

RE: INVITATION TO OPEN TENDER FOR SUPPLY AND DELIVERY OF DRY SEEDS, VEGETABLE SEEDS AND FARM TOOLS TO RUMBEK CENTRE & TONJ NORTH COUNTIES, (LAKES & WARRAP STATES) SOUTH SUDAN. TENDER REFERENCE NO: 5963/08/23/GFFO – CDOR – FARM INPUTS

1. Background:

Caritas Diocese of Rumbek (Caritas-DOR) was established in 2012 as one of the seven diocesan Caritas of the Sudan Catholic Bishops Conference –South Sudan Secretariat (SCBC-SSS) implementing Caritas South Sudan's Vision and Mission to respond to one of the worst humanitarian crises in the newly independent state of South Sudan.

Caritas South Sudan (CSS) was founded in October 2011, just after South Sudan received its independence in July 2011. It comes under the Catholic Bishops' Conference of Sudan which regrouped Sudan and South Sudan Bishops as one Bishops' Conference, with secretariat in Juba.

Caritas-DOR has its headquarter in Rumbek, South Sudan and the projects coordination offices at Bethany House, Nairobi, Kenya. It works with local partners in South Sudan, domiciled in Lakes State and part of Warrap State in areas of social development, humanitarian and emergency responses, sustainable food Security and peace promotion and conflict mitigation.

In Partnership with Sign of Hope & through funding from German Federal Foreign Office (GFFO), Caritas Diocese of Rumbek (CDOR) is implementing Multi-Country Cross Boarder Emergency Lifesaving Project (HELP) for severely food insecure population in Kenya, Ethiopia and South Sudan through improved access to MHPSS, WASH, protection services, food support and capacity building.

2. Invitation to tender:

Catholic Diocese of Rumbek (CDOR) is looking for competent and reputable suppliers for the Supply and Delivery of Dry seeds Vegetable seeds and farm tools to Rumbek Centre and Tonj North Counties in South Sudan

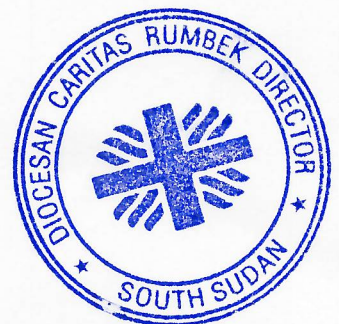
3. Procurement Process:

Open Tender

4. Purchaser:

CARITAS DIOCESE OF RUMBEK (CDOR)
PANDOR GUEST HOUSE
WAU ROAD, RUMBEK, SOUTH SUDAN OR

BETHANY HOUSE
P.O. Box 21102 – 00505, Nairobi – Kenya
At Junction of Arwings Kodhek and Ole Odume Road, Nairobi.



5. Terms of Contract

One-time service

Service Delivery Period: 10 working days

6. Submission of Quotations:

Deadline: Quotations have to be submitted before or on 8th December 2023 at 5:00 PM (CAT)

Submission: All interested bidders are invited to submit their bid in electronic form only, to the email address operations@dioceseofrumbek.org in form of Portable Document Format (PDF). Marked with REFERENCE NO: 5963/08/23/GFFO – CDOR – FARM INPUTS

Accepted currencies of the quotations: All prices shall be quoted in United States Dollar (USD)

All documents shall be in English.

7. Questions:

Questions and clarification that may arise from the tender documents should be addressed to the email addresses: operations@dioceseofrumbek.org, pastoral@dioceseofrumbek.org, dengmalek@caritasdor.org, on or before 7th December 2023.

8. Technical Specifications:

If imported outside South Sudan, samples of vegetables seeds, certified dry seeds and farm hand tools have to be tested/certified at the port of entry and certification results has to be shared with Caritas Diocese of Rumbek upon delivery of items to Rumbek Centre & Tonj North counties respectively.

8.1 Certified dry Seeds

Item	Details	Units	Quantity	Unit Price USD	Total Price USD	Notes
1	Certified Sorghum seeds (Sorghum bicor) (4Kgs bag per HH)	Kg	1,600			
2	Ground Nuts Seeds(un-shelled) 12 kilograms per H/H	Kg	4,800			
3	Certified Cow peas, (Black-eyed Peas)2Kgs per H/H	Kg	800			
4	Certified Sesame – (White Seeds) 2 kgs per HH	Kg	800			



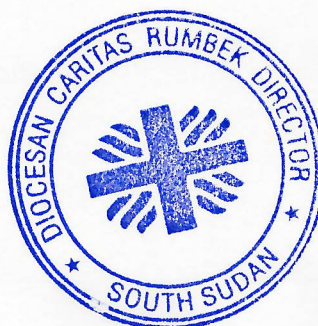
8.2 Certified Vegetable Seeds

Item	Details	Units	Quantity	Unit price USD	Total Price USD	Notes
1	Certified Tomato -Money Maker(50gms)	Sachets	2 per HH			
2	Certified Onion (Red Creole) 50 gms	Sachets	2 per HH			
3	Certified Okra (climsom Spireless) 50gms	Sachets	2 per HH			
4	Certified Pumpkin (small sugar) 50gms	Sachets	2 per HH			
5	Certified Water melon (Sukari F1) 50gms	Sachets	2 per HH			
6	Certified Kales (Thousand headed) 50gms	Sachets	2 per HH			
7	Certified Egg Plant (black beauty) 50gms	Sachets	2 per HH			
8	Certified Amaranthus (Dodo) 50gms	Sachets	2 per HH			
9	Certified Jews Mallow (kudra	Sachets	2 per HH			

8.3 Farm hand tools

Item	Details	Units	Quantity	Unit Price USD	Total Price USD	Notes
1.	Hoes with handle (Medium Jogoo type) 2 Pcs per HH	Pcs	800			
2.	Spade metallic (Medium Jogoo) 1 Pc per HH	pcs	400			
3.	Fork 1 pc per HH	pcs	400			
4.	Watering Can 10 liters plastic with Caritas & GFFO logos. 2 Pcs per HHs	pcs	800			
5.	Rake with metallic handle 2 Pcs per HH	pcs	800			

The supplier is expected to deliver the seeds and farm tools to Rumbek Centre, Catholic Diocese of Rumbek compound and St. Peter & Paul Warrap parish in Tonj North County. The supplier will also be responsible for packing the farm inputs for 400 households HHs (200 HHs for Rumbek Centre & 200 HHs for Tonj North).



9. Eligibility Criteria:

When submitting your tender proposal for Supply and delivery of Seeds and farm tools

please provide/include the following documents: -

1. Valid certificate of incorporation or equivalent depending on country you are submitting your tender e.g., attached the stamped copies indicating the renewal date, month, and year.
2. Valid Tax registration certificate
3. Valid tax clearance certificate or equivalent depending on country you are submitting your tender from e.g., electronic Tax Clearance Certificate.
4. Valid operation license or equivalent depending on country you are submitting your tender.
5. Trade references (latest) from other INGOs or UN agencies and attached contract samples as evidence of your engagement for the Supply and Delivery of assorted items:
6. Resources and Facilities: Possess the necessary resources, equipment, and facilities to facilitate to supply assorted items.
7. Certification of seeds and farm hand tools from South Sudan National Bureau of Standards

10 Timeframe:

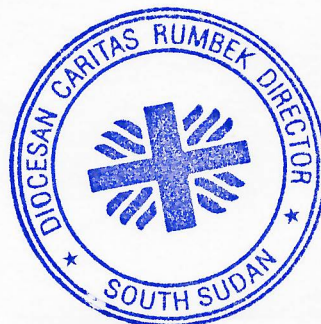
Activity	Date
Invitation to tender	29 th November 2023
Bidder questions regarding the tender until	29 th – 7 th December 2023
Submission of quotations until:	8 th December 2023 at 4:00 PM (CAT)
Information about planned awarding	11 th December 2023
Award of Contract	13 th December 2023
Binding period, day until which the quotations have remain valid	30 days
Start of contract	14 th December 2023
End of contract	14 th January 2024

11. Required Documents:

- 1) Documents confirming the right to carry out the relevant activity (e.g., company certificate of incorporation, tax registration certificate, tax clearance certificated, operation license etc.).
- 2) Bank verification or other proof for liquidity.
- 3) At least three 3 references for similar supply (not older than 3 years).
- 4) Suppliers' declaration (see annex 1 below)
- 5) Information proving availability of qualified staff.

12. Additional information:

- 1) The financial proposal/quotation shall contain all the prices for the individual items as well as the total price (with VAT being stated separately).
- 2) All prices shall be quoted in USD



- 3) All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
- 4) Accepted languages of the offers is English
- 5) Please also state the reference number in your cover letter (REFERENCE NO: 5963/08/23/GFFO – CDOR – FARM INPUTS).
- 6) The provided document scans must be legible and of good quality.
- 7) The bidder is responsible for the accuracy of the information provided in the proposal.
- 8) The bidder agrees that Caritas Diocese of Rumbek does not return materials submitted at any stage of the tender.
- 9) The contract will be set up by the Caritas Diocese of Rumbek. A contract set up by bidders won't be accepted.

13. Evaluation of quotations and award criteria:

The contract will be awarded to the supplier whose quotation wins according to the criteria stated below: .

Award Criteria	
Price	50%
Payments terms & conditions	25%
Delivery	15%
Availability	10%

14. Award:

The winner of the tender process will be selected within 7 business days from the deadline – with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

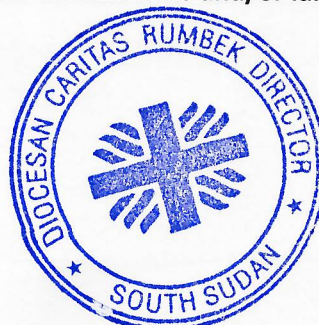
Tender results will be communicated to all participants no later than 7 business days from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email within 5 business days from the moment when such a winner is selected.

Annexes 1

Supplier Declaration

We, _____ (name of company) hereby declare that

1. we comply with our national law, assure that our business professionally reliable and we can fulfill our contractual obligations,
2. we are providing you with all the information required in connection with participation in a tender,
3. we are not involved in fraud, corruption and criminal activities,
4. we guarantee that products are from approved suppliers,
5. we guarantee to maintain the cold chain for medical and food supplies, where appropriate,
6. we respect basic social rights and working conditions,
7. we avoid the connection with a party to a conflict,
8. we are not involved in the supply or transport of illicit arms and/or land-mines,



9. we are not involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths,
10. we avoid environmental damage,
11. we pay special attention to the protection of child rights and condemn child labor,
12. we avoid conflict of interests in all our business activities,
13. we support the local economy where possible,
14. we adhere to the Hoffnungszeichen | Sign of Hope e.V. code of conduct and additional safeguarding documents (e.g. sexual exploitation and abuse and child protection policy). As found on the following links

[code of conduct rev. 03.00 seite 1.jpg \(2241x2596\) \(hoffnungszeichen.de\)](#)

[antifraud anticorruption policy rev. 03.00 english seite 1.jpg \(2192x3555\) \(hoffnungszeichen.de\)](#)

[psea policy seite 1.jpg \(2480x3506\) \(hoffnungszeichen.de\)](#)

Date, Company Name, Signature of CEO/Owner, Name in block letters, Stamp

