# Malteser International Europe · 51103 Cologne · Germany

**Malteser International**

**Hai Daraja West Residential Area**

**Next to Oxfam Office**

**Wau, Western Bahr el Ghazal**

**South Sudan**

**15th July 2021**

**Specification of Bidding (SOB)**

**SOB-WAU-2021-0016**

**For supply and delivery of Menstrual hygiene management kits (MHM kits) to Abul, Kuru, Deim Zubeir, Sopo and Mangayat**

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

We look forward to receiving your tenders on **26th July 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-WAU-2021-0016 for supply and delivery of MHM kits to Abul, Kuru, Deim Zubeir, Sopo and Mangayat**

Thank you for your cooperation.

Yours faithfully,

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| |  |  | | --- | --- | | [Logo Malteser International](http://www.malteser-international.org/) | South Sudan Coordination Office  Malis Edward; LOGISTIC Office  Plot No. 445, Block 3, Kololo - US EmbassyRoad.  Central Equitorial State, Juba. Tel: +211 (0) 914 992 287 / Tel: +211 (0) 926 595 060 [malis.edward@malteser-international.org](mailto:malis.edward@malteser-international.org)  [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 |   Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems. |

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# A. SPECIFICATION OF BIDING

Related to our advertised Invitation to Tender ITT-WAU-2021-0016 MI herewith calls for tenders concerning supply and delivery of MHM kits to Abul, Kuru, Deim Zubeir, Sopo and Mangayat.

Under the following reference number:

Donor project numbers: WAU-1357

MI project number: 1357

# 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, Malteser International plans to procure Menstrual hygiene management kits to Abul, Kuru, Deim Zubeir, Sopo and Mangayat.

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 **26th July 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

Two different composition of MHM kits are required. The kits are requested to be packed in a cotton bag of around 30 by 40cm with 2 handles and a zip. Preferably the two types of kits should be packed in bags of two different colours to make the identification easier. The content of the different kits is listed below:

* Full MHM kits consisting of 1 pack of reusable pads, 4 pairs of cotton underwear, 2 bars of soap, 1 roll of thread, 2 needles, cotton fabrics 0.5m2, fabrics 0.25m2, a nail cutter and a towel in a cotton bag – 1160 kits
* Replenishment kits consisting of 2 pairs of cotton underwear, 2 bars of soap, 1 roll of thread, 2 needles, cotton fabrics 0.5m2, fabrics 0.25m2, a nail cutter and a towel in a cotton bag – 453 kits

In addition to these kits 800 plastic buckets with lid and 50 boxes of 25 bars and 24 single bars of soap are to be supplied as well. The transport to the rural villages of Abul, Kuru, Deim Zubeir, Sopo and Mangayat (Raja county) needs to be included in the quote as well. The supplier is responsible to transport the items to the distribution sites on a field trip of 5 days from Wau.

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| --- | --- | --- | --- | --- |
|  | Description of goods | Quantity | Unit | Comments |
| 1 | Reusable pads (4 or 6 pads per pack e.g. Afripads) | 1,160 | pack | Please specify the exact type and content of the pack in your quotation |
| 2 | Cotton underwear size M | 5,546 | pairs |  |
| 3 | Soap (box of 25 bars of 800g) | 180 | box | 3,226 bars in the kits  50 full boxes (1250 bars) and 24 bars extra |
| 4 | Sewing thread (any colour) | 1,613 | roll | These items are a pad making set for each woman. The fabrics need to be clean and 0.5m2 needs to be cotton while 0.25m2 can be different material e.g. wax fabric. The fabric pieces can be several smaller pieces, but each single piece should not be smaller than A4 |
| 5 | Sewing needles (2 long needles per kit) | 3,226 | pc |
| 6 | Clean fabric remnants - cotton (any color except white, 0.5m2 per kit) | 1,613 | pc |
| 7 | Clean fabric remnants (0.25m2 per kit) | 1,613 | pc |
| 8 | Towel (cotton, at least 42 \* 76 cm) | 1,613 | pc | Please specify the size in your quotation |
| 9 | Cotton bag (around 30 by 40cm with 2 handles and a zip) | 1,613 | pc | Preferably in two colors for the two different types of kits |
| 10 | Nail cutter | 1,613 | pc |  |
| 11 | Plastic bucket with lid | 800 | pc |  |
| 12 | Transport to Abul, Kuru, DZ, Sopo and Mangayat | 1 | lumpsum | Transport to the distribution sites accompanying a 5-day field trip of the Malteser International team |

# Timetable

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| **Activities** | **Date** | **Time\*** |
| Deadline for submission of tenders | 26th July 2021 | 04:00 p.m. |
| Tender opening session | 27th July 2021 |  |
| Notification of award to the successful contractor | 30th July 2021 | - |
| Signature of service contract | 2nd Augusts 2021 | - |

\* All times are local time in Wau, 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

# 26th July 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 MHM kits for Abul, Kuru, Deim Zubeir, Sopo and Mangayat.

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 05 February 2021 in MI Office in Wau 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.

# B BILL OF QUANTITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description of goods | Quantity | Unit | Unit price in USD |
| 1 | reusable pads (4 or 6 pads per pack e.g. Afripads) | 1160 | pack |  |
| 2 | cotton underwear size M | 5546 | pairs |  |
| 3 | soap (box of 25 bars of 800g) | 180 | box |  |
| 4 | sewing thread (any color) | 1613 | roll |  |
| 5 | sewing needles (2 long needles per kit) | 3226 | pc |  |
| 6 | clean fabric remnants - cotton (any color except white, 0.5m2 per kit) | 1613 | pc |  |
| 7 | clean fabric remnants (0.25m2 per kit) | 1613 | pc |  |
| 8 | towel (cotton, at least 42 \* 76 cm) | 1613 | pc |  |
| 9 | cotton bag (around 30 by 40cm with 2 handles and a zip) | 1613 | pc |  |
| 10 | nail cutter | 1613 | pc |  |
| 11 | plastic bucket with lid | 800 | pc |  |
| 12 | Transport to Abul, Kuru, DZ, Sopo and Mangayat | 1 | lumpsum |  |

On behalf of Malteser International: 15th July 2021

Yours faithfully,

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| [Logo Malteser International](http://www.malteser-international.org/) |  | South Sudan Coordination Office  Malis Edward; Logistics officier  Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. Tel: +211 (0) 914 992 287 / Tel: +211 (0) 926 595 060 [malis.edward@malteser-international.org](mailto:malis.edward@malteser-international.org)  [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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