

**Malteser International
Country Coordination Office
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Central Equatoria State, Juba, South Sudan.**

18 April 2023

**Specification of Bidding
SOB_JUB_2023_0081**

For supply and delivery of food items to Lologo 1 Primary and Nursery School, in Lologo, Feda Nursery and Primary School near Muniki Payam, Merkolong Nursery and Primary School in Hai Seminary, Homing dove Nursery and Primary School behind Mauna Classic Hotel in Juba and St. Thomas Primary School and Mangala 1 Primary School in Mangala town for 4-month framework agreement from 2 May to 1 September 2023.

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

We look forward to receiving your tenders on **25 April 2023 at or before 12pm** via E-mail to: mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with tender: “**SOB_JUB_2023_0081 for school feeding**”.

Thank you for your cooperation.

Yours faithfully,

A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Tender ITT_JUB_2023_0081 Malteser International (MI) herewith calls for tenders concerning supply and delivery of food to Lologo 1 Primary and Nursery School, in Lologo, Feda Nursery and Primary School near Muniki Payam, Merkolong Nursery and Primary School in Hai Seminary, Homing dove Nursery and Primary School behind Mauna Classic Hotel in Juba and St. Thomas Primary School and Mangala 1 Primary School in Mangala town for 4-month framework agreement from 2 May to 1 September 2023.

The weekly food delivery will be between 8:00am and 10:00am on Thursday when schools are open from 2 May to 1 August 2023. The quantities per primary school will be as per quantities below:

Name of Schools	Rice	Oil	Beans	Onion	Salt	Charcoal
	Kg	Litre	Kg	Kg	Kg	Bag
Lologo 1 Primary and Nursery School	643	54	161	35	21	15
Feda Nursery and Primary School	660	55	165	36	22	15
Merkolong Nursery and Primary School	457	38	114	25	15	10
Homing dove Nursery and Primary school (Morning and Evening)	637	53	159	35	21	15
St. Thomas Primary School	260	22	65	14	9	10
Mangala 1 Primary School	240	20	60	13	8	10
Total	2,897	241	724	157	97	75

Under the following reference number:

Donor project numbers: WAU-1357

MI project number: 05

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 Uyujuke and Yei.

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

Objective of Call for Tenders: In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure food items for Lologo 1 Primary and Nursery School, in Lologo, Feda Nursery and Primary School near Muniki Payam, Merkolong Nursery and Primary School in Hai Seminary, Homing dove Nursery and Primary School behind Mauna Classic Hotel in Juba and St. Thomas Primary School and Mangala 1 Primary School in Mangala town for 4-month framework agreement from 2 May to 1 September 2023.

The weekly food delivery will be between 8:00am and 10:00am on Friday when schools are open from 2 May to 1 September 2023.

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 **25 April 2023 at or before 12pm**

- The tender shall be written in English
- The tender should be valid for **60 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	Super Rice (long grains)	1 Kg	Very good
2	Yellow beans	1 Kg	Very good
3	Vegetables onion	1 Litre	Very good
4	Refined ionized edible Table salt (1kg)	1 Kg	Very good
5	Cooking oil (sun flower oil)	1 Kg	Very good
6	Charcoal (bag of 50kg)	1 bag of 50 kg	Very good

5. Validity of tenders

Each company is bound to the tender submitted for a period of 60 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 **25 April 2023 at or before 12pm**

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 food items to Lologo 1 Primary and Nursery School, in Lologo, Feda Nursery and Primary School near Muniki Payam, Merkolong Nursery and Primary School in Hai Seminary, Homing dove Nursery and Primary School behind Mauna Classic Hotel in Juba and St. Thomas Primary School and Mangala 1 Primary School in Mangala town for school feeding for 4-month framework agreement from 2 May to 1 September 2023.

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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. As a consequence, 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 27 April 2023 in MI Office in Juba 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 (January, February and March 2023),
- Average turnover for the past 2 years in USD (2021 and 2022),

12. Exclusion criteria

The following are exclusion criteria:

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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 Juba. Partnership agreements of bidders with other companies are not accepted by the Malteser International procurement procedure.

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 and in accordance with the following weighting:

Title	Maximum points
1. Technical Proposal	2.5
2. Financial proposal	2.5
Total maximum points to be attributed	5.0

- 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

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The weekly food delivery will be between 8:00am and 10:00am on Friday when schools are open from 2 May to 1 September 2023.

No.	Food items	Units	Unit price USD
1	Super Rice (long grains)	1 Kg	
2	Yellow beans	1 Kg	
3	Vegetables onion	1 Litre	
4	Refined ionized edible Table salt (1kg)	1 Kg	
5	Cooking oil (sun flower oil)	1 Kg	
6	Charcoal (bag of 50kg)	1 bag of 50 kg	

The total quantities of food to be ordered under 4-month FA are: 46,358 kg of Super Rice (long grains), 11590 kg of Yellow beans, 2,511 kg of Vegetables onion, 1,545 kg of Refined ionized edible Table salt (1kg), 3,863 litres of Cooking oil (sun flower oil) and 1,200 of 50 kg bags of charcoal.

On behalf of Malteser International:

18 April 2023



Nermin Silajdzic

Country Logistics and Security Coordinator

Plot No. 246 Block 3k South 2nd Class - Behind Indian Embassy, Tong Ping

Central Equatorial State, Juba, South Sudan

M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949

nermin.silajdzic@malteser-international.org · Skype: nsilajdzic

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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