



**JOHANNITER**

# Tender For Supply of Blankets.

**Procurement Number: JUB/EAFO101/0117**

**Closing Date: 20th December 2021**

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**About Johanniter:**



Johanniter is a German Christian Not for profit non-governmental organisation running eight integrated projects in former Western Bahr el Ghazal State (WBeG) of South Sudan focusing on maternal and basic health, nutrition (CMAM), WASH and GBV/Protection. Its overall objective is to reduce people's vulnerability, specifically through contributing to morbidity and mortality reduction by improving the population's health and nutrition status. Furthermore, improved access to water, sanitation and hygiene (WASH), and protection services are an existential part of Johanniter's South Sudan programme.

## Proposed Timelines

Notice for tender	7 <sup>th</sup> December 2021
Date line for submission	20 <sup>th</sup> December 2021
Proposed tender opening dates	22 <sup>nd</sup> December 2021

## Description of Works/Service

Johanniter invites prospective vendors to submit bids for **Supply of Blankets** for the Regional Emergency Assistance for People Affected by South Sudan Crisis projects as specified in the table below to be delivered to **Johanniter office in Juba**.

No	Item Description	Unit Type	Quantity
1	BLANKET, woven, 50%wool, 1.5x2m, medium thermal resistance 	Each	1,600

Eligible vendors can either bid for one lot or both with each lot submitted in a separate envelop and clearly marked.

## Clarification of Tender Documents.

Johanniter has taken great care to be as clear as possible in the language used to compile this tender document. In case, any confusion arises out of the meaning or interpretation of any words used in this document, Johanniter will not accept responsibility for any misunderstanding or misinterpretation. Additional information or clarification can be obtained in writing by e-mail to [robert.duku@thejohanniter.org](mailto:robert.duku@thejohanniter.org) with the subject line "**Tender - CLARIFICATION REQUEST - Supply of Blankets**". A response will be shared through email to any request received earlier than 5 days before the deadline of submission of applications.

## Amendments of tender documents.



# JOHANNITER

At any time prior to the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, notify the tender documents by issuing subsequent addendum. The addendum thus issued shall be part of the tender documents and shall be communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addendum in writing. In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may at its discretion, extend the deadline for the submission of bids.

### **Conditions for Tender Submission.**

All interested vendors must respond to all requirements set out in this document and failure to adhere to the conditions set out will result into rejection of their bid.

- This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all parts of the offer.
- Johanniter is not bound to accept the lowest offer or any offer.
- This invitation for tender is not a contract or an offer to a contract, but an invitation to negotiate.
- Respondents are bound by their offer for a period of 90 days from the closing date of bids.
- Johanniter reserves the right to alter the dates of the timetable.
- Canvassing of Johanniter staff in relation to this tender will result in disqualification of that individual or company.
- Opening of offers is not open to the public and Johanniter will inform each respondent of the results of the decision of their offer upon request.
- Bids submitted in another manner other than that specified in the tender document shall be rejected.
- Johanniter is not obliged to justify or explain selection to any respondent.
- All documentation must be submitted in English.
- All bids must be accompanied by a signed declaration of suppliers provided by Johanniter.
- This document does not represent a commitment to purchase or contract with your firm.

### **Tenderers' Eligibility and Qualifications.**

The tenderer shall furnish, as part of its tender documents its qualifications to perform the contract if its tender is accepted. The documentary evidence of the tenderer's qualifications to perform the contract if it's tender is accepted and that the tenderer has the financial and technical capability necessary to perform the contract.

### **Cost of tendering.**

The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the conduct and/ or outcome of the tendering process

### **Currencies.**

All prices shall be quoted in USD

### **Submission of offer.**



# JOHANNITER

Complete tender documents must be submitted in a sealed envelope clearly marked **“Tender for Supply of Blankets”** to the following addresses below on/or before **20th December 2021, 4:00PM local time to Johanniter Office in Juba located on Plot 60 & 65, Block 3K, Kololo Road, Juba**. You shall be required to sign a document acknowledging submission of your bid at the gate.

### **Tender Evaluation Process.**

A tender evaluation committee shall be set up in accordance to Johanniter’s procurement guidelines/policy taking into consideration all relevant donor requirements. The evaluation process shall include:

- Preliminary evaluation where all bids shall be evaluated to determine whether they were submitted in line with the administrative instructions including all mandatory requirements.
- Technical, Financial Capacity and essential criteria. All bids that pass the preliminary evaluation shall be evaluated for financial stability, if it meets technical requirements and other essential criteria listed below before a contract is awarded.
- Reference checks to validate information provided shall be conducted prior to award of contract.

### **Award Criteria.**

When analysing the offers, Johanniter will take into consideration the following award criteria to achieve best value for money:

1. Company profile, background and expertise.
2. Financial capacity and financial proposal.
3. Technical Specifications.
4. Delivery timelines.
5. Evidence of execution of similar contract.
6. Letter of reference from other International NGOs or reputable companies.

### **Mandatory requirements.**

- Financial & technical proposal.
- Certificate of registration (In country where business is registered).
- Revenue authority tax registration certificate indicating TIN.
- Valid tax Clearance Certificate.
- Valid operation/trading licence.
- Articles and memorandum of understanding.
- Official business physical location, postal, telephone and email address.
- Twelve months certified bank statements.
- Reference and recommendations from at least 3 present and 3 past international NGOs that your firm/company has done business with them.
- Signed declaration of suppliers provided as part of this tender dossier.
- Signed tender dossier

### **Bidders Signature.**

I have read and understood this document and all information provided as part of this tender by our/my company is a true representation.



**JOHANNITER**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

# Appendix 1: Declaration of Suppliers

SECTION III

Annex 3

**Tenderers must submit this signed declaration to the effect that they are not in any situation established as grounds for exclusion in the Johanniter procurement**

## DECLARATION OF SUPPLIERS

We \_\_\_\_\_ herewith declare that

- a) we do respect basic social rights and working conditions and condemn the exploitation of child labour;
- b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;
- d) we have not been guilty of grave professional misconduct;
- e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;
- f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;
- g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;
- h) we are not subject to a conflict of interest with regard to this tender;
- i) we are not guilty of misrepresentation in supplying the information required by Johanniter as a condition of participation in the contract procedure.

\_\_\_\_\_  
Date & Signature

\_\_\_\_\_  
Name of company

\_\_\_\_\_  
Name in printed letters

Stamp