**Malteser International Europe · Grüner Weg 12-14, 50825 Cologne, Germany**

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 20 June 2019**

**Invitation to Bid**

**MI/ITB/WAU/2019/0416**

For 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2019 in MI office in Wau

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

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 bids by or before the **submission deadline on 25 June 2019 at before 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics & Security Manager – South Sudan Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://www.malteser-international.org/) Malteser International Europe/Malteser Hilfsdienst e. V., County Court  Cologne, VR 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
|  |  | [icon facebook](https://www.facebook.com/malteserinternational) [icon youtube](https://www.youtube.com/user/MalteserInt) |
| Legal advice: This communication is for use by the intended recipient and contains information that may  be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you  are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is  strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems. | | |

  please consider the environment before printing this email

# A. SPECIFICATION OF BIDDING

Related to our advertised ITB **MI/ITB/WAU/2019/0416** Malteser International herewith calls for 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2019 in MI office in Wau.

# Description of the organization and its activities

Malteser International is a 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. The activities implemented in Wau are focusing on food security and livelihood and WASH.

**Objective of Invitation to Bid:** In accordance with the overall targets of above mentioned operations, MI plans to order 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2019 in MI office in Wau.

The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the Annex 2: Bill of Quantity which are part of this ITB.

Companies are invited to present bids complying with the requirements here below specified.

# Bid Presentation

The bids shall be delivered in a sealed envelope to Malteser International - Country Coordination Office, Plot No: 445 Kololo Road 3k South, Tong Ping, Juba Town, South Sudan.

**The deadline for the delivery of the bids** **is: on 25 June 2019 at before 4:00 PM**

* The bids shall be written in English
* The envelope must state the following information:
* Reference to the Bid Number
* Address to which the bid is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English
* The bids should be valid for **90 days after the deadline**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The bid shall be typed or written and signed on each page by the legal representative of the supplier,
* The winning company might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
* The prices of the bid will be expressed in United States Dollars. The prices must be on unit price basis,
* The prices will be considered fixed whereas Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
* Malteser International reserves the right to accept or reject all bids depending on prevailing condition at the time.

# Technical specification

|  |  |
| --- | --- |
| VSAT Internet | |
| 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year in MI office in Wau starting from 23 August 2019, equipment (without dish which is available at the location with diameter 1.2 meter), installation and configuration |  |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of bids | 25 June 2019 | 04:00 p.m. |
| Opening of submitted bids | 28 June 2019 | 04:00 p.m. |
| Notification of award to the successful contractor | 9 July 2019 | - |
| Signature of Contract Agreement | 12 July 2019 | - |

\* All times are local time in Juba, South Sudan

# Validity of bids

Each company is bound to the bid submitted for a period of 90 days from the deadline for submission of bids.

# Language of bids

All bids, official correspondence between companies and Malteser International, as well as all documents associated with the bid request will be in English.

# Submission of bids

All bids must conform to the following conditions:

# Each bid must have arrived at the address stated below within the deadline on 25 June 2019, at before 04:00 p.m. (local time).

Malteser International

Coordination office

Plot No. 445, Block 3K Tong Ping

Juba, South Sudan

# Each bid, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:

1. the above-mentioned address;
2. the reference code of the bid;
3. the instruction "Do not open before comparative bid analysis";
4. The name of the bidder.

Technical and financial bids must be placed in a sealed envelope.

# Content of bids

All submitted bids must conform to the requirements mentioned in the ITB. Furthermore, they must include the following documents:

**Part 1 - Bid:** A bid for 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2019 in MI office in Wau under the Contract Agreement. The format BoQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

**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 Financial Statement of last three months,
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of bids

MI reserves/funds ownership of all bids received. As a consequence, bidders will not be able to stipulate requirements that their bids are to be returned.

1. **Opening of submitted bids**

The bids will be opened on 25 June 2019 at 4:00pm in MI Office in Juba, South Sudan, by the Procurement Committee. The selection process will be recorded in writing by the Procurement Committee.

# Bids evaluation

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, delivery time and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Bid 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.

1. **Terms of payment**

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

* Payment will be carried out quarterly upon received invoices from the Contractor.

|  |  |  |
| --- | --- | --- |
| **Annex 2: Bill of Quantity**  The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities used. | | |
| VSAT Internet | Price $ |
| 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2019 in MI office in Wau, equipment (without dish which is available at the location with diameter 1.2 meter), installation and configuration |  |

On behalf of Malteser International: Date: 20 June 2019

|  |  |  |
| --- | --- | --- |
| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics & Security Manager – South Sudan Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://www.malteser-international.org/) Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
|  |  | [icon facebook](https://www.facebook.com/malteserinternational) [icon youtube](https://www.youtube.com/user/MalteserInt) |
| Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems. | | |

 please consider the environment before printing this email