

GENERAL CONDITIONS OF PURCHASE CORDAID REF: ITB-JUB-26-001

INVITATION TO BID

From: Cordaid South Sudan Tender Committee

To:

Attn:**E-mail:****RE: INVITATION TO BID FOR SUPPLY OF VALUE ADDITION EQUIPMENTS.****CORDAID Ref.: ITB-JUB-26-001****Date: January 21, 2026**

Dear Mr/Ms,

Cordaid is an INGO based in Netherland and implanting projects in South Sudan in the last 20 years. We invite you to submit your best offer for supply of **Value Addition Equipment** as per the specifications in Annex A.

The **closing date** for the submission of quotes is **Wednesday January 28th, 2026**, at 4:00pm (South Sudan Local Time).

The delivery and payment terms are as follows:

DELIVERY CONDITION: DDP-(Incoterms 2010) at Cordaid Office at AFEX River Camp, Juba Central Equatorial State Republic of South Sudan. Delivered duty paid is a delivery agreement whereby the seller assumes all the responsibility, risk and cost associated with the supply of the goods to its final destination. This includes paying for shipping costs, export and import duties and any other taxes.

DELIVERY PERIOD: As it will be agreed in the contract (Please note that quantities may vary at any time of ordering).

PAYMENT TERMS: Within 30 days from delivery and upon receipt of relevant documentation and inspection and acknowledgement of the Good Received Note by the requestor. **Bank transfer charges shall be borne by the contracted supplier**

PRICE VALIDITY: Must be 60 working days from date of quotation.

The bidder shall bear all costs associated with the preparation and submission of a bid and CORDAID cannot be held responsible or liable for those costs, regardless of the conduct of the outcome of the bidding process.

The bidder is expected to carefully examine and respect all instructions, forms, terms and specifications contained in this Invitation to Bid. Failure to furnish on time all the required information and documentation or submission of bids not substantially responsive in every respect to the bid dossier is at own risk and may result in rejection of the bid.

Cordaid reserves the right to arrange a pre-delivery inspection on quality, quantity, marking and documents. Cordaid will reject the goods in case the goods fail to pass the inspection.

CORDAID reserves the right to vary quantities within reasonable limits at the unit prices tendered. In no event shall CORDAID be liable for any damages whatsoever, including, without limitation, damages for loss or profits in any way connected with cancellation of a tender.

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Bids will be evaluated based on the following criteria:**Eligibility and requirements:**

- Technical compliance of the items offered according to the required specifications as set out on the enclosed Technical Specification Sheet; **(Must use Cordaid ITB)**
- Bid conformity to the enclosed Conditions for Submission of Bids.
- Delivery schedule / Lead-time **(Must indicate)**
- Price

Administrative requirements:

- i. Valid Legal documents of Companies registration.
- ii. Valid certificate of incorporation as a business in South Sudan or Country of origin
- iii. Valid Certified of Certificate of Registration
- iv. Valid Tax clearance Certificate from Regulatory Authority of South Sudan (SS)

2.1 Technical Requirements

- i. Proof that the Service Provider has provided similar services to other Non-Governmental Organizations (NGOs) in South Sudan
- ii. Recommendations from reputable organizations operating in the Republic of South Sudan (RSS) for having provided similar services in recent past.

2.2 Financial Proposal (In US Dollars)

The financial proposal should be detailed, clear and must indicate any variables, unit prices and resulting total contract price.

Contract awarding will be based on:

- The stipulations of this Invitation to Bid.
- The bid submitted by the supplier.

Please confirm your intention to participate in this Invitation to Bid.

In case further information is required, please do not hesitate to contact us.

Yours faithfully,

CORDAID - South Sudan

CONDITIONS FOR BID SUBMISSION

Bids shall be submitted in hard copy to CORDAID Juba office.

Hard copies addressed in sealed envelope and dropped in the tender box at the AFEX RIVER CAMP

SECURITY OFFICE**Cordaid Tender Committee**

CORDAID may, at its discretion, extend the closing date and/or time for the submission of bids by amending the bid documents at any time and for any reason. All rights and obligations of the bid dossier previously subject to bid closing date will thereafter be subject to the new bid closing date as extended.

Any bid received after the closing date and time for submission of bids prescribed will be rejected.

PLEASE DON'T SUBMIT LARGE COMPANY PROFILES AT THIS STAGE, ENSURE YOU TO DELIVER ONLY THE REQUIRED DOCUMENTS.

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ANNEX A

| N° | Items / Description | Specifications | Quantity | Unit | Unit Price | Quoted total |
|----|---|---|----------|--------|--------------|--------------|
| 1 | Multi-Crop Flour Grinding Machines (Cassava, Maize and Sorghum flour) | Petro-Diesel ENGINE 10HP Capacity of 300-400kg | 6 | Pieces | | |
| 2 | Groundnut paste grinding Machines with Johnstone Engine | Diesel Engine 8HP with Capacity of 80-100Kgs Per Hour | 6 | Pieces | | |
| 3 | Maize Threshing Machine with Diesel Engine | 8HP Engine, Capacity of 300Kgs Per Hour | 8 | Pieces | | |
| 4 | Groundnut paste grinding Machines with Diesel Engine | 8HP Engine, Capacity of 300Kgs Per Hour | 8 | Pieces | | |
| 5 | Purdue Improved Crop Storage (PICS) Bags | PICS Bags | 1500 | Pieces | | |
| | | | | | Total in USD | |