

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, Germany

**Malteser International  
Wau Office  
Plot No. 246 Block 3k South 2nd Class  
Hai Daraja, Next to CARE International Office  
Wau, South Sudan.**

**6th March 2023**

### **Specification of Bidding.**

#### **SOB- WAU\_2022\_0165.**

For supply and delivery of Agricultural Tools to Wau office (Maloda, and Axe) to support beneficiary in 8 Payam's In Jur and Wau Counties of Western Bahr El Ghazel.

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

We look forward to receiving your tenders before the submission deadline on **15<sup>th</sup> March 2023 at or before 4:00 pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org), OR hard copy in a sealed envelope deliver and drop in the tender box in Malteser International Wau office.

Please write in the Subject line of your email with tender: **SOB- WAU\_2022\_0165** For supply and delivery of Agricultural Tools to Wau office (Maloda, and Axe) to support beneficiary in 8 Payam's in Jur and Wau Counties of Western Bahr El Ghazel.

Thank you for your cooperation.

Yours faithfully,



**Clement Bazia · Logistics Manager**

**Wau field office, South Sudan**

Hai Daraja, Wau, Western Bahr el Ghazal

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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726

Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,

Douglas Graf von Saurma-Jeltsch



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## **A. SPECIFICATION OF BIDDING**

Related to our advertised **SOB- WAU\_2022\_0165** For supply and delivery of Agricultural Tools to Wau office (Maloda, and Axe) to support beneficiary in 8 Payam's In Jur and Wau Counties of Western Bahr El Ghazel.

Under the following reference number:

- Donor project numbers: 1381-SD WAU
- MI project number: 2206.01 WAU

### **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 procure and deliver Agricultural Tools to Wau office (Maloda, and Axe) to support beneficiary in 8 Payam's in Jur and Wau Counties.

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. Tenders Presentation**

3. The tender shall be sent via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org), OR hard copy in a sealed envelop deliver and drop in the tender box Malteser international Wau office.

**The deadline for the submission of tenders is: 15<sup>th</sup> March 2023 at or before 4:00pm**

- 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.

### **4. 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,

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- 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. 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.

## 5. Validity of tenders

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

## 6. Language of tender

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

## 7. Submission of tender

- 7.1. Each tender shall be submitted via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) on **15<sup>th</sup> March 2023, at or before 04:00 pm** (local Juba time). **OR** hard copy in a sealed envelope deliver and drop in the tender box in Malteser International Wau office.

## 8. 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 Agricultural Tools to Wau office (Maloda, and Axe) to support beneficiary in 8 Payam's in Jur and Wau Counties of Western Bahr el ghazel.

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 - 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,
- Copy of License to operate Pharmaceutical Business,
- Company's Bank Statement of last three months,
- Questionnaire for tender,
- Company's official address,
- Bank account details (where money would be paid),

## 9. Ownership of tenders

MI reserves/funds ownership of all tenders received. As a consequence, bidders will not be able to stipulate requirements that their tenders are to be returned.

## 10. Opening of submitted tenders.

The tenders will be opened on **16<sup>th</sup> March 2023** in MI Office in Wau South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

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## 11. 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.

## 12) 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. Not provided questionnaire for tender and
4. Mathematical error of total bided price  $>\pm 2\%$

## Evaluation and Award

### *Evaluation Method*

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be evaluated for technical compliance based on:

- Technical expertise and implementation methodology,
- Previous experience in similar project and
- Resources and key personnel.

Secondly, tenders that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks, and benefits of each tender throughout the whole life cycle of the works and in the context of the project.

The evaluation shall be in accordance with the provisions of this Reposted SOB and in accordance with the following weighting:

Proposals	Maximum Points
1. Technical Proposal	2.5
2. Financial proposal	2.5
<b>Total maximum points to be attributed</b>	<b>5</b>

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- a. The set criteria shall be used to determine the most economically advantageous tender for contract award,
- b. The Bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint,
- c. If tenders are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
- d. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
- e. The MI will favourably evaluate a schedule, which shows earlier completion than the MI's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

**13. Specific Technical and Financial Evaluation Criteria to standards:**

- Evaluation report 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. Technical specification of tender**

For supply and delivery of Agricultural Tools to Wau Office (Maloda, and Axe) to support beneficiary in 8 Payam's in Jur and Wau Counties of Western Bahr el ghazel.

Sn #	Item Description	Unit	Quantity
1	Local fabricated Maloda superior quality.	pcs	2000
2	Axe (original factory made brand preferable diamond min weight 2.0 -2.5lbs)	pcs	2000

**15. Validity of tenders**

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

**16. 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.

**17. 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 issued by the Contractors.

**B BILL OF QUANTITY**

For supply and delivery of Agricultural Tools (Maloda, and Axe) to support beneficiary in 8 Payam's in Jur and Wau Counties of Western Bahr El Ghazel.

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S #	Item Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
1	local fabricated Maloda good quality.	pcs	2000		
2	Axe (original factory made brand preferable diamond min weight 2.0 -25lbs)	pcs	2000		
3	Transport to Wau office	Trip	1		

On behalf of Malteser International

Date: 6<sup>th</sup> March 2023

Yours faithfully,



**Clement Bazia · Logistics Manager**

**Wau field office, South Sudan**

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