

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

A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Tender **ITT_JUB_2024_0175** MI herewith calls for tenders for Fabrication, design and installation of Sign Posts.

Under the following reference number:

Donor project numbers: **1384-JUB**

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 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, and Uyujuku. In these locations, it's 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 order tender for Fabrication, design and installation of Sign Posts.

The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the: Bill of Quantity which are part of this Invitation to tender.

Companies are invited to present tenders complying with the requirements here 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 **12th September 2024 at or before 16:00PM**

The offer shall be written in English.

- The offer should be valid for **30 days after the deadline**.
- The subject line of the email shall be **SOB_JUB_2024_0175 For Fabrication, Design and Installation of Sign Posts**.
- 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 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 unit price basis,
- 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.

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4. Specifications of bidding (SOB)

Fabrication, design and installation of Sign Posts

| No | Description of trips | Quantity | Unit |
|----|--|----------|------|
| 1 | Fabrication of metallic signposts (including painting and putting a waterproof stickers) on 1.5 x 1m plate with the three stars approaches as (One-star school 22pcs, two stars school 22pcs, and three stars school 22 pcs on three different signposts for 22 Schools with Malteser International Logo on the left and UNICEF Logo on the right. Each school will have all three sign posts. The process will include transportation and installation of the sign posts in all the 22 Schools. | 66 | Pcs |
| 2 | Fabrication of metallic sign posts with a quality drawing of handwashing steps measuring 1.5x1m having Malteser International Logo on the left and UNIEF Logo on the right. The process will include transportation and installation in all the 24 Schools. | 24 | Pcs |
| 3 | Printing of handwashing steps on A2 Stickers with Malteser International Logo on the left and UNICEF Logo on the right. | 500 | Pcs |
| 4 | Printing of A4 stickers with Malteser International Logo on the left and UNICEF Logo the right. | 400 | Pcs |

5. Validity of tenders

Each company is bound to the tender submitted for a period of 30 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 request will be in English.

7. Submission of tenders

All tenders must conform to the following conditions:

- 7.1. Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org by or before the submission deadline on **12th September 2024 at or before 16:00PM.**

8. 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 - Tender: A tender for Fabrication, design and installation of Sign Posts. 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,

Part 3 – Supporting Documents

- Questionnaire for Tender (signed and stamped) – Annex 2
- Company's official address,
- Company's Financial Statement of last three months,
- Bank account details (where money would be paid)

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- Proof of experience in similar assignment/agreements with INGOs, UN agencies or donor

9. Ownership of tenders

MI reserves/funds ownership of all tenders received. Therefore, bidders 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 13 September 2024 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. Tenders' 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. Tender**
- 2. Not bided according to the specifications**

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

- **Price/Rate**
- **Financial Capacity**
- **Quality standards of materials and technical capacity to deliver**
- **The compliance with technical specifications**
- **Experience in similar assignment/agreements with other I(NGOs)**

The mentioned selection criteria are to be weighted (%) and for each of the eligible tender rating from 1-5 of the selection criteria will be applied from 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, service providers are encouraged to provide material samples.

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 MI a greater overall benefit,
- d. 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.

12) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,

13) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment ten days upon received invoices for previous month from the Contractor.

14) Bidders, who have not received any notification from MI one month after the deadline of the ITT, should consider themselves unsuccessful in the procurement process

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Bill of Quantity (BoQ).

Unit prices for Fabrication, design and installation of Sign Posts

| No | Description of trips | Quantity | Unit | Unit price USD |
|----|--|----------|------|----------------|
| 1 | Fabrication of metallic sign posts (including painting and putting a waterproof stickers) on 1.5x1m plate with the three stars approaches as (One-star school 22pcs, two stars school 22pcs, and three stars school 22 pcs on three different sign posts for 22 Schools with Malteser International Logo on the left and UNICEF Logo on the right. Each school will have all three sign posts. The process will include transportation and installation of the sign posts in all the 22 Schools. | 66 | Pcs | |
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On behalf of Malteser International:

Yours faithfully,