

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

15th December 2023

**Specification of Bidding for Agriculture Seeds
SOB_WAU_2023_0158**

For supply and delivery of agriculture seeds to Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road and to Malteser International Wau office; in Sika Hadid, Hai Daraja West Residential Area Wau, Western Bahr El Ghazal State

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

We look forward to receiving your tenders by or before the **submission deadline on 15th January 2024 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_WAU_2023_158 for agriculture seeds**”

Thank you for your cooperation.

Sincerely Yours,

South Sudan Coordination Office

Malis Edward; Logistics officer
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Tonging Behind Indian Embassy,
Central Equatoria State,
Juba South Sudan
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A. SPECIFICATION OF BIDDING

Related to our advertised Specification of Bidding (SOB) SOB_WAU_2023_0158 for supply and delivery of agriculture seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road and to Malteser International Wau office; in Sika Hadid, Hai Daraja West Residential Area Wau, Western Bahr El Ghazal State.

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

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 Uyujuku and Yei.

Objective of SOB: In accordance with the overall targets of above-mentioned operations, MI plans to order agriculture seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road and to Malteser International Wau office; in Sika Hadid, Hai Daraja West Residential Area Wau, Western Bahr El Ghazal State.

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. Tender Presentation

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

The deadline for the delivery of the tenders is: 15th January 2024 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.

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 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.
- Bidders can bid for one lot or both lots respectively.

4. Technical specification

S/No	Specifications	Quantity	Unit
	Lot 1: WAU		
1	Maize (Variety; longe 5 packed in 5 Kg bag)	700	Kg
2	Sorghum (Variety; Seso 3 packed in 1 Kg bag).	2,159	Kg
3	Cowpea (Variety; Secow 2T packed in 1 Kg bag)	2,060	Kg
4	Sesame (sesim2; packed in 5kg bags)	350	Kg
5	Egg plant (Variety; long purple 20g)	2,060	Pkt
6	Okra (Variety; Clemson spineless 50g)	2,060	Pkt
7	Pumpkin (Improved variety; packed in 500g)	103	Pkt
8	Shelled Groundnuts (Serenut 4; packed in 3kg bags)	3,000	Kg
9	Transport to Wau	1	trip
	Lot 2 Yei		
1	Maize; longe 5 (packed in 5 Kg bag)	5,000	Kg
2	Beans: K132 variety (Packed in 2Kg bag)	2,000	Kg
3	Cowpeas; Secow 2WT (packed in 1Kg bag)	1,000	Kg
4	Onions, Red Creole (packed in 100grams)	100	tin
5	Cabbage, Gloria F1(packed in 20grams)	50	Sackets
6	Green peper, California wonder (packed in 100 grams Sacket)	100	tin
7	Transport to Yei	1	Trip

The “GMO Free” certificate must be provided with delivery of the agriculture seeds to Malteser International to Yei in UNHCR Logistics Compound on Yei Lasu Road and to Malteser International Wau office; in Sika Hadid, Hai Daraja West Residential Area Wau, Western Bahr El Ghazal State.

Validity of tenders

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

5. 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.

6. Submission of tenders

All tenders must conform to the following conditions:

6.1. Each tender must be submitted via E-mail to:

mb.procurement-juba@malteser-international.org on 15th January 2024, at or before 12pm (Juba local time).

7. 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 agriculture seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road and to Malteser International Wau office; in Sika Hadid, Hai Daraja West Residential Area Wau, Western Bahr El Ghazal State.

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),
- Seed germination Certificate from Approved Government Laboratory

8. Ownership of tenders

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

9. Opening of submitted tenders.

The tenders will be opened on **17th January 2024** 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.

10. 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.

11. Exclusion criteria

The following are exclusion criteria:

- 1. Not submitted the following company registration documents in South Sudan:**
 - 1.1.1. Copy of the company's certificate of incorporation,**
 - 1.1.2. Copy of Chamber of Commerce registration,**
 - 1.1.3. Copy Tax Identification Certificate,**
 - 1.1.4. Copy of Certificate of Operation,**
- 2. Not bided according to the specification,**
- 3. Mathematical error of total bided price $> \pm 2$ %.**

13) 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.

14) 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 agriculture seeds and invoice, by electronic bank transfer.

Annex 2: Bill of Quantity

For supply and delivery of agriculture seeds for Malteser International Office in Yei in UNHCR Logistics Compound on Yei Lasu Road and to Malteser International Wau office; in Sika Hadid, Hai Daraja West Residential Area Wau, Western Bahr El Ghazal State.

S/N	Specifications	Quantity	Unit	Unit Price	Total price
Lot 1 : WAU					
1	Maize (Variety ; longe 5 packed in 5 Kg bag)	700	Kg		
2	Sorghum (Variety ; Seso 3 packed in 1 Kg bag).	2,159	Kg		
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1	Maize ; longe 5 (packed in 5 Kg bag)	5,000	Kg		
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5	Cabbage, Gloria F1(packed in 20grams)	50	Sackets		
6	Green peper, California wonder (packed in 100 grams Sacket)	100	Tin		
7	Transport to Yei	1	Trip		
Grand Total					

On behalf of Malteser International:

15th December 2023

Sincerely Yours,

South Sudan Coordination Office

Malis Edward; Logistics officer
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