

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, Germany

**Malteser International
Wau Office
Hai Daraja West Residential Area
Next to CARE International Office
Wau, South Sudan**

Date: 1st December 2021

**Specification of Bidding (SOB)
SOB_WAU_2021_0316**

SOB_WAU_2021-0316 for provision of WASH Non Food Items for beneficiaries in Uyujuku Payam, Raga County.

- A. Annex 1: Specification of Tendering
- B. Annex 2: Bill of Quantity

We look forward to receiving your tenders on **8 December 2021 at or before 4:00pm** via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday to Friday from 9:00am to 4:00pm

Please write in the Subject line of your email with tender: "ITT_WAU_2021_0316 for WASH NFIs".

Thank you for your cooperation.

Yours faithfully,



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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,
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A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Tender ITT_WAU_2021_0316 Malteser International (MI) herewith calls for tenders concerning provision of WASH Non Food Items for beneficiaries in Uyujuke Payam, Raga County.

Under the following reference number:

Donor project numbers: 1357-WAU

MI project number: 10-SD

1. 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 and Uyujuke. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood and Water Sanitation & Hygiene

Objective of Call for Tenders: In accordance with the overall targets of above-mentioned operations, MI plans to procure WASH Non Food Items for beneficiaries in Uyujuke Payam, Raga County.

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.

2. Tender Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday to Friday from 9:00am to 4:00pm on **8 December 2021 at or before 4:00pm**

- The tender shall be written in English.
- The tender should be valid for **60 days after the deadline**.
- The format BoQ can be used or a separate one depending on supplier's choice.

3. 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. No additional change of whatsoever nature and type will be accepted by Malteser International,

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- Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

4. Technical specification

No	Description of goods or services	Quantity	Unit	Quality
1	20 Liter metallic made (Aluminum) washing basin	2,500	Pieces	
2	20 Liter good HDPE Jerry can (Yellow in color and clean) with lid	2,500	Pieces	
3	2 Liter good quality Ibrik container for handwashing	5,000	Pieces	
4	2 Liter good quality plastic jug for drinking water	2,500	Pieces	
5	Laundry soap (600g bar of 25 pieces each)	500	Boxes	
6	Transportation of NFI supplies from <u>Wau to 7 villages</u> (Old NKA, New NKA, Abul, Kuru, Uyujuku, Sopo and Mangayat) for distribution	1	Lump sum	

5. Timetable

Activities	Date	Time*
Deadline for submission of tenders	8 December 2021	04:00 p.m.
Notification of award to the successful contractor	14 December 2021	-
Signature of framework agreement	15 December 2021	-

* All times are local time in Wau, South Sudan

6. Validity of tenders

Each company is bound to the tender submitted for a period of 60 days from the deadline for submission of tenders.

7. Content of tender

All submitted tenders must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

8. Language of tenders

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

9. Submission of tenders

Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday to Friday from 9:00am to 4:00pm on **8 December 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:

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, Germany

Part 1 - Tender: A tender for provision of WASH Non Food Items for beneficiaries in Uyujuku Payam, Raga County. The format BoQ can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

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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 Bank Statement of last three months,
- Average turnover for the past 2 years (construction only),
- Company's official address,
- Bank account details (where money would be paid),

As well as

- Questionnaire for tender,

10. 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.

11. Opening of submitted tenders.

The tenders will be opened on 8 December 2021 at MI Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

12. Tender evaluation

The criteria applied for the evaluation will be the legal conformity, the price, working capital, average turnover in the past two year, bidding per specifications, the technical experiences, the compliance with technical specifications and quality standards, the capacity to deliver, delivery time. The supply will be awarded to the winning bidder according to the timetable mentioned above.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee.
- Contract agreement will directly be issued to the selected supplier upon approval.

14) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Amount for WASH NFIs delivered shall be paid by the Malteser International 10 days after the monthly invoices issuing by the Contractor.

B BILL OF QUANTITY

SOB_WAU_2021-0316 for provision of WASH Non Food Items for beneficiaries in Uyujuku Payam, Raga County.

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No	Description of goods or services (Requirements should be clearly specified)	Quantity	Unit	Unit price USD	Total USD
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6	Transportation of NFI supplies from <u>Wau to 7 villages</u> (Old NKA, New NKA, Abul, Kuru, Uyujuku, Sopo and Mangayat) for distribution	1	Lumpsum		

On behalf of Malteser International:

Date: 1st December 2021

Yours faithfully,




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