VOLUME 1_ GUIDELINES AND TEMPLATES TO BE FILLED IN TO PARTECIPATE

1.1 INSTRUCTIONS TO TENDERERS

PUBLICATION REF: 007/2026/CUAMM/SS/Drugs, Medical supplies and Equipment

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever its own conditions of sale may be, which it hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation may result in the immediate rejection of the tender without further evaluation.

GENERAL PART

1. GENERAL INSTRUCTIONS

Tenderers must tender for the full list of **Drugs, Medical supplies and Equipment** required in the dossier. Timetable:

	DATE	TIME*
Deadline for request for any additional information from the contracting authority	**30/07/2026** *(21 days before deadline)*	**5 pm**
Last date on which additional information are issued by the contracting authority	**12/08/2026** *(8 days before deadline)*	-
Deadline for submission of tenders	As indicated in the Contract notice (**20/08/2026**), refer to paragraph 11 for details	
Opening session, the representatives of suppliers that participated to the tender are invited	**21/08/2026** Place: CUAMM Country Office in Juba, address: CPA Avenue (Former Aspen Medical Complex) – Thongpiny – Juba – South Sudan	**10 am**
Notification of award to the successful tenderer	**by 04/09/2026**	-
Signature of the contract	**by 14/09/2026**	-

*** Paper submission: The time zone of the country of the contracting authority, South Sudan**

2. DRUGS, MEDICAL SUPPLIES AND EQUIPMENT TO BE PROVIDED

2.1 The subject of the contract is the supply of the following supplies **Drugs, Medical supplies and Equipment** as listed in the technical offer delivered in the different sites indicated to CUAMM's offices in Juba, South Sudan as it will be specified in the purchase order [DDP]. The seller is responsible for arranging and paying for transportation to the final destination of the goods. The seller is also responsible for paying any tariffs and taxes when importing the goods into the country and the taxes required in South Sudan based on local law.

2.2 The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the quantities, models, samples, measurements and other instructions given.

2.3 Tenderers shall not be entitled to submit a variant solution in addition to this tender.

3. TENDER EXPENSES

The tenderer will bear all costs associated with the preparation and submission of the tender. The contracting authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure.

The contracting authority will neither be responsible for, nor cover, any expenses or losses incurred by the tenderer through site visits and inspections or any other aspect of its tender.

TENDERS DOCUMENTS

4. CONTENT OF TENDER DOCUMENTS

Tenderers bear sole liability for examining with appropriate care the tender documents and for obtaining reliable information with respect to any and all conditions and obligations that may in any way affect the amount or nature of the tender or the execution of the works. In the event that the tenderer is successful, no claim for alteration of the tender amount will be entertained on the grounds of errors or omissions in the obligations of the tenderer described above.

The full tender file includes :

VOLUME 1_GUIDELINES AND TEMPLATES TO BE FILLED IN TO PARTECIPATE

1.1 INSTRUCTIONS TO TENDERERS

1.2 TENDER FORM *(to be filled in to present your supplier's qualification proposal)*

- Annex 1.2.1_Declaration of honour on exclusion and selection criteria

1.3 FORMS regarding SELECTION CRITERIA:

- 1.3.1_Legal entity file *(Essential Criteria)*
- 1.3.2_Financial and Economical capacity *(Financial and Economic Capability Criteria)*
- 1.3.3_Technical and professional capacity *(Technical and Professional Capability Criteria)*

1.4 Forms regarding the TECHNICAL OFFER:

- 1.4.1_Delivery Times
- 1.4.2_Payment terms
- 1.4.3_Expiration terms

1.5 ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

- 1.5.1_Administrative compliance grid
- 1.5.2_Evaluation grid step 1 - 3
- 1.5.3_Final evaluation grid to finalize the tenderers pre – qualification process

VOLUME 2_CONTRACT FORM PROPOSED

2.1 Framework Agreement template applied to the supplier selected

VOLUME 3_TECHNICAL ITEMS SPECIFICATIONS REQUESTED

VOLUME 4_FINANCIAL OFFER (List of items per product category selected. The supplier is requested to indicate the price offered)

5. EXPLANATIONS CONCERNING TENDER DOCUMENTS

Tenderers may submit questions in writing up to **30/07/2026** before the deadline for submission of tenders, specifying the publication reference and the contract title, to:

Paulos Yaekim, Country Medical Logistics Coordinator, CUAMM
CPA Avenue (Former Aspen Medical Complex) – Thongpiny – Juba – South Sudan
AND / OR
To: p.gecho@cuamm.org

The Contractor has no obligation to provide additional information after this date. Any clarification of the tender dossier will be communicated simultaneously to all tenderers by **12/08/2026** publishing the reply in the dedicated page opened: https://doctorswithafrica.org/open-local-tender-for-drugs-medical-supplies-and-equipment/

6. MODIFICATIONS OF TENDER DOCUMENTS

The contracting authority may amend the tender documents up to 8 calendar days before the deadline for submission of tenders. Any modification of the tender dossier will be published in writing using the same channels of tender pubblication. The contracting authority may, as necessary and in accordance with clause 12, extend the deadline for submission of tenders to give tenderers sufficient time to take modifications into account when preparing their tenders.

TENDERS PREPARATION

7. LANGUAGE OF TENDERS

The tender and 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.**

8. CONTENT AND PRESENTATION OF TENDER

The tender must be signed by a person or persons empowered by the power of attorney submitted in accordance with the tender form.

9. TENDER DOCUMENTS TO BE FILLED IN

The currency of the **tender is the USD**.

The tenderer must provide a breakdown of the lump-sum price in USD. The tender price must cover the whole of the items detailed as described in the tender documents. No payment will be made for items which have not been costed; such items will be deemed to be covered by other items on the breakdown of the lump-sum price.

All tenders must comprise the following information and duly completed documents:

9.1 Tender form, In accordance with template 1.2 contained in Volume 1, together with 1.2.1 'Declaration of Honour on Exclusion and Selection Criteria' and copy of certificates requested, which includes acceptance/subscription to CUAMM's policies.

9.2 Evidence of the tenderer's fulfilment of the following eligibility and selection criteria:

- the eligibility requirement and essential criteria through the form 1.3.1_Legal entity file **with related attachments (Country Registration Certificate and other certificates requested)**;

- the economic and financial capacity requirements through the form 1.3.2 Economical and Financial capacity **with related attachments (financial identification form + sample of bank statement and company insurance document if applicable);**

- the technical and professional capacity requirements through form 1.3.3 Technical and professional capacity **with related attachments (sample of PO/supplier order and Clients's references);**

9.3 Technical offer, filling the form 1.4 provided

9.4 Financial offer, in accordance with Form of Volume 4.

The breakdown of the lump-sum price does not derogate in any way to the clause according to which, in a lump-sum contract, the price list approved remains fixed irrespective of the quantities of items actually purchased. The prices filled in Volume 4 are deemed to have been determined on the basis of the conditions in force 30 days prior to the latest date fixed for submission of tenders. The tenderers will send it using the excel template provided for "4. Financial offer".

10. PERIOD OF VALIDITY OF TENDERS

Tenders must remain valid for a period of 90 days from the deadline for submission of tenders indicated in the contract notice, the invitation to tender or as modified in accordance with Clause 6 and/or 12.

The successful tenderer must maintain its tender for a further 60 days. The further period is added to the validity period irrespective of the date of notification.

SUBMISSION OF TENDERS

11. SUBMISSION OF TENDERS

PAPER SUBMISSION:

The complete tender must be submitted in one original. The technical and financial offers envelopes must be placed together in a sealed envelope as described below:

TECHNICAL OFFER IN A SEPARATEED SEALED ENVELOPE has to include:

1.2 *Tender form filled in with annexes (Declaration of honour on exclusion and selection criteria)*
1.3.1*_Legal Entity File (Essential Criteria)*
1.3.2*_Financial and Economical capacity (Financial and Economic Capability Criteria)*
1.3.3*_Technical and professional capacity (Technical and Professional Capability Criteria)*
1.4 *Technical Offer*

FINANCIAL OFFER IN A SEPARATED SEALED ENEVELOPE has to include:

4 *Financial Offer*

The envelopes should then be placed in another sealed envelope/package, unless their volume requires several envelopes/packages.

All tenders must be sent to CUAMM before the deadline for submission of tenders that is 20/08/2026. The supplier can decide to send the offer in 2 ways, as described below:

1st way: PAPER SUBMISSION:

EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip[1], to:
CUAMM
CPA Avenue (Former Aspen Medical Complex) – Thongpiny – Juba – South Sudan

[1] It is recommended to use registered mail in case the postmark would not be readable.

OR hand delivered from Monday to Friday, ONLY during working hours (from 8 am to 5 pm) by the participant in person or by an agent **directly** to the premises of the contracting authority (CUAMM) in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:
CUAMM, South Sudan Office,
CPA Avenue (Former Aspen Medical Complex) – Thongpiny – Juba – South Sudan

After formal request of CUAMM, the tenderer choose this modality, it is requesting to send EVEN via email to: procurement@CUAMM.org the "4_Financial offer" in the excel template make available by CUAMM. Please, indicate in the title "REF 007-2026/CUAMM/SS/Drugs, Medical supplies and Equipment"

2nd way: ELECTRONIC SUBMISSION:

To be sent via email to **procurement@cuamm.org**, copying **p.gecho@cuamm.org** and **k.malweyi@cuamm.org**, **all the documents requested before the deadline for submission of tenders that is 20/08/2026.**

To be prepared One separate email for each documents requested, each file has to be nominated as follow adding the name of the supplier and the tender code (REF 007/2026/CUAMM/SS/Drugs, Medical supplies and Equipment):

1.2 Tender form filled in with annexes (Declaration of honour on exclusion and selection criteria) and certificates
1.3.1_Legal Entity File (Essential Criteria)
1.3.2_Financial and Economical capacity (Financial and Economic Capability Criteria)
1.3.3_Technical and professional capacity (Technical and Professional Capability Criteria)
1.4 Technical offer
4 Financial Offer

If you chose this modality, you have to send the files protected by a password. To open them CUAMM needs to have the password. You have to send it on 21/08/2026 using the same address: **procurement@cuamm.org**.
This is to guarantee not to open the offers before the deadline fixed.

The contracting authority may, for reasons of administrative efficiency, reject any request to participate or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

The outer envelope or email object should provide the following information:

a) the address for submitting tenders indicated above;

b) the reference code of the tender procedure **007/2026/CUAMM/SS/Drugs, Medical supplies and Equipment**

c) the words 'Not to be opened before the tender-opening session';

d) the name of the tenderer.

Each envelope or email should include an index of its contents. The pages of the technical and financial offers must be numbered.

12. EXTENSION OF THE DEADLINE FOR SUBMISSION OF TENDERS

The contracting authority may, on its own discretion, extend the deadline for submission of tenders when issuing a modification. In such cases, all rights and obligations of the contracting authority and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

13. LATE TENDERS

All tenders received after the deadline for submission specified in these instructions will be kept by the contracting authority.

No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

14. ALTERATION AND WITHDRAWAL OF TENDERS

Tenderers may alter or withdraw their tenders by written notification prior to the above deadline. No tender may be altered after the deadline for submission. Withdrawals must be unconditional and will end all participation in the tender procedure.

Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Clause 11 above, and the envelope must also be marked with 'alteration' or 'withdrawal' as appropriate.

OPENING AND EVALUATION OF TENDERS

15. OPENING OF TENDERS

The opening session should be held at least one week after the deadline for submission of tenders.

16. EVALUATION OF TENDERS

The contracting authority reserves the right to ask a tenderer to clarify any part of the offer that the evaluation committee may consider necessary for the evaluation of the offer. Such requests and the responses to them must be made in writing. They may in no circumstances alter or try to change the price or content of the tender, except to correct arithmetical errors discovered by the evaluation committee when analysing tenders. The contracting authority reserves the right to check information submitted by the tenderer if the evaluation committee considers it necessary.

16.1 Examination of the administrative conformity of tenders

The evaluation committee will check that each tender:

- has been properly signed;
- all the elements in the administrative compliance grid are acceptable;
- has complete documentation and information;
- substantially complies with the requirements of these tender documents.

If some of the documents or information provided are not clear or sufficient, the contracting authority may decide to inform the supplier in writing and set a time limit to remedy the situation.

16.2 Examination of the selection criteria

CUAMM is committed to running a fair and transparent tender process, and ensuring that all suppliers are treated and assessed equally during this tender process.

Supplier responses will be evaluated against three categories of criteria: **I. Essential Criteria, II.Financial and Economical Capability Criteria and III.Technical and Professional Capability Criteria**.

These criteria have been especially created to help CUAMM determine which supplier is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

I. ESSENTIAL CRITERIA

These are criteria which suppliers **must** meet in order to be successful and progress to the next round of evaluation. **If a supplier does not meet any of the Essential Criteria, it will be excluded from the tender process.** This criteria is scored as Pass or Fail and will not be evaluated against the next criteria. If some of the documents or information provided are not clear or sufficient, the contracting authority may decide to inform the supplier in writing and set a time limit to remedy the situation.

II. Financial and Economical Capability Criteria

These criteria will be used to evaluate if the suppliers has the technical and professional capacity to perform the contract with CUAMM. All suppliers, which pass the Essential Criteria, will be evaluated against this type of criteria by a committee of representatives from CUAMM. The suppliers have to reach a minimum score to be judged positively, if not he can't be evaluated against the next criteria. If some of the documents or information provided are not clear or sufficient, the contracting authority may decide to inform the supplier in writing and set a time limit to remedy the situation.

III. Technical and Professional Capability Criteria

These criteria will be used to evaluate the suppliers ability, skill and experience in relation to the requirements of CUAMM. All suppliers, which pass the Essential Criteria, will be evaluated against this type of criteria by a committee of representatives from CUAMM. The suppliers have to reach a minimum score to be judged positively, if not he can't be evaluated against the next type of criteria. If some of the documents or information provided are not clear or sufficient, the contracting authority may decide to inform the supplier in writing and set a time limit to remedy the situation.

A supplier can be evaluated for the technical proposal if it passes the previous selections.

16.3 Technical evaluation

The evaluation committee will analyse the tenders' technical conformity in relation to the technical specifications, classifying them technically compliant or non-compliant. The qualification process can be considered successfully concluded when the tenderers passed even this step. **They will be entered in the pre-qualified tenderers list for the product category of Drugs, Medical supplies and Equipment**

16.4 Financial evaluation

If a supplier is successful in the pre-qualification process, it can be the subject of a financial offer evaluation.

Once the technical evaluation has been completed, the evaluation committee checks that the financial offers contain no arithmetical errors. Each tenderer has to submit an offer for all the items requested that they can provide following the division by LOT.

When analysing the tender, the evaluation committee will determine the final tender price after adjusting it on the basis of Clause 17.

16.5 Award criterion

The most economically advantageous offer is the technically compliant tender with the lowest price. To define the winner the contracting authority will use the best value for money criteria, giving a wage of 30% to technical evaluation and 70% to financial evaluation. **The winner will sign a framework agreement with CUAMM for supply of all projects implemented by CUAMM South Sudan, including AICS funded project AID 12596/03/2**, based on the price list offered that will be fixed for the period agreed. **The evaluation committee will sign a framework agreement for each Lot.**

16.6 Documentary evidence required from the successful tenderer

At any time during the procurement procedure and before the award of the contract, the contracting authority may request documentary evidence on compliance with the exclusion criteria set out in these instructions.

No documentary evidence of the selection criteria shall be submitted but no pre-financing will be granted.

At any time during the procurement procedure and before the award of the contract, the contracting authority may request documentary evidence on compliance with the exclusion criteria and selection criteria set out in these instructions. Please note that a request for evidence in no way implies that the tenderer has been successful. **All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within a short deadline**. In any event, the tenderer proposed by the evaluation committee for the award of the contract, will be requested to provide such evidence at short notice.

When requested, regarding the exclusion criteria, the tenderers should be able to provide the **documentary proof** or statements required under the law of the country in which the company (or, for consortia, each of the companies) is established, to show that it does not fall into any of the exclusion situations.

This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender.

The above-mentioned documents must be submitted for every member of a joint venture/consortium, all subcontractors and every capacity providing entity.

The contracting authority may waive the obligation of any tenderer to submit the documentary evidence referred to above if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed.

Where the documentary evidence submitted is in an official language of the European Union other than the one of the procedure, it is strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents.

Failure to provide valid documentary evidence at the request and within the deadline set by the Contracting Authority shall lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.]

17. CORRECTION OF ERRORS

Possible errors in the financial offer will be corrected by the evaluation committee as follows:

– where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;

– except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will prevail.

The amount stated in the tender will be adjusted by the evaluation committee in the event of error, and the tenderer will be bound by that adjusted amount.

CONTRACT AWARD

18. NOTIFICATION OF AWARD, CONTRACT CLARIFICATIONS

Prior to the expiration of the period of validity of tenders, the contracting authority will notify the successful tenderer, in writing, that its tender has been selected and draw its attention to any arithmetical errors corrected during the evaluation process. This notification may take the form of an invitation to clarify certain contractual questions raised therein, to which the tenderer must be prepared to reply. This clarification will be confined to issues that had no direct bearing on the choice of the successful tender. The outcome of such clarifications will be set out in a memorandum of clarifications, to be signed by both parties and incorporated into the contract.

By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.

The successful tenderer will be informed in writing that its tender has been accepted (notification of award).

19. CONTRACT SIGNING

Within 30 days of receipt of the contract already signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.

If it fails to sign and return the contract within 30 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the contracting authority.

20. CANCELLATION OF THE TENDER PROCEDURE

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority. In case of paper submission and if the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.