

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

12th September 2023

Specification of Bidding

SOB_WAU_2023_0115

For supply and delivery of School food supplies in three schools in Wau municipality under Framework Agreement for the period of October 2023 to August 2024

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

We look forward to receiving your tenders before the submission deadline on **26th September 2023 at or before 4:00PM** 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_0115 for supply and delivery of School food supplies**”.

Thank you for your cooperation.

Yours faithfully,



Clement Bazia · Logistics Manager

Wau field office, South Sudan

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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 Invitation to Tender ITT_WAU_2023_0115 Malteser International (MI) herewith calls for tenders concerning supply and delivery of food items to **three** schools in Wau municipality under school feeding program under Year Framework Agreement for the mentioned period.

The weekly food delivery will be between 8:00am and 10:00am on Friday(s) during the school calendar year (October 2023 – 31st Aug 2024). The quantities per primary school will be as per quantities below:

	Rice	Beans	Oil	Onion	Salt	Charcoal
Names of Schools	Kg	Kg	Litre	Kg	Kg	Bag
Holy Trinity School	20,600	5,340	1,780	1,150	685	1,150
Holy Family Primary School	26,400	6,800	2,200	1,450	880	1,500
Al Qurania Primary School	11,000	2,860	920	600	375	550
	58,000	15,000	4,900	3,200	1940	3,200

Under the following reference number:

Donor project numbers: 1400-WAU
MI project number: 10_SD

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 Uyuju and Yei.

Objective of Call for Tenders: In accordance with the overall targets of above-mentioned operations, MI plans to procure and deliver school feeding food supplies for 1 year 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.

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The weekly food delivery will be between 8:00am and 10:00am on Friday(s) when schools or during the school calendar year (October 2023 – 31st Aug 2024) 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 **26th September 2023 at or before 4:00pm** 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.

- The tender shall be written in English.
- The tender should be valid for **90 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,
- 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

No.	Food items	Units	Quality
1	Rice	1 Kg	Very good
2	Beans	1 Kg	Very good
3	Oil	1 Litre	Very good
4	Onion	1 Kg	Very good
5	Salt	1 Kg	Very good
6	Charcoal	1 bag of 50 kg	Very good

5. Validity of tenders

Each company is bound to the tender submitted for a period of 90 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 on **26th September 2023 at or before 4:00pm** OR hard copy in a sealed envelope deliver and

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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

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 School feeding food supplies in three schools in Wau municipality under Framework Agreement for the mentioned period of October 2023 to August 2024.

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),

9. Ownership of tenders

MI reserves/funds ownership of all tenders received. Consequently, 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 **27th September 2023** in MI Office in Wau 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 food items and capacity to deliver.

Financial selection criteria

- Bided price,
- Company's Bank Statement of last three months (June, July, Aug 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 food items in stock in WAU.**
- 5. Partnership agreements of bidders with other companies are not accepted by the Malteser International.**

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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 food items 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_WAU_2023_0115** and in accordance with the following weighting:

Title	Maximum points
1. Technical Proposal	2.0
2. Financial proposal	3.0
3- Previous experience with same project	5.0
Total maximum points to be attributed	10.00

- The set criteria shall be used to determine the most economically advantageous tender for contract agreement award,
- 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 **School food supplies to three schools within Wau municipality for the mentioned period** within the calendar year under Framework Agreement.

The **weekly food delivery will be between 8:00am and 10:00am** on Friday(s) during the school calendar year (October 2023 – Aug 2024)

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No.	Food items	Units	Unit price USD
1	Rice	1 Kg	
2	Beans	1 Kg	
3	Oil	1 Litre	
4	Onion	1 Kg	
5	Salt	1 Kg	
6	Charcoal	1 bag of 50 kg	

The total quantities of food to be ordered under FWA are: 58000 Kgs of Rice, 15000 Kgs of green beans, 1940 Kgs of Salt, 4900 litres of Vegetable cooking Oil, 3200 Kgs of Onion and 3200 bags of Charcoal (packed in 50Kg sack).

On behalf of Malteser International

12th September 2023



Clement Bazia · Logistics Manager

Wau field office, South Sudan

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