



23<sup>rd</sup> March 2022

**CAFOD & Trocaire in Partnership (CTP)**  
**CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal**  
**Next to Save the Children International**  
**Juba, South Sudan**

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Tax Identification Number</b>	
<b>Active Phone Number</b>	
<b>Email:</b>	

**CAFOD – INVITATION TO TENDER FOR PURCHASE OF FOOD ITEMS FOR DEMO PLOTS IN GREATER TONJ COUNTIES (NORTH, EAST & SOUTH), IN WARRAP STATE.**

**a. Background**

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable Suppliers to Supply and Delivery **Food Items for Demo Plots** as per below Specification.

**b. Specifications:**

<b>s/n</b>	<b>Description of Goods</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price (USD)</b>	<b>Total Price (USD)</b>
1	White Sorghum; packaged in 50 kgs per bag	Kgs	160,932		
2	Transportation, loading, and offloading cost to Tonj North, East, and South in Warrap State.	Lumpsum	1		
<b>Total Price in USD</b>					

**c. Other Information Pertaining of our Quotation are as follows:**

<b>#</b>	<b>Please supply the following information:</b>	<b>Provide your response below correctly</b>	
1.	Quote Validity		
2.	Delivery Lead Time to: <b>Tonj South - Headquarter</b> <b>Tonj East - Headquarter</b> <b>Tonj North - Headquarter</b>		
3.	Payment Mode		
4.	Payment Period		
<b>#</b>	<b>Eligibility Criteria</b>	<b>Document Required</b>	<b>Remarks/Comment (Tick if it is valid)</b>
<b>Note: Requirements from number 1- 9 is Applicable to Supply of Food Items for Demo Plots in Tonj North, South &amp; East (Minimums/Mandatory Requirement for Supplier to provide).</b>			

1.	Registration of business/company in South Sudan (with minimum of 2 years of operation in South Sudan.) Valid Certificate of Incorporation or equivalent.	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate	
2.	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce	
3.	Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development	
4.	Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation	
5.	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation	
6.	Valid Importers and Exporters Registration Certificate	Importers and Exporters Registration Certificate from the Ministry of Trade, Industry and East African Community Affairs	
7.	Valid Letter of No Objection	Letter of No Objection from the Ministry of Interior	
8.	Bank statement to assess financial capacity	Bank statement for the last 6 months period ending 31st December 2021.	
9.	Recommendation Letters and Sample of Contracts/LPO Food Items.	Provide list of recommendation letters for relevant goods ( <b>Food Items</b> ) (attached sample of contracts as an evidences).	
#	<b>Annexed: CAFOD Policies and CAFOD Terms &amp; Conditions for supply goods or services (Supplier requires to sign and stamps all the policies as part of their response).</b>		
1.	Appendix A_ CAFOD Terms & Conditions for supply of goods or services		

2.	Appendix B – CAFOD Supplier Code of Conduct		
3.	Appendix C – CAFOD Safeguarding Policy		
4.	Appendix D – CAFOD Antibribery Policy		

**d. Language for the bids**

The language for the bids shall be **English** only.

**e. Submission of Quotes**

The quotations shall be submitted in **Hard copies in a sealed** envelope. Email submission will not be accepted.

**f. Submission Address:**

Bids shall be submitted to:

CAFOD & Trocaire in Partnership (CTP)

CTP Office, Plot 19, Block XIII, P.O. Box 7, Hai Malakal

Juba, South Sudan

Envelope should be labeled with reference no#: **RFQ/527/22-IPPASE.**

**NB.** The bids should be hand delivered in a sealed envelope to the above address, and placed in the ‘**Designated Tender Box**’ by close of business on **Wednesday 30<sup>th</sup> March 2022**. The tender reference number (**RFQ/527/22-IPPASE**) should be clearly stated on the envelope.

**g. Registration for submission:**

Please ensure that you register your hand delivered quotation and drop it in the tender box yourself in our security guards’ room. Each hand delivered quotation/bid must be registered individually on the visitor’s book which is available at guard’s room. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

**h. Request for clarifications:**

Any request for clarification must be made in writing through the email: [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk) and must be received not later than **on Monday 28<sup>th</sup> March 2022, at 12:00 pm Local Time.**

**i. Closing date and time of this Tender**

The deadline for the submission of the tender will be on **Wednesday the 30<sup>th</sup> of March 2022, before or at 4:00 pm Local Time.**

**j. Opening of Tender Sessions**

Tender Opening date; **Friday 31<sup>st</sup> March 2022 at 9:00am.** Due to COVID-19 measures all suppliers who have submitted their bids are not allowed to participate in the opening ceremony because of high risks involved and tender shall be administered internally.

**k. Bid Evaluation Criteria**

CAFOD is bound by the Supply Chain policy for procurement of goods, services and works. We adhere to strict rules and procedures in any procurement process of goods, works and services, to ensure transparency, accountability, and good value for money.

This tender process will be conducted in accordance with our supply chain procedures. The bids will be evaluated by the Bid Evaluation Committee. The evaluation will be based on the following criteria on.

1. Technical compliance of the bidders and capacity,
2. Financial consideration
3. Administrative and logistics capacity
4. Proven experience in the similar work from INGOs and UN agencies will be an added advantage.

**l. Deadline for the submission of the quotation:**

The deadline for the submission of the quotes will be strictly **on Tuesday 30<sup>th</sup> March 2022, before or at 4:00 pm Local Time.** No bids will be received after this deadline.

**m. Notification of the results**

Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful.

We, the undersigned, hereby accept in full the CAFOD & Trocaire policies annexed in section C and hereby offer to supply the items listed in conformity with the requirements of CAFOD & Trocaire as per details provided above.

For the Supplier:	
Name:	
Position/Title:	
Signature and Stamp:	
Date:	

**n. Disclaimer**

This is only a call for quotations and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of quotations dossiers. The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right invested into them by the CAFOD Supply Chain Manual.