23K South 2nd Class Hai Daraja, Next to CARE International Office.

The deadline for the submission of tenders is 3rd April 2023 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,

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- Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

4. Validity of tenders

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

5. Language of tender

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

6. Submission of tender

Each tender shall be submitted via E-mail to: mb.procurement-juba@malteser-international.org on **3rd April 2023, at or before 04:00 pm** (local Juba time). OR hard copy in a sealed envelope **delivers** and drop in the tender box in Malteser International Wau office, Plot No. 183, and Block No. 23K South 2nd Class Hai Daraja, Next to CARE International Office.

7. 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 School feeding food supplies for five months in three schools within Wau municipality.

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

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,
- Copy of License to operate Pharmaceutical Business,
- Company's Bank Statement of last three months,
- Questionnaire for tender,
- Company's official address,
- Bank account details (where money would be paid),

8. Ownership of tenders

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

9. Opening of submitted tenders.

The tenders will be opened on **5th April 2023** in Malteser International Office in Wau South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

10. Tender evaluation

The criteria applied for the evaluation of suppliers will be

- the legal conformity,

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- the price,
- working capital from the last 3-month bank statement,
- average turnover in the last two years,
- the technical experiences,
- submitted questionnaire for tender,
- the compliance with technical specifications and quality standards,
- 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.

12) Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:
 - 1.1.1. Copy of the company's certificate of incorporation,
 - 1.1.2. Copy of Chamber of Commerce registration,
 - 1.1.3. Copy Tax Identification Certificate,
 - 1.1.4. Copy of Certificate of Operation,
2. Not bid according to the specification,
3. Not provided questionnaire for tender and
4. Mathematical error of total bided price $>\pm 2\%$

Evaluation and Award

Evaluation Method

Tenders shall be evaluated according to the following procedure:

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

- Technical expertise and implementation methodology,
- Previous experience in similar project and
- Resources and key personnel.

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 tender 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 Repeated SOB and in accordance with the following weighting:

Proposals	Maximum Points
1. Technical Proposal	2.5
2. Financial proposal	2.5
Total maximum points to be attributed	5

- a. The set criteria shall be used to determine the most economically advantageous tender for contract award,
- b. The Bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint,
- c. If tenders are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,

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- d. 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,
- e. 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:

- Evaluation report and justification basing on responsiveness of the selected supplier by evaluation committee.
- Contract agreement will directly be issued to the selected supplier upon approval.

14. Technical specification of tender

For supply and delivery of School feeding food supplies for five months in three schools within Wau municipality

Sn #	Item Description	Unit	Quantity
1	Rice white (Indian or Pakistan type)	kgs	24,800
2	Beans fresh and green in colour	kgs	6,000
3	Salt white and clean	kgs	800
4	Vegetable cooking oil	litres	2,000
5	Onion	kgs	1,300
6	Charcoal (packed in 50kgs sack)	bags	1,333

15. Validity of tenders

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

16. 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.

17. 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 issued by the Contractor.

B BILL OF QUANTITY

For supply and delivery of Field Crop Seeds for 2000 households and 100 demo sites during the main rainy season cultivation in 7 Payam's of Western Bahr El Ghazel State –Wau.

Sn	Item Description	Unit	Quantity	Unit Cost USD	Total Cost USD
1	Rice white (Indian or Pakistan type)	kgs	24,000		
2	Beans fresh and green in colour	kgs	6,000		
3	Salt white and clean	kgs	800		

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4	Vegetable cooking oil	litres	2,000		
5	Onion	kgs	1,300		
5	Charcoal (packed in 50kgs sack)	bags	1,333		

On behalf of Malteser International:

Date: 20th March 2023

Yours faithfully,



Clement Bazia · Logistics Manager

Wau field office, South Sudan

Hai Daraja, Wau, Western Bahr el Ghazal

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