**Malteser International**

**Country Coordination Office**

**Plot No. 246, Block 3k 2nd Class Residential**

**Tongping (behind Indian Embassy)**

**Central Equatoria State, Juba, South Sudan.**

**30 November 2022**

**Specification of Bidding (SOB)**

**SOB\_YEI\_2022\_0050**

**For supply and delivery of drugs to Yei County Hospital in Yei in Yei River County in Central Equatoria**

1. Annex 1: Specification of Tendering
2. Annex 2: Bill of Quantity

We look forward to receiving your tenders on **8 December 2022 at or before 4:00pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org).

Please write in the Subject line of your email with tender: “**SOB\_YEI\_2022\_0050 for drugs**”.

Thank you for your cooperation.

Yours faithfully,

|  |  |  |
| --- | --- | --- |
|  |  | Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping  Central Equitorial State, Juba, South Sudan M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://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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# A. SPECIFICATION OF BIDING

Related to our advertised Invitation to Tender ITT\_YEI\_2022\_0050 MI herewith calls for tenders concerning supply and delivery of drugs to Yei County Hospital in Yei in Yei River County in Central Equatoria.

Under the following reference number:

Donor project numbers: WAU-1357

MI project number: 10\_SD

# 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 Call for Tenders:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure drugs to Yei County Hospital in Yei in Yei River County in Central Equatoria.

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.

# Tender Presentation

The tender shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) on **8 December 2022 at or before 4:00pm**

* The tender shall be written in English
* The tender should be valid for **60 days after the deadline.**

# 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.

# Technical specification

Of drugs to Yei County Hospital in Yei in Yei River County in Central Equatoria

|  |  |  |  |
| --- | --- | --- | --- |
| No | Description of goods or services | Quantity | Unit |
| 1 | Ciprofloxacin 500mg/100ml infusion | 1,000 | Bottle |
| 2 | Pathidine 100mg/2ml inj | 500 | Ample |
| 3 | Antroine 1mg injection | 600 | Ample |
| 4 | Ultrasound gel | 5 | Litres |
| 5 | malaria test trips RTD | 37,500 | Strips |
| 6 | Field stain A and B | 200 | Bottle |
| 7 | Vicryl-0 | 300 | Box |
| 8 | Vicryl-1 | 300 | Box |
| 9 | Vicryl-2/0 | 300 | Box |
| 10 | Vicryl-3/0 | 300 | Box |
| 11 | Vicryl-3 | 300 | Box |
| 12 | Oxygen cylinder (40L) | 8 | Piece |
| 13 | Nebulizer | 4 | Piece |
| 14 | bilirubinmeter | 4 | Piece |
| 15 | 5-Way oxygen splitter machine | 4 | Piece |
| 16 | Dopamin Injection | 200 | Ample |
| 17 | Dobutamine injection | 200 | Ample |
| 18 | Hydrocortision 100mgInjection | 300 | Vail |
| 19 | Chlorophenramin 4mg injection | 300 | Ample |
| 20 | Caffiene citrate injection | 200 | Ample |
| 21 | Infant milk (NAN one) | 120 | Piece |
| 22 | On call Glucose test machine | 4 | Piece |
| 23 | Transport Juba-Yei | 1 | Trip |

The technical specification of drugs for Yei County Hospital in Yei in Yei River County in Central Equatoria are in Annex 1 (Bill of Quantity) which is part of this SOP.

Suppliers are invited to present tenders complying with required specification.

All drugs should have a remaining shelf-life of at least one year when they are received in the Yei County Hospital.

# Validity of tenders

Each company is bound to the tender submitted for a period of 60 days from the deadline for submission of tenders.

# 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.

# Submission of tenders

# Each tender must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 8 December at or before 4:00pm

# 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 drugs to Yei County Hospital in Yei in Yei River County in Central Equatoria.

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 certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* License to operate Pharmaceutical Business,
* Company’s Financial Statement of last three months (August, September and October 2022),
* Average turnover for the past 2 years in USD (2020 and 2021),
* Questionnaire for tender,
* Company’s official address,
* Bank account details (where money would be paid),

# 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.

1. **Opening of submitted tenders**

The tenders will be opened on 9 December 2022 in MI Office in Juba by the Evaluation committee. The selection process will be recorded in writing by the committee.

# Tender evaluation

The criteria applied for the evaluation of suppliers will be

* the legal conformity,
* the price,
* working capital from the last 3-month bank statement,
* average turnover in the last two years,
* the technical experiences,
* submitted questionnaire for tender,
* the compliance with technical specifications and quality standards,
* the capacity to deliver and
* delivery time and meet timeframes as specified.

The work will be awarded to the winning tenderer according to the timetable mentioned above.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
   * 1. **Copy of the company’s certificate of incorporation,**
     2. **Copy of Chamber of Commerce registration,**
     3. **Copy Tax Identification Certificate,**
     4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification,**
3. **Not provided questionnaire for tender,**
4. **Mathematical error of total bided price >±2 % and**
5. **Not having its own warehouse with construction materials and tools in stock. Partnership agreements of bidders are not accepted by the Malteser International.**
6. **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

1. **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**

For supply and delivery of drugs to Yei County Hospital in Yei in Yei River County in Central Equatoria

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description of goods or services | Quantity | Unit | Unit price USD | Total USD |
| 1 | Ciprofloxacin 500mg/100ml infusion | 1,000 | Bottle |  |  |
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| 12 | Oxygen cylinder (40L) | 8 | Piece |  |  |
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| 22 | On call Glucose test machine | 4 | Piece |  |  |
| 23 | Transport Juba-Yei | 1 | Trip |  |  |
|  |  |  |  |  |  |

On behalf of Malteser International: `

30 November 2022

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| --- | --- | --- |
|  |  | Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping  Central Equitorial State, Juba, South Sudan M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://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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