

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

1. SPECIFICATION OF BIDDING

Related to our advertised ITT_WAU_2024_0104 for Supply and delivery of assorted School feeding food items to three Schools in Wau Municipality under framework Agreement from 12th August 2024 to 31st August 2025.

Weekly delivery of food Items to the three Schools will be between 8:00 am to 10:00 am, on Fridays or any other agreed day, during the period (12th August 2024, to 31st August 2024). The total quantities per each specific primary School will be as per the quantities below.

| | Rice | Beans | Oil | Onion | Salt | Charcoal |
|--------------------------|---------------|---------------|--------------|--------------|--------------|-----------------|
| Names of Primary Schools | Kg | Kg | L | Kg | Kg | Bag |
| 1-Holy Trinity PS | 21,600 | 5,400 | 1,800 | 1,170 | 720 | 1,200 |
| 2-Holy Family PS | 26,400 | 6,600 | 2,200 | 1,430 | 880 | 1,467 |
| 3-Al Qurania PS | 12,000 | 3,000 | 1,000 | 650 | 400 | 667 |
| Total Quantity | 60,000 | 15,000 | 5,000 | 3,250 | 2,000 | 3,333 |

Under the following reference number: Donor project numbers: 1405-JUB.

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 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 Supply and delivery of School Feeding Food items for three schools under 1 year framework Agreement in the mentioned locations Schools in Wau County.

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.

2. Tenders Presentation

The tender shall be via E-mail to: mb.procurement-juba@malteser-international.org.

The deadline for the delivery of the tenders is: 18th July 2024 at or before 4:00pm

- The tender shall be written in English.

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- The tender should be valid for **60 days after the deadline.**
- The format BoQ can be used or a separate one depending on supplier's choice.
- The Subject Line of the mail should be SOP_WAU_2024_0104 FA for Food items.
- The tender shall be submitted in one email including all the required documents as specified in content of tender

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. 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.

4. Technical Specifications.

| S/N | Description of Food Items | Unit | Remarks |
|-----|--------------------------------------|------|--------------|
| 1 | Rice white (Indian or Pakistan type) | Kg | Good Quality |
| 2 | Beans fresh & green in colour | Kg | Good Quality |
| 3 | Salt white and clean (Iodized Salt) | Kg | Good Quality |
| 4 | Vegetal Cooking Oil | L | Good Quality |
| 5 | Onions | Kg | Good Quality |
| 6 | Charcoal (Parked in 50 Kg Sack) | Bag | Good Quality |

5. 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 assorted School feeding food items to three Schools in Wau Municipality under framework Agreement from 12th August 2024 to 31st August 2025 in Wau. 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 – Valid Legal documents (To be Submitted)

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 (June, May & April 2024)

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- Bank account details (where money would be paid)
- Proof of experience in similar assignment/Supply of food Items with INGOs, UN agencies or donor

6. Ownership of tenders

MI reserves/funds ownership of all tenders received. Consequently, bidders will not be able to stipulate requirements that their tenders are to be returned.

7. Opening of submitted tenders.

The tenders will be opened on **19th July 2024** in MI Wau Office, in South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

8. Tenders' evaluation 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**
- 3. Not Submitted tender within the stated time**

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**
- **Delivery time (earliest date to Supply Food items)**
- **Experience in Supply of Food items with other I(NGOs)**
- **Not having its own warehouse in Wau, with the required food Items in stock. Partnership agreements of bidders are not accepted by the Malteser International.**

9. Contract and Payment Terms

- Framework agreement will directly be issued to the selected Company upon approval
- The payment will be done in United States dollars through bank transfer or cheque as specified below: Payment terms will be within 10 business days, at the end of every month, after receipt of food items, in the three Schools, upon receipt of Invoice from the supplier, and signed weekly delivery notes, signed by the School Administration and MI personnel.

Annex 2: Bill of Quantity.

For Supply and delivery of assorted School feeding food items to three Schools in Wau Municipality under framework Agreement from 12th August 2024 to 31st August 2025.

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| S/N | Description of Food Items | Unit | Unit Price, USD |
|-----|--------------------------------------|------|-----------------|
| 1 | White Rice (Indian or Pakistan type) | Kg | |
| 2 | Beans fresh & green in colour | Kg | |
| 3 | Salt white and clean (Iodized Salt) | Kg | |
| 4 | Vegetal Cooking Oil | L | |
| 5 | Onions | Kg | |
| 6 | Charcoal (Parked in 50 Kg Sack) | Bag | |

The total estimated quantities of Food items to be ordered Under 1 year Framework Agreement (12th August 2024, to 31st August 2025) are : Rice 60,000 Kgs, Beans, 15,000kgs, Salt 2,000 Kgs, Cooking Oil, 5,000 Litres, Onions, 3,250 Kgs, Charcoal, 3,300 bags.

On behalf of Malteser International:

11th July 2024

Sincerely Yours,



Wau Field Office, South Sudan

Guya Stephen Thomas. Logistics Manager

Hai Daraja, Wau, Western Bahr el Ghazal

stephen.guya@malteser.org

Tel. (MTN): + 211 (0) 921 638 992

Tel. (ZAIN): +211 (0) 916 748 468

Headquarters:

Erna-Schaeffler-Str. 2 · 51103 Cologne, Germany

www.malteser-international.org

Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726

Executive Board: Dr. Elmar Pankau (Chair), Thomas Kleinert, Ulf Reermann,

Douglas Graf von Saurma-Jeltsch



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

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