# Malteser International Europe · 51103 Cologne · Germany

**Malteser International**

**Country Coordination Office**

**Plot No. 445, Block 3K Tong Ping,**

**Juba, South Sudan**

**17 March 2021**

**Specification of Bidding (SOB)**

**SOB-JUB-2021-0054**

For supply and delivery of 'My Healthy Friends' kits to Malteser International Juba Office

Printing templates in PDF format can be downloaded here on the South Sudan NGO Forum’s website.

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

We look forward to receiving your tenders on **26 March 2021 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: **ITT-JUB-2021-0054 for 'My Healthy Friends' kits for Malteser International Juba Office**

Thank you for your cooperation.

Yours faithfully,

cid:image001.jpg@01D56ED5.F5A09950

|  |  |  |
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|  |  | Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  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-JUB-2021-0054 Malteser International (MI) herewith calls for tenders concerning supply and delivery of 'My Healthy Friends' (MHF) kits to Malteser International Juba Office.

Under the following reference number:

Donor project numbers: 1345-JUB

MI project number: 1345

# Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop’s Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Wau, Maridi and Rumbek. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Call for Tenders:** In accordance with the overall targets of above-mentioned operations, For supply and delivery of 'My Healthy Friends' kits to Malteser International Juba Office

For supply and delivery of 'My Healthy Friends' kits to Malteser International Juba Office

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 **26 March on 2021 at or before 4:00pm**

* The tender shall be written in English
* The tender should be valid for **30 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

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| --- | --- | --- | --- |
| No. | Printing items | Quantity | Unit |
| 1 | Printing of set of MHF Manual: size A5 with saddle stitch binding, 24 pages inner and title (150 matt/inner pages and 300 matt/cover with mat lamination | Set | 3,600 |
| 2 | Printing of set of MHF Memory Cards: size 20 cm \* 20 cm; 18 sheets both side printing (36 pages), 350 G.S.M. ivory board | Set | 3,600 |
| 3 | Printing of set of MHF Single Cards loose sheets: size 20 cm \* 20 cm, 35 sheets (one side printing), 350 G.S.M. ivory board | Set | 3,600 |
| 4 | Printing of set of MHF Cards Decks size A3, 35 sheets (one side printing), 350 G.S.M. ivory board | Set | 3,600 |
| 5 | Printing of set of MHF Posters (set of 4 designs), size A1 (25 x 36 inches), one side printing, 350 G.S.M. matt card | Set | 3,600 |
| 6 | Plastic boxes for MHF material keeping: (hard plastic with writing: My Health Friend and logos of Malteser International and BMZ – Germany), 600 G.S.M. Aslon sheet / bag PVC to fix all MHF-KIT inside | Pcs | 3,600 |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date | Time\* |
| Deadline for submission of tenders | 26 March 2021 | 04:00 p.m. |
| Tender opening session | 27 March 2021 |  |
| Notification of award to the successful contractor | 2 April 2021 | - |
| Signature of contract agreement | 3 April 2021 | - |

\* All times are local time in Juba, South Sudan

# Validity of tenders

Each company is bound to the tender submitted for a period of 30 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 26 March 2021 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 'My Healthy Friends' kits to Malteser International Juba Office.

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,
* Company’s Financial Statement of last three months,
* 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 27 March 2021 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,
* the technical experiences,
* the compliance with technical specifications and quality standards, and
* 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. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee
* Contract 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 by the Contractor.

**Annex 2: Bill of Quantity**

For supply and delivery of 'My Healthy Friends' kits to Malteser International Juba Office

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| --- | --- | --- | --- | --- | --- |
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On behalf of Malteser International: 17 March 2021

Yours faithfully,

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