

10<sup>th</sup> March 2023

**INVITATION TO TENDER**

**CAFOD INVITATION TO TENDER FOR PURCHASE OF WASH SUPPLIES  
(WASH NFIs, MENSTRUAL HYGIENE KITS, & HAND PUMP SPARE PARTS)  
FOR MULTISECTORALS RESPONSE IN YIROL EAST, TONJ NORTH, AND  
KUAJOK**

Tender Reference No : 612/23/IPPASE

:611/23/IPPASE

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Opening Date: 10<sup>th</sup> March 2023

Closing Date: 22<sup>nd</sup> March 2023

**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**

**CAFOD Invitation to Tender for Purchase of WASH Supplies (WASH NFIs, Menstrual Hygiene Kits (Dignity Kits), & Hand Pump Spare Parts) for Multisectoral Response in Yirol East, Tonj North, and Kuajok**

**Section 1: 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 Supplier for **Supply and Delivery of WASH Supplies (WASH NFIs, Dignity Kits & Hand Pump Spare Parts)** for project implementation in **Yirol East, Tonj North, and Kuajok**.

Please tender your proposal as per specifications below:

**Section 2: Specifications**

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
A	<b>ICSP - Purchase of WASH Supplies (WASH NFIs, Menstrual Hygiene Kits, &amp; Hand Pump Spare Parts) for Tonj North &amp; Gogrial Response ( Please provide your quotation for part A separately as per PRF Reference Number: PRF 612-23-IPPASE)</b>				
	<b>WASH NFIs for 500 HHs in Tonj North &amp; Gogrial</b>				
1	Laundry soaps, white colour (1 box = 25 long bars of 600gm/bar), 6 bars per HH, with <b>CTP</b> and <b>HARD</b> Logos	Boxes	120		
2	Jerry cans, 20 litres, round type, yellow colour, 1 Jerry can per HH.	Pieces	500		
3	Plastic Bucket without tap (20 litres), yellow colour, 1 pieces per HH, with <b>CTP</b> and <b>HARD</b> Logos	Pieces	500		
4	Purification sachets, 6 sachets per HH, each box contains 240 sachets	Box of 240 Sachet	125		
5	Aqua Tablets 16,000 Tablets per Box	Box of 16,000	2		

6	Filter cloths (1m x 1m), white colour, polyester, 3 pieces per HH	Pieces	1,500		
<b>Menstrual Hygiene Kits (Dignity Kits) for 500 Girls in Tonj North and Gogrial</b>					
1	Napkins-non disposal sanitary pads – 6 pieces per girl (re-useable sanitary pads)	Pieces	3,000		
2	Girls’ underwear, 2 pieces per girl, cotton	Pieces	1,000		
3	Laundry soap, white colour, 1 long bar of 800 grams per girl.	Boxes	20		
4	Bathing soap, 250 grams per piece, 3 pieces per girl (Dettol or any antibacterial soap)	Pieces	1,500		
5	Nail cutter, medium size, 1 piece per girl	Pieces	500		
6	Packaging bags with <b>CTP &amp; HARD</b> Logos including packaging of the kits into the bags before dispatching them.	Pieces	500		
<b>Hand Pump Spare Parts for 20 Hand Pump in Tonj North and Gogrial</b>					
1	Head Assembly, IM2	Pieces	5		
2	Head Assembly, IM2 Extra Deep	Pieces	5		
3	Water Tank, IM2	Pieces	10		
4	GI riser pipe, IM2	Pieces	300		
5	Connecting rod, IM2	Pieces	300		
6	Pump cylinder, IM2	Pieces	15		
7	Pump cylinder, IM2 Extra Deep	Pieces	5		
8	Pedestal, IM2	Pieces	10		
9	Fast moving spare kit, IM2	Pieces	20		
10	Ordinary Portland cement (50 kg per bag)	Bags	120		
11	Standard Toolkit	Kits	3		
12	Special toolkit	Kits	3		
<b>Sub Grand Total in USD for Tonj North and Gogrial</b>					<b>\$</b>
<b>B.</b>	<b>CN - Purchase of WASH Supplies (WASH NFIs, Menstrual Hygiene Kits, &amp; Hand Pump Spare Parts) for Gogrial (Kuajok Town) Response - Please provide your quotation for part A separately as per PRF Reference Number: PRF 611-23-IPPASE.</b>				

<b>WASH NFIs for 104 HHs in Gogrial (Kuajok Town)</b>					
1	Laundry soaps, white colour (1 box = 25 long bars of 600gm/bar), 6 bars per HH	Boxes	25		
2	Jerry cans, 20 litres, round type, yellow colour, 1 Jerry can per HH – with <b>CTP</b> and <b>TOCH</b> Logos.	Pieces	104		
3	Plastic Bucket without tap (20 litres), yellow colour, 1 pieces per HH, with <b>CTP</b> and <b>TOCH</b> Logos	Pieces	104		
4	Purification sachets, 6 sachets per HH, each box contains 240 sachets	Box of 240 Sachet	16		
5	Aqua Tablets 16,000 Tablets per Box	Box of 16,000	1		
6	Filter cloths (1mx1m),white colour, polyester, 3 pieces per HH	Pieces	208		
<b>Hand Pump Spare Parts for 5 Hand Pumps in Gogrial</b>					
1	Head Assembly, IM2	Pieces	3		
2	Head Assembly, IM2 Extra Deep	Pieces	2		
3	Water Tank, IM2	Pieces	5		
4	GI riser pipe, IM2	Pieces	150		
5	Connecting rod, IM2	Pieces	150		
6	Pump cylinder, IM2	Pieces	6		
7	Pump cylinder, IM2 Extra Deep	Pieces	4		
8	Pedestal, IM2	Pieces	4		
9	Fast moving spare kit, IM2	Pieces	5		
10	Ordinary Portland cement (50 kg per bag)	Bags	60		
11	Standard Toolkit	Kits	1		
12	Special toolkit	Kits	1		
<b>Sub Grand Total in USD for Gogrial (Kuajok Town)</b>					<b>\$</b>
<b>Agricultural Tools for 800 HHs for Gogrial</b>					
1	Ox Plough; Indian Made	Pieces	60		
2	Hoes/Maloda; Locally Made	Pieces	800		
3	Fork Hoe Without Handle; Indian Made	Pieces	800		
4	Rake Without Handle; Indian Made	Pieces	800		
5	Watering Can 10 Litres Capacity; Green in Colour	Pieces	800		
<b>Sub Grand Total in USD for Gogrial</b>					<b>\$</b>
<b>C.</b>	<b>CN - Purchase of WASH Supplies (WASH NFIs, Menstrual Hygiene Kits, &amp; Hand Pump Spare Parts) for Yirol East Response -Please provide your quotation for part A separately</b>				

	<b>as per PRF Reference Number: PRF 610-23-IPPASE.</b>				
	<b>WASH NFIs for 104 HHs in Yirol East</b>				
1	Laundry soaps, white colour (1 box = 25 long bars of 600gm/bar), 6 bars per HH	Boxes	25		
2	Jerry cans, 20 litres, round type, yellow colour, 1 Jerry can per HH – with <b>CTP</b> and <b>CDoR</b> Logos.	Pieces	104		
3	Plastic Bucket without tap (20 litres), yellow colour, 1 pieces per HH, with <b>CTP</b> and <b>CDoR</b> Logos	Pieces	104		
4	Purification sachets, 6 sachets per HH, each box contains 240 sachets	Box of 240 Sachet	16		
5	Aqua Tablets 16,000 Tablets per Box	Box of 16,000	1		
6	Filter cloths (1mx1m),white colour, polyester, 3 pieces per HH	Pieces	208		
	<b>Hand Pump Spare Parts for 5 Hand Pumps in Yirol East</b>				
1	Head Assembly, IM2	Pieces	1		
2	Head Assembly, IM2 Extra Deep	Pieces	1		
3	Water Tank, IM2	Pieces	1		
4	GI riser pipe, IM2	Pieces	75		
5	Connecting rod, IM2	Pieces	75		
6	Pump cylinder, IM2	Pieces	4		
7	Pump cylinder, IM2 Extra Deep	Pieces	1		
8	Pedestal, IM2	Pieces	1		
9	Fast moving spare kit, IM2	Pieces	5		
10	Ordinary Portland cement (50 kg per bag)	Bags	30		
11	Standard Toolkit	Kits	1		
12	Special toolkit	Kits	1		
	<b>Sub Grand Total in USD for Yirol</b>				<b>\$</b>
<b>E</b>	<b>UKAM - Purchase of WASH Supplies (WASH NFIs, Menstrual Hygiene Kits, &amp; Hand Pump Spare Parts) for Yirol Response - Please provide your quotation for part A separately as per PRF Reference Number: PRF 609-23-IPPASE.</b>				
	<b>WASH NFIs for 450 HHs in Yirol East</b>				
1	Laundry soaps, white colour (1 box = 25 long bars of 600gm/bar), 6 bars per HH	Boxes	108		
2	Jerry cans, 20 litres, round type, yellow colour, 1 Jerry can per HH – with <b>CTP</b> and <b>CDoR</b>	Pieces	450		

	Logos.				
3	Plastic Bucket without tap (20 litres), yellow colour, 1 pieces per HH, with <b>CTP</b> and <b>CDoR</b> Logos	Pieces	<b>450</b>		
4	Purification sachets, 6 sachets per HH, each box contains 240 sachets	Box of 240 Sachet	<b>112</b>		
5	Aqua Tablets 16,000 Tablets per Box	Box of 16,000	<b>2</b>		
6	Filter cloths (1mx1m),white colour, polyester, 3 pieces per HH	Pieces	900		
<b>Menstrual Hygiene Kits (Dignity Kits) for 275 Girls in Yirol East</b>					
1	Napkins-non disposal sanitary pads – 6 pieces per girl (re-useable sanitary pads)	Pieces	1,650		
2	Girls' underwear, 2 pieces per girl, cotton	Pieces	550		
3	Laundry soap, white colour, 1 long bar of 800 grams per girl.	Boxes	11		
4	Bathing soap, 250 grams per piece, 3 pieces per girl (Dettol or any antibacterial soap)	Pieces	825		
5	Nail cutter, medium size, 1 piece per girl	Pieces	275		
6	Packaging bags with <b>CTP</b> & <b>CDoR</b> Logos including packaging of the kits into the bags before dispatching them.	Pieces	275		
<b>Hand Pump Spare Parts for 6 Hand Pumps in Yirol East</b>					
1	Head Assembly, IM2	Pieces	3		
2	Head Assembly, IM2 Extra Deep	Pieces	1		
3	Water Tank, IM2	Pieces	2		
4	GI riser pipe, IM2	Pieces	75		
5	Connecting rod, IM2	Pieces	115		
6	Pump cylinder, IM2	Pieces	115		
7	Pump cylinder, IM2 Extra Deep	Pieces	8		
8	Pedestal, IM2	Pieces	3		
9	Fast moving spare kit, IM2	Pieces	1		
10	Ordinary Portland cement (50 kg per bag)	Bags	11		
11	Standard Toolkit	Kits	2		
12	Special toolkit	Kits			
<b>Sub Grand Total in USD for Yirol</b>					<b>\$</b>
1	<b>Transportation, Loading, and Unloading Costs for Yirol, Gogrial (Kuajok Town), and Tonj North Supplies</b>	<b>Lots</b>	<b>1</b>		
<b>A,B, C, D &amp; E</b>	<b>Grand Total in USD for Yirol, Gogrial (Kuajok Town), and Tonj North</b>				<b>\$</b>

**Note: Please prepare the quotations in your company papers, and let your quotations for A, B, C, D and E be on top of your tender response.**

**Section 3: Other Information Pertaining of our Quotation are as follows.**

<b>Descriptions</b>	<b>Remarks</b>
<b>Payment Mode</b>	
<b>Payment Terms/Credit Period</b>	
<b>Delivery Lead Time.</b>	
<b>Validity of Quotation (Period).</b>	
<b>Preferred Currency of Quotation</b>	
<b>Location of Delivery</b>	<b>Yirol, Kuajok Town, and Tonj North</b>

**Section 4: Instructions to Suppliers**

When submitting your tender proposal for **Supply and delivery of WASH Supplies (WASH NFIs, Menstrual Hygiene Kits, and Hand Pump Spare Parts)**, please include a completed document: -

- a. CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. CAFOD Supplier Code of Conduct - attached in the Appendix section of this document.
- c. CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation e.g attached the stamp copies indicating the renewal date, month, and year.
- f. Tax registration certificate

- g. Valid tax clearance certificate e.g electronic Tax Clearance Certificate.
- h. Valid operation licence
- i. Seeds Germination Certificates from the Ministry of Agriculture
- j. The latest bank Statement for the last **six** (6) months ( 1<sup>st</sup> September 2022 to 28<sup>th</sup> February 2023).
- k. Trade references (latest) from other INGOs or UN agencies and attached contract samples as an evidence to your engagement for Supply and Delivery of **WASH Supplies (WASH NFIs, Menstrual Hygiene Kits, & Hand Pump Spare Parts)** for the last **2 years 2021-2022**:

### **Section 5: Tender Instructions**

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to procure Agricultural Seeds and Tools for project implementation. The tender is open to eligible Suppliers as indicated in the instructions.

### **Section 6: Delivery Period**

The bidders must state the exact date of delivery lead time.

### **Section 7: Delivery Conditions**

DDP- (Incoterms 2020) – Yirol, in Lake State, Kuajok, and Tonj North, in Warrap State. Delivered Duty Paid (DDP) is a delivery agreement where the seller undertakes all the responsibility such as risks, and cost associated with the delivery of **WASH Supplies ( WASH NFIs, Menstrual Hygiene Kits, & Hand Pump Spare Parts)** to the buyer location as stated in the above. All cost inclusive of shipments costs, import and export duties, transportation to Yirol, Tonj North and Kuajok and taxes are bear by the seller.

### **Section 8: Language of Tender**

All the information requested for tender process shall be provided in the English language.

### **Section 9: Experience**

Prospective Suppliers must have carried out successful supply and delivery of similar goods to INGOs and UN Agencies with the same magnitude.



### **Section 10: Terms and Conditions – Appendix clause 21**

Eligible and interested Suppliers shall be required to read and be willing to abide to the CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Clause 21**.

### **Section 11: Eligible Suppliers**

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the tender process.

### **Section 12: Submission and Deadline for tender documents**

A sealed hard copy of tender application containing all the information shall be submitted to address provided above clearly marked with the tender reference number.

The deadline for the submission of the quotes will be on **Wednesday the 22<sup>nd</sup> March 2023, at 4:00 pm Local Time**.

### **Section 13: Questions Arising from Tender Documents**

Questions and clarification that may arise from the tender documents should be addressed to the email address below on or before **15<sup>th</sup> March 2023**. Responses to the questions and clarifications shall be uploaded into the **NGO FORUM website on 17<sup>th</sup> March 2023**. Email; [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk).

### **Section 14: Additional Information**

CAFOD reserves the right to request the submission of additional information from prospective Suppliers.

### **Section 15: Notification of Successful and Unsuccessful Suppliers**

CAFOD will only notified the successful bidder/Supplier for the tender for Supply and Delivery of **WASH Supplies (WASH NFIs, Menstrual Hygiene Kits, & Hand Pump Spare Parts)** outcome in writing, and this will be done after three (3) weeks to closure of tender deadline.

### **Section 16: Tender Guidelines/Regulations and Criteria**

#### **i. Incomplete Application**

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.

**ii. The Tender Data**

It is understood and agreed that the tender data of the prospective Supplier is to be used by CAFOD in selection of prospective Supplier to perform the contract in respect items as described by the client in **clause 2** in this document.

**iii. Tender Requirements**

Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.

**Section 17: Essential Criteria for Tender**

**i. Experience**

The prospective bidder shall have at least three (3) years' experience in the supply of similar goods. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations.

Prospective suppliers should have special experience and capability to organize, supply and deliver items at short notice.

**ii. Financial Condition**

The supplier's financial condition will be determined by latest bank statements submitted together with the tender documents as well as latest bank statement for the last six (6) months. Reference letters from the bank should also be provided as a proven of financial viability. Potential Suppliers will be awarded based on the satisfactory information given.

**iii. Declaration – Appendix Section**

Application MUST include a declaration Appendix section certifying the accuracy for the information given.

**iv. Withdrawal of Tender**

CAFOD has the right to reject the tender from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the

opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

**Section 18: Appendix Section - Declaration**

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation for tender we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other Tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

Designation .....

(Full name and designation of the person signing and stamp or seal.).

**Section 19: 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 General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

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

**Section 20: Disclaimer**

This is only a call for tender 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 tender dossiers. The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.

**Section 21: Appendix – CAFOD Policies**

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Supplier Code of Conduct
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy