



Tender For Framework Agreements.

(Juba, Wau, Torit – 2021-2023)

Closing Date: 06th September 2021

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1 About Johanniter:

Johanniter is a German Christian Not for profit non-governmental organisation running eight integrated projects in former Western Bahr el Ghazal State (WBeG) of South Sudan focusing on maternal and basic health, nutrition (CMAM), WASH and GBV/Protection. Its overall objective is to reduce people's vulnerability, specifically through contributing to morbidity and mortality reduction by improving the population's health and nutrition status. Furthermore, improved access to water, sanitation and hygiene (WASH), and protection services are an existential part of Johanniter's South Sudan programme. For more information visit www.johanniter.de

2 Proposed Timelines

Invitation to tender published	9 th August 2021
Closing date for clarifications	23 rd August 2021
Date line for submission of tenders	06 th September 2021
Proposed tender opening dates	17 th September 2021

3 Overview of Goods, Works and Service Specification.

Johanniter invites prospective vendors to submit bids for Framework Agreements in various categories listed below to support its program implementation in South Sudan for a period of 2 years. This tender is divided into three lots according to geographical allocation. **(Lot 1 – Juba, Lot 2 – Wau, Lot 3 – Torit).**

Eligible vendors can bid for one or more categories in one or more of the lots for which they qualify. A full list of goods, works and services has been provided in the appendix 3. Please note that each category/ lot will be evaluated independently. The schedule of good, works and services attached in the appendix 3 is only for indicative purposes for what Johanniter requires for the period of the FA.

No	Description of goods, works and services	Lot 1	Lot 2	Lot 3
1	Supply of Drinking Water (Dispenser Water).	Juba	Wau	Torit
2	Garbage Collection services.	Juba	Wau	Torit
3	Printing of visibility /promotional materials.	Juba	Wau	Torit
4	Provision of accommodation, conference and catering services.	Juba	Wau	Torit
5	Supply of assorted motorcycle spare parts and service lubricants. (Yamaha DT 125)	Juba	Wau	Torit
6	Supply of assorted motorcycle spare parts and service lubricants. (Bajaj Boxer)	Juba	Wau	Torit
7	Supply of assorted motor vehicle spare parts and service lubricants (Toyota Land cruiser).	Juba	Wau	Torit
8	Plumbing maintenance of office and Guesthouse premises.	Juba	Wau	Torit



9	Electrical maintenance of office and guesthouse premises (Solar system, Air conditioners and premises electrical fittings).	Juba	Wau	Torit
10	Supply of medical and non-medical consumables.	Juba	Wau	Torit
11	Supply of office stationery.	Juba	Wau	Torit
12	Supply of assorted office and guesthouse supplies.	Juba	Wau	Torit
13	Vehicle servicing and maintenance.	Juba	Not Applicable	Torit
14	Generator servicing and maintenance.	Juba	Wau	Torit
15	IT equipment servicing and maintenance.	Juba	Wau	Torit
16	Supply of cooking gas.	Juba	Wau	Torit
17	Vehicles hire/Rental (Toyota Land cruiser, Trucks: 2MT, 5MT and 25 MT)	Not Applicable	Wau	Not Applicable

4 Type of Contract.

This invitation to tender shall lead to signing of a framework agreement with the successful vendors as described below: A Framework Agreement (FA) is an instrument of understanding between a buyer and a supplier/contractor/consultant containing terms and conditions applicable to Call-offs/ Purchase Orders (contracts). The FA shall have under set terms and conditions and pre-determined prices for a period of up to 2 years. The prices and underset conditions shall be jointly reviewed by Johanniter and the contracted vendor every 6 months to match current market values in case economic conditions necessitate a revision, in which case prices could be adjusted using processes spelt out in the FA.

5 Call-offs under Framework Agreement.

The delivery or performance of the FA shall be made only as authorised by call-offs made by the listed procuring departments or focal points.

The supplier shall furnish to the procurement entity(ies) when and if ordered, the goods, works or services specified in the FA up to and including the quantity or value designated in the FA as the "maximum". Johanniter does not guarantee any volume of orders under FA as all Call-offs/ Purchase Orders (contracts) will be based on the needs of the procuring departments or focal points.

In case of a multi-supplier Framework Agreement the Call-offs/ Purchase mechanism shall be communicated to the vendor after the Framework Agreement has been awarded. This shall strictly follow Johanniter's internal procurement policies.

6 Procurement Process.

The procurement procedure being used in this invitation to tender is an open tender with local publication as required by Johanniter procurement guidelines. All procurements made under the



FA to be established will be funded by multiple donors and are bound by the regulations of those donors.

7 Clarification of Tender Documents.

Johanniter has taken great care to be as clear as possible in the language used to compile this tender dossier. In case, any confusion arises out of the meaning or interpretation of any words used in this document, Johanniter will not accept responsibility for any misunderstanding or misinterpretation. Additional information or clarification can be obtained in writing by e-mail to Boniface.Lakony@thejohanniter.org with the subject line "**Tender - CLARIFICATION REQUEST - "Framework Agreement"**". A response will be shared through email to any request received up to 10 working days from the publication of the invitation to tender or by **23rd August 2021**.

8 Amendments of tender documents.

At any time prior to the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, amend the tender dossier by issuing a subsequent addendum. The addendum thus issued shall be part of the tender dossier and shall be communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addendum in writing. In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, Johanniter may at its discretion, extend the deadline for the submission of bids.

9 Conditions for Tender Submission.

All interested vendors must respond to all requirements set out in this tender dossier and failure to adhere to the conditions set out will result into rejection or disqualification of their bid.

- This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all parts of the offer.
- Johanniter is not bound to accept the lowest offer or any offer.
- This invitation for tender is not a contract or an offer to a contract, but an invitation to negotiate for framework agreement.
- Respondents are bound by their offer for a period of 90 days as from the closing date of bids.
- Johanniter reserves the right to alter the dates of the timetable.
- Canvassing of Johanniter staff in relation to this tender will result in disqualification of that individual or company.
- Opening of offers is not open to the public and Johanniter will inform each respondent of the results of the decision of their offer.
- Bids submitted in another manner other than that specified in the tender document shall be rejected.
- Johanniter is not obliged to justify or explain selection to any respondent.
- All documentation must be submitted in English.



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- All bids must be accompanied by a signed declaration of suppliers provided by Johanniter.
- This document does not represent a commitment to purchase or contract with your firm.
- The tenderer shall furnish, as part of its tender documents its qualifications to perform the contract if its tender is accepted. The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted and that the tenderer has the financial and technical capability necessary to perform the contract.
- The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the conduct and/ or outcome of the tendering process
- Johanniter will run reference checks to validate information by selected vendors during the evaluation process prior to award of contract. Submission or falsification of information by any vendor that would mislead the organisation in its decision making will automatically result into disqualification of the vendor.
- All prices shall be quoted in USD.

10 Quality Control.

In order to ensure quality of works, goods and services is not compromised, Johanniter may request for samples, visit vendors during the evaluation process or after the FA has been awarded.

11 Submission of offer.

Complete tender documents must be submitted in a sealed envelope (s) clearly marked **“Invitation To Tender For Framework Agreements – (Indicate Lot No and category that you are bidding for) ”** to the following addresses below on/or before **6th September 2021, 4:00PM local time.**

- Johanniter Office in Juba located on Plot 60 & 65, Block 3K, Kololo Road, 0928416604.
- Johanniter Office in Wau located in Sikka Haddid, Former GIZ Office, 0922228025.
- Johanniter Office in Torit located on plot 172, Block B, Ilangi Residential Area 0921058030,).

You shall be required to sign a document acknowledging submission of your bid at the gate.

12 Tender Evaluation Process.

A tender evaluation committee shall be set up in accordance to Johanniter's procurement guidelines/policy taking into consideration all relevant donor requirements. The evaluation process shall be conducted in two phases as outlined below:



Preliminary evaluation: All bids shall be evaluated to determine whether they were submitted in line with the administrative instructions including all mandatory checklist of requirements met. These administrative instructions include:

- Timely submission of tender before/on dateline.
- submission of tender in sealed envelope and acknowledging submission by signing at gate.
- Tenders meeting response format provided and having all necessary supporting documentation.
- Tender having a clear validity date/period.

Technical/ financial capacity assessment. All bids that pass the second phase of the evaluation shall then be evaluated to ensure that they meet the technical requirements and financial capacity assessment which shall focus;

- In-depth review of the company's 3 year audited accounts or bank statements to ascertain its financial stability.
- Price corresponding to market prices and will be evaluated on full cost basis including all fees and taxes.
- Technical expertise, knowledge and understanding of works required.
- Delivery timelines of works required and demonstrate capacity to fulfil big orders.
- Compliance with international norms or regulating authorities. E.g. Drug regulatory authority for supply of medical consumables.
- Evidence of similar works performed in a similar geographical location.
- Letter of reference from other International NGOs or reputable companies.

Award of tender: All tenders that meet the above criteria shall then be awarded marks with a focus on two categories i.e. price (30%) and technical/financial assessment (70%).

Reference check: All successful vendors shall be subjected to reference checks before signing of the framework agreement. Any selected vendor that doesn't pass the reference check shall be disqualified immediately.

13 Tender Response Format.

It is important that all tenders submitted conforms to the response format provided by Johanniter. In case the tender submitted does not conform to the response format provided, Johanniter may request the vendor to re-submit their bid in the required format on the understanding that resubmission does not result into any material changes from the original tender previously submitted. Failure to resubmit tender within 3 working days if requested shall result into disqualification. All vendors shall follow the checklist below for submission of tender;

All vendors must follow the checklist provided below for submission of their tender and failure to comply with these instructions will almost certainly mean your submission will be unsuccessful.



No	Item	Instruction
1	Tender dossier	Sign and stamp tender dossier (Bidders Signature) and return as a separate document.
2	Appendix 1: Declaration of suppliers	Complete, Sign and Stamp and return as a separate document.
3	Appendix 2: Vendor selection Questionnaire	Complete, Sign and Stamp and return as a separate document.
4	Appendix 3: Technical Specifications & Price Schedule	Complete, Sign and Stamp and return as a separate document.
5	Appendix 4: Mandatory Documents checklist:	Compile all mandatory documents and submit according to the order in the list provided below.

14 Appendices (Attached as Separate Documents to the Tender Dossier)

- Appendix 1: Declaration of Suppliers
- Appendix 2: Vendor Selection Questionnaire
- Appendix 3: Technical Specifications & Price Schedule
- Appendix 4: Mandatory Documents checklist

15 Bidders Signature.

I have read and understood this document and all information provided as part of this tender by our/my company is a true representation.

Signed: _____ Date: _____

Name: _____ Position: _____



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