**Malteser International**

**Country Coordination Office**

**Plot No. 246, Block 3k 2nd Class Residential**

**Tongping (behind Indian Embassy)**

**Juba, South Sudan**

**6 July 2023**

**Specification of Bidding for Seeds**

**SOB\_YEI\_2023\_0025**

For supply and delivery of seeds to Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road

1. Annex 1: Specification of Tendering
2. Annex 2: Bill of Quantity

We look forward to receiving your tenders by or before the **submission deadline on 12 July 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\_YEI\_2023\_0025 for seeds”**

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics and Security Cordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  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/) 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 BIIDING

Related to our advertised Specification of Bidding (SOB) SOB\_YEI\_2023\_0025 for supply and delivery of seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road.

Under the following reference number: donor project numbers: 1381-BMZ

# 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 Uyujuku and Yei.

**Objective of SOB:** In accordance with the overall targets of above-mentioned operations, MI plans to order seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road.

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.

# Tender Presentation

The tender shall be submitted via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org)

**The deadline for the delivery of the tenders** **is: 12 July 2023 at or before 12pm**

* 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.

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

# Technical specification

|  |  |  |  |
| --- | --- | --- | --- |
| No | Description of seeds and transportation | Quantity | Unit |
| 1 | Maize longe 5 | 4,000 | Kgs |
| 2 | Ground nuts -Read beauty variety unshelled | 3,000 | Kgs |
| 3 | Ground nuts-serenut 4 variety unshelled | 2,000 | Kgs |
| 4 | Sorghum seso 3 | 1,500 | Kgs |
| 5 | Beans k132 variety | 1,500 | Kgs |
| 6 | Onoins-red creoele 20 grams | 1,000 | Sackets |
| 7 | sukumawiki 20 grams | 1,000 | Sackets |
| 8 | Egg plants long purpple 20grams | 1,000 | Sackets |
| 9 | Green pepper california wonder-20grams | 1,000 | Sackets |
| 10 | Okra -clemson 20grams | 5 | Sackets |
| 11 | Amaranthus 20 grams | 5 | Sackets |
| 12 | Transport cost from Juba to Malteser Yei field office | 1 | Trip |

The “GMO Free” certificate must be provided with delivery of the Seeds to Malteser International warehouse on Bilpam Road in Juba.

# Validity of tenders

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

# 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.

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must be submitted via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 12 July 2023, at or before 12pm (Juba local time).

# Content of tenders

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 seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road. 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 – Documents to submit**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* Company’s Bank Statement of last three months,
* Company’s official address,
* Bank account details (where money would be paid),
* Questionnaire for tender,

# Ownership of tenders

Malteser International reserves/funds ownership of all tender received. As a consequence, bidders will not be able to stipulate requirements that their tenders are to be returned.

1. **Opening of submitted tenders**

The tenders will be opened on **12 July 2023** in Malteser International Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

# Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver, delivery time and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
   * 1. **Copy of the company’s certificate of incorporation,**
     2. **Copy of Chamber of Commerce registration,**
     3. **Copy Tax Identification Certificate,**
     4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification,**
3. **Not provided questionnaire for tender and**
4. **Mathematical error of total bided price >±2 %.**
5. **Specific Technical and Financial Evaluation Criteria to standards:**

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

1. **Terms of payment**

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

* Payment terms will be within 10 business days after receipt of seeds and invoice, by Electronic bank transfer.

**Annex 2: Bill of Quantity**

For supply and delivery of seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description of seeds and transportation | Quantity | Unit | Unit price USD | Total Price USD |
| No | Description of seeds and transportation | Quantity | Unit |  |  |
| 1 | Maize longe 5 | 4,000 | Kgs |  |  |
| 2 | Ground nuts -Read beauty variety unshelled | 3,000 | Kgs |  |  |
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| 11 | Amaranthus 20 grams | 5 | Sackets |  |  |
|  |  |  |  |  |  |

On behalf of Malteser International:

6 July 2023

Sincerely Yours,

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| --- | --- | --- |
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