

INVITATION TO QUOTE FOR SUPPLY OF FOOD ITEMS

Deadline for Submission of bids: **January 15th, 2020.**

From: ZOA Refugee Care
Nyakuron West, Block GII, Plot 85
P.O.Box 381, Juba – South Sudan
Email: m.kiwombojjo@zoa.ngo

Bid Main Facts Table	
Date of Issue:	10/01/2020
Tender Reference no.:	ZOA-PIBOR-ERP/01/2020
Tender Title:	SUPPLY OF FOOD ITEMS
Tender closing date & Time:	15/01/2020 @ 5:00 pm
Tender Opening Date & Time:	16/01/2020 @ 10:00 am
Contracting authority:	ZOA Refugee Care South Sudan Country Office – Juba Email: m.kiwombojjo@zoa.ngo

Submission of offers should be either by email to the above email address, or hand delivered to ZOA Refugee Care Country Office at Nyakuron West along Yei Road.

INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF FOOD ITEMS

Dear Sir/Madam,

ZOA invites sealed bids from qualified companies to carry out the supply and delivery to Bor of assorted food items. please find enclosed the following documents, which constitute the tender dossier:

Annex 1: ZOA Child Protection Policy
Annex 2: ZOA Supplier Code of Conduct

TABLE 1: Scope of supply and related services.

S/No.	Item Description	Unit	Packaging	Qty	Unit Cost (USD)	Total Cost (USD)
1	Maize Flour (Super – 1 st Class)	Bags (Sack)	Parked in 25Kg Bags	4,000 Bags		
2	Beans	Bags (Sack)	Parked in 10Kg Bags	2,000 Bags		
3	Vegetable Cooking oil	Jerricans	Parked in 5 litre Jerricans	2,000 Jerricans		

4	Iodized Salt 500g packs	Bags	Parked in 3Kg Bags	2,000 Bags		
5	Lumpsum Transportation cost to Bor					
GRAND TOTAL						

Tenderer must bid all items in Table1 above to be eligible. Tenderer must also provide transportation to the ZOA warehouse in Bor.

Delivery:

All the food items will be delivered and offloaded to ZOA warehouse in Bor town, Jonglei State, South Sudan and the transportation cost should be separately mentioned as in the table above

Specifications:

Suppliers must comply fully with the technical specifications set out in the tender dossier and conform in all respects with quantities, qualities, and other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

General:

The food items to be procured are for use by the Contracting Authority in its Humanitarian Project "Flood Emergency Response for flood-affected communities" in Pibor and Gumuruk Counties of Boma State.

Cost of Tender:

The tenderer shall bear all costs associated with the preparation and submission of his/her tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Clarification of tender documents and additional information:

Tenderers with questions regarding this tender must send their questions in writing and only by email to m.kiwombojjo@zoa.ngo clearly indicating the tender number "ZOA-PIBOR-ERP/01/2020" as the subject latest by 14/01/2020 at 10:00 Am.

Tenderers are not allowed to approach the Contracting Authority for oral clarification. Any direct communication with ZOA staff will result in disqualification of your tender.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the 14/01/2020. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with the Contracting Authority will be excluded from the tender procedure.

Planned time table:

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	Date	Time
Deadline for request for any clarifications from ZOA	14/01/2020	10:00 am
Last date on which clarifications are issued by ZOA	14/01/2020	12:00 pm
Deadline for submission of tenders (closing date)	15/01/2020	5:00 pm
Tender Opening Session	16/01/2020	11:00 am

Eligibility and qualification requirements:

- a) The Tenderer must bid all items mentioned in table1 above
- b) The Tenderer must provide transportation to ZOA Warehouse in Bor. Therefore interested tenderers quotations must include costs for goods delivered in ZOA Bor gazzated warehouse
- c) The Tenderer must deliver (includeing offloading) all items by no later than 28th January, 2020.

- Bids must be valid for a minimum of 2 months
- 1 year bank statement (Period – Jan 2019 – Dec 2019)
- Valid registration in South Sudan
- Directorate of Chambers and Commerce Membership (Certificate)
- TIN Number (Certificate)
- Valid Tax Clearance Certificate
- Operation License (Certificate) with all stamps
- A scheduled proposal of delivery time
- Payment terms (TT/Cheque)
- A reference list (Not less than 4)
- Signed ZOA Supplier code of conduct and return it alongside quotations.
- Signed ZOA Child Protection Policy and return it alongside quotations
- Business Contact details including President/Owners of the company.
- ZOA is not subject to VAT; therefore, all offers should be exclusive of VAT costs.
- Ability and capacity to supply the specified quantities and deliver to ZOA's Bor warehouse.
- If submitting in an EMAIL format, **only** bids submitted **solely** to m.kiwombojjo@zoa.ngo will be accepted.

Anti-money laundering and combating the financing of terrorism

The Tenderer certifies that none of the funds provided under the contract are used directly or indirectly to assist in, sponsor, or provide support for acts of terrorism or to support organizations or persons listed as terrorists on lists maintained by the United States government, the United Nations, the European Union, and other entities.

The Tenderer authorize the verification of their company identity, whether through third parties or official government databases or by any other means considered by the Contracting Authority as appropriate for the compliance of its duties with anti-money laundering and combating the financing of terrorism (AML/CFT) policies and any requirements imposed by applicable laws.

Exclusion from award of contracts:

Contracts will not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure;
- (d) Attempt to influence the evaluation/procurement committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

Language of Tenders:

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.

Evaluation Criteria (comparison criteria):

S/No	Evaluation Criteria	Score %	Scoring Methods / Documents Required
1	Price	50%	Comparison between the total values of each offer. Lowest bidder receives full score (50). The score of other candidates are calculated in relation to the lowest bid amount.

			Formula: (lowest entered/tendered value) * maximum points.
2	Delivery – required preferably by 28/01/2020 (N.B! Definite deadline 28/01/2020)	30%	If the Tenderer is able to deliver all the items by 28/01/ 2020, they will receive full score (30). If the tenderer is unable to deliver all the items by 28/01/2020, the tenderer must submit a schedule proposal. In that case the Tenderer will receive 0 points
3	Previous Experience	20%	Maximum of 4 delivery notes (signed by the recipient) of food items, each above 20,000 USD. 5 points for each delivery note. Full score 20.

Price:

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided or decided by the contracting authority.

All prices must include all the applicable government taxes as per the Republic of South Sudan National Directorate of Taxation Act, transportation and delivery cost to ZOA warehouse in Bor, South Sudan.

All handling and transport costs from the location of the supplier/manufacturer to ZOA warehouse in Bor will be the responsibility of the successful bidder.

Prices shall be quoted in USD only.

Validity:

Tenders shall remain valid for a minimum period of 60 calendar days after the tender closing date. In submitting the tender, the tenderer affirms that it is providing an irrevocable offer to provide the supplies for the duration stated.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

Submission of tenders and closing date:

Tenders MUST be hand delivered and dropped in the tender box at the reception area at the office address below on or before the closing date and time as specified in the Bid main fact table.

Tenders MUST be submitted in a sealed envelope and clearly marked “Invitation to Tender – **ZOA-PIBOR-ERP/01/2020**” bearing the following information:

**The Procurement Committee
ZOA Refugee Care
Nyakuron West, Juba – South Sudan.**

No other markings than stated above should be on the sealed envelope. Failure to adhere to this practice will result in rejection of the bid.

The tenderer shall register and sign in the tender submission book with the guards.

Any envelope submitted unsealed or not marked as required will be rejected/disqualified during the opening session by the procurement committee.

All tenders must be submitted in one original set.

This Invitation to Tender document and the related annexes must be completed, signed and stamped and returned together/ accompanied by a vendor’s proforma invoice.

Tenderers are not allowed to attach company profile at this stage.

Any late or incomplete submission of tenders will not be considered and will be dismissed according to the terms of this dossier

No tender may be changed or withdrawn after the deadline has passed.

The tenderer must have a permanent office and/ or a warehouse/ store, which is verifiable. Therefore, bid documents from brokers will be rejected.

Bidders wishing to submit their bids by email should send only to m.kiwombojjo@zoa.ngo. Any bids submitted through another address other than the above will be rejected.

Tender opening & evaluation:

a) Tender opening will take place at the office address below at the time and date specified in the Bid main facts table above.

ZOA Refugee Care

South Sudan Country Office

Nyakuron West, Block GII, Plot 85

P.O.Box 381, Juba – South Sudan

On Juba-Yei Road opposite crown stores, Hai Jebel.

b) Tenderers are invited to attend the tender opening. Tenderer's representatives who are present shall sign a register indicating their attendance.

c) At the tender opening, only the tenderers' names, the total amount of the tenders and any discount offered will be read out loud and recorded.

d) Prior to the detailed evaluation of the tenders, the evaluation/procurement committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have no any material errors in computation; and are otherwise generally in order.

e) If a tender is not substantially responsive i.e. it contains items deviations from or reservations to the terms, conditions and specifications in the tender dossier, it shall not be considered further.

f) After analysing the substantially responsive tenders, the evaluation/procurement committee will examine the technical/specification admissibility of each tender, classifying it as technically/specification compliant or non-compliant.

Deviations from the specifications may be considered if deemed to be in the best interest of the contracting authority.

g) Tenders determined to be substantially responsive and technically/specification compliant will be checked by the evaluation/procurement committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a tenderer refuses to accept the correction, his tender will be rejected.

Award of Contract:

The Contracting Authority will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has received the highest points, provided further that the tenderer has demonstrated the capability and resources to carry out the contract effectively.

Signature of Purchase Order/Contract:

a) Prior to the expiration of the period of the tender validity, the Contracting Authority will inform the successful tenderer(s) in writing that its tender has been accepted and inform the non-successful tenderers in writing about the result of the evaluation process.

Disclaimer

ZOA reserves the right to alter the schedule of tender and contract awarding or to cancel this tender process at any time and not to award any contract. Or the right not to enter into or award a contract as a result of this invitation to tender.

ZOA does not bind itself to accept the lowest or any tender, and ZOA reserves the right to accept the whole part or less of your offer.

ZOA shall not be liable in respect of any costs incurred by the Tenderer in the preparation of the offer nor any associated work effort, including the production of or presentation materials, brochures, product specifications or manuals for evaluation.

All ZOA vendors shall adhere to the highest ethical standards, both during the bidding process and throughout the execution of the projects, and sign ZOA's Child Protection Policy. The successful bidder(s) shall sign the ZOA Supplier Code of Conduct.

ZOA has ZERO TOLERANCE TO SEXUAL EXPLOITATION & ABUSE. Any bidder known to have indulged in such practice now or during this tender process will be disqualified with the immediate effect.

ZOA Supplier Questionnaire

Part A: Your Business Details

1. Please provide the name of your business

--

2. Please provide the address of your business.

Registered Office	Ordering Address (if different)

3. Please provide your telephone, fax number, email and web site address:

Phone	
Email	Web Site

4. Please state the nature of your business and your main services

--

5. Please provide your company registration number, years in business and TIN number:

Company Reg. No	Years in Business	VAT and TIN Number

6. What is the legal status of your business?

<input type="checkbox"/> Public Limited Company	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Private Company	<input type="checkbox"/>
<input type="checkbox"/> Not for profit organization	<input type="checkbox"/> Government Agency		<input type="checkbox"/> Self Employed	<input type="checkbox"/>

Part B: Your Bank Details

8. Please provide your bank details as accounts will be settled by electronic transfer direct to your bank account or by cheque

Bank	
Branch	
Bank Address	
Account Name	
Account Number	
BIC / SWIFT CODE	
Other Bank information	

9. Declaration to be signed by the Head of the Company.

I confirm that all the information given is accurate. For and on behalf of the supplier:	
Signature	Name
Position	Date

DECLARATION

Tenderer's Declaration

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever our own conditions of bid may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at ZOA's discretion.

We hold no reservation in regard the tender dossier; and are aware that any reservation may result in the rejection of the tender by ZOA.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform ZOA in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform ZOA in writing.

Company name and address:

Company's Representative name:

Title of Representative in the Company:

Representative's signature:

Date:

Stamp: