



**Malteser
International**

Order of Malta Worldwide Relief

Malteser International Europe · 51103 Cologne · Germany

Country Coordination Office
Plot No: 445 Kololo Road 3k South
Tong Ping, Juba Town
South Sudan

INVITATION TO BID (ITB/WAU/2018/0198)

Juba, 06/07/2018

Supply of 15 units of Split LG Air Condition (220-240V) 33"

This is an Invitation to Bid for the above mentioned supply contract. Please find enclosed the following documents, which constitute the tender dossier:

- A. Specification of Bidding
- B. Appendix 1: Bill of Quantity
- C. Appendix 2: Specifications

The whole Specification for bidding dossier (digital version) can be down loaded here on the South Sudan NGO Forum's website. We look forward to receiving your quotation by or before the. **The deadline for the delivery of the offer will be on 13th July 2018 at 3:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

Name: *John Njeng*

Sign: *[Handwritten Signature]*



Malteser International Europe is the European regional branch of the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid and legally a division of Malteser Hilfsdienst e.V. Köln VR 4726

President:
Karl Prinz zu Löwenstein

Director:
Ingo Radtke

www.malteser-international.org

SPECIFICATION OF BIDDING

Related to our advertised Invitation to Bid (ITB/WAU/2018/0198) Malteser International herewith calls for tenders concerning the supply of Generator under the following reference number:

Donor project number: 01

Malteser International project number: 1262_WAU

1) Description of the organization and its activities

Malteser International is the worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. Malteser International is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, Malteser International is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. In addition Malteser International supports Rumbek Health Science Institute (RHSI). Following the crisis in South Sudan, which erupted in mid-December 2013, Malteser International further provides humanitarian assistance to IDPs in Western Equatoria State.

2) Objective of Call for Tender

In accordance with the overall targets of above mentioned operations, Malteser International plans to procure

15 units of Split LG Air Condition (220-240V) 33”

The technical specification of the Air Conditioners required are detailed in Annex 2 (Specifications) which is part of this Call for Tenders.

The supplier is invited to present an offer complying with the requirements here below specified:

3) Offer Presentation

- The offer shall be delivered in a sealed envelope to Malteser International Country Office Juba (Plot No.445 Kololo Road , Tong Ping, Juba, South Sudan)
- **The deadline for the delivery of the offer is: 13th of July 2018 7 at 3:00 PM**
- The offer shall be written in English
- The envelope must state the following information:
 - Reference to the Tender Procedure
 - Address to which the offer is being submitted



➤ The words “*Not to be opened before deadline*” written in English

- The offer should be valid until **1 month after the deadline**
- The format BoQ can be used or a separate one depending on suppliers choice

4) General Conditions

- The offer 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 offer 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 Malteser International will process Tax exemption and Terms of shipment must be indicated clearly which should include Incoterms, Insurance terms of shipping and mode of transportation and port of entry should be indicated separately on BOQ or suppliers quotation. No additional change of whatsoever nature and type will be accepted by Malteser International
- Malteser International reserves the right to accept or reject all quotations depending on prevailing condition at the time.

Terms of Payment:

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

- There is no down payment required and payment is only fully granted when 100% of the delivery is made upon presentation of commercial invoice and export documents and satisfactory reception of the vehicle through a checklist approved and signed by MI. The payments will be done within 45 days of completed delivery.

- **Terms of Delivery:**

The delivery of the Generator should be completed latest within one month period upon order should the supplier consider this delivery time inadequate, he has to clearly state it in the offer suggesting a different deadline for the delivery.

- The supplier has to deliver the items according to the terms and condition as mentioned above. In case of a delivery delay, a deduction of 1 % per day will be applied, calculated on the overall value of the contract and nothing will be due to the supplier. Malteser International reserves the right to sue for damages.

- **Delivery Site:**

Malteser International Wau Office, Western Bara-el-Gazal

- The supplier has to deliver the items according to the terms and condition as mentioned above. MI reserves the right to sue for damages and/or return these goods if not compliant with her specifications.

a) Particular Conditions:

The supplier is required to provide, together with the offer, the following documentation:

- Company Profile
- Certificate of Incorporation (local or international level)



- Authorization license from Manufacturer to act as an agent
- Chamber of Commerce Membership
- Tax identification Certificate/no. (from the country of origin or business establishment)
- Past Performance in supplying similar items for INGO's with references focusing on value of contract and delivery period
- Certificate of Operation
- Financial References
- Bank details

b) Opening Bids Procedure/Evaluation:

There will be opening ceremony conducted at Malteser International Country Office and bidders' representatives are not invited to attend or participate in the process if so wished to; A tender committee will open the quotations and evaluate their content behind closed doors. If the bidder does not receive written confirmation, the offer has then not been considered as successful.

c) General Offer Evaluation

Malteser International will evaluate the offers on the basis of the following criteria:

- Based ratio quality/price
- Delivery time
- Capacity to supply
- Price responsiveness
- Compliance with international quality specification standards

d) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Purchase Order will directly be issued to the selected supplier upon approval

e) Cancellation of Tender

Under no circumstances, Malteser International will be liable for damages whatsoever their nature, in particular damages for loss or profit; or in relationship to the cancellation of this tender, even if Malteser International has been advised of the possibility of damages.

The publication of the procurement notice in the media does not commit Malteser International to implement the project announced nor to procure the materials. Nothing will be due to the supplier in case this procurement needs to be cancelled due to whatsoever reason.

On behalf of Malteser International

Signature:



Date:

06/07/2018



Annex 1: Bill of Quantity

No	Item	Specifications	Unit	Quantity	Unit price USD	Currency USD	Total price
1	Air Condition	<u>Split LG Air Condition (220-240V) 33"</u>	Piece	15			
2	Transport to Wau and Installation	Transportation to Wau and Installation Cost	Units	15			

Annex 2: Specifications ITB/WAU/2018/0198
Generator Specifications

1	<u>15 units of Split LG Air Condition (220-240V) 33"</u>
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