



INVITATION TO TENDER-DIGNITY AND MENTRUAL HYGIENE KITS

REFERENCE NUMBER: PR-2024-EDU-0846

DATE: 30/09/2024

SCHEDULE OF ITT ACTIVITIES:	
Issue ITT	30 TH September, 2024
Questions from Supplier due date	09 TH October, 2024
Deadline for reply	11 TH October, 2024
Deadline for submitting the bid to UNIDOR	14 TH October, 2024
Opening and Evaluation of ITT	16 TH October, 2024
Award of Contracts and Review	17 TH October, 2024

1. INTRODUCTION


Universal Intervention and Development organization (UNIDOR) is a South Sudanese based non-profit Christian relief, development, humanitarian and advocacy Non-Governmental Organization (NGO) dedicated to working with communities to overcome poverty and injustice.

Universal Intervention and Development Organization began operations in South Sudan in 2004 after being legally registered by Ministry of Justice under certificate number, Relief and Rehabilitation Commission (RRC) and a member of NGO forum South Sudan.

UNIDOR provide humanitarian interventions in Health, Nutrition, Education, Water and sanitation, food Security, livelihoods, peace building and conflict mitigation guided by Christian values and principles.

Universal Intervention and Development Organization (UNIDOR) South Sudan is calling for a Quotations, from reputable, competent, reliable and qualified Companies and financial institution to apply as per attached document.

2. CONTENT OF DIGNITY AND MENTRUAL HYGIENE KITS (3150 KITS)

S/No.	DESCRIPTION OF GOODS	UNIT OF MEASURE (UOM)	QTY	UNIT PRICE (USD)	AMOUNT (USD)
1	Dignity and MHM Kits	Kits	3150		
S/NO	DESCRIPTION OF ITEMS	QUANTITY	UNIT OF MEASURE	SPECIFICATIONS	
1	Laundry Bar soap 600g white	1	bar	White 600gm	
2	Bathing soap, 100grams	3	pcs	Dettol 100g	
3	Reusable sanitary pad 4pcs/pkt	1	pkt		
4	Vaseline big size	1	pc		
5	Solar flashlight	1	pc		
6	Cloth clips/Peg	1	pc		
7	Ropes for drying clothes Nylon 4 meters	1	meter	Nylon	
8	Bathing towel	1	pc	Medium size	
9	Underwear/Pants, cotton 5pcs/kit	5	pcs	Small= 1250 & medium=1250	
10	Rapper cotton material 1mX2m (Real lessos)	1	pc	1mX2m	
11	Slipper for women, pair	1	pair	Assorted sizes (age: 15-20)	
12	Round neck T-shirt	1	pc	Small & medium sizes	
13	Dignity kit bag 45cm X 35cm blue in color, cotton	1	pc	(Branded with logos) for packing the items	

3. BIDDING TERMS AND CONDITIONS FOR DIGNITY AND MENSTRUAL HYGIENE KITS.

Your bid should clearly indicate the following:

1. Provide legal required documents of the company as follows;
 - Copy of valid Certificate of tax clearance,
 - Copy of the company's certificate of incorporation,
 - Copy of Chamber of Commerce registration,
 - Copy of Tax Identification Certificate,
 - Copy of Certificate of Operation,
 - Company's official address,
2. Price based on the current context, Currency of offer -USD and Mode of payment
3. Delivery time frame; clearly indicate the number of days required for delivery to UNIDOR Office:
4. Provide detailed specifications as stated on the ITT (detailed specification if different from stipulated one):
5. Attach copies of reference list of at least 5 NGOs/NNGOs for supply of Dignity and menstrual hygiene Kits.
6. Attach Company's Bank Statement for the last three months (July, August and September 2024) and Bank account details preferably where the money would be paid.
7. Validity of the offer should be min 60 Days
8. Payment shall be within 30 working days after receipt of goods and invoice, by cheque or transfer.
9. Ability to deliver all the above items to the partner offices.
10. Business Contact details including President/Owners/CEO of the company.
11. UNIDOR is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

NOTE: Delivery DDP Juba (Tax and Duty Paid)

TENDER EVALUATION CRITERIA FOR SUPPLY OF DIGNITY AND MENTRUAL HYGIENE KITS.

The criteria applied for the evaluation will be **the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver preferably bank statement.**

The supply of goods for both lots will be awarded to the winning bidder according to the stated criteria above.

CODE OF CONDUCT:

The project team's work is based on deeply held values and principles, it is essential that our commitment to the rights of beneficiaries is supported and demonstrated by all persons and entities working for UNIDOR. All bidders obliged to abide by the organization Code of conduct.

NOTIFICATION OF THE OUTCOME.

Only the successful and competitive bidder will be notified, and if you do not receive email communication within one week after the expiry of the deadline, consider your bid not successful.

LANGUAGE FOR THE TENDER

The language for the bids shall be **English** only.

CONTRACT:

UNIDOR will enter into a contract with a competitively selected company.

The local purchase order shall Clearly stipulate; terms and condition to be performed by the service provider timelines, mode of payment among others.

LABELING AND SEALING OF TENDER:

The company **MUST** clearly label the sealed envelope and written as;

1. SUPPLY OF DIGNITY AND MENTRUAL HYGIENE KITS”.

Each hand delivered quotation/bid must be registered individually on the bids submission form which is available at reception. Unregistered quote/bid will not be considered even if it is dropped in the tender box.

CLARIFICATIONS

Any request for clarification must be made in writing through the following emails:

1. nyak@unidorss.org
2. okumuj@unidorss.org

DEADLINE FOR THE SUBMISSION OF THE QUOTATION/BIDS

The deadline for submission of the offer will be strictly on **Thursday the 08th, AUGUST 2024**, at **3:00 pm Local Time**.

DISCLAIMER

This is only a Call for quotations/Bid and UNIDOR South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, UNIDOR South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the UNIDOR South Sudan Procurement Tender/Committee shall be final.