# Malteser International Europe · 51103 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/2019/0414**

For repairs and services of Malteser International (MI) vehicles, truck and motorbikes in Wau under 1-year Framework Agreement.

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,

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| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Manager – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF QUOTING

Related to our advertised ITB **MI/ITB/WAU/2019/0414** MI herewith calls for repairs and services of MI vehicles, truck and motorbikes in Wau under 1-year Framework Agreement.

# 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 Bids:** In accordance with the overall targets of above mentioned operations, MI plans to order repairs and services of MI vehicles, truck and motorbikes in Wau under 1-year Framework Agreement.

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 Request for Bids.

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

# Bid Presentation

The bid shall be delivered in a sealed envelope to Malteser International – Wau Office, Hai Daraja, Block 21, Plot No. 183, Western Bahr El Ghazal, Wau, South Sudan.

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

* The bid 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 bid should be valid for **60 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

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| **Land cruiser repairs** |
| Brake Calliper Replacement | With genuine spare parts |
| Distributor Replacement | With genuine spare parts |
| Shock absorber Replacement | With genuine spare parts |
| Stabilizer bushes Replacement | With genuine spare parts |
| Front Crankshaft Seal Replacement | With genuine spare parts |
| CV Axle Replacement | With genuine spare parts |
| Front Axle Half Shaft Replacement | With genuine spare parts |
| Vehicle AC Compressor Replacement | With genuine spare parts |
| Cabin Air Filter Replacement | With genuine spare parts |
| Oil Pan Gasket Replacement, | With genuine spare parts |
| Power Steering Pressure Cylinder Replacement | With genuine spare parts |
| Brake Rotor/Discs Replacement | With genuine spare parts |
| Brake Master Cylinder Replacement | With genuine spare parts |
| Alternator replacement | With genuine spare parts |
| Door Mirror Replacement | With genuine spare parts |

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| **Land cruiser service** |  |
| Replacement of filters, oil, coolant, belts | With genuine spare parts |

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| **TATA truck repairs** |
| Brake calliper replacement, | With genuine spare parts |
| Distributor replacement, | With genuine spare parts |
| Front shock absorber change, | With genuine spare parts |
| Rear shock absorber change, | With genuine spare parts |
| Stabilizer bushes replacement, | With genuine spare parts |
| Power steering pressure cylinder replacement, | With genuine spare parts |
| Brake master cylinder replacement, | With genuine spare parts |
| Alternator replacement, | With genuine spare parts |
| Alternator belt tension change, | With genuine spare parts |
| Fuel filter change, | With genuine spare parts |
| Gear box oil change, | With genuine spare parts |
| Oil filter change, | With genuine spare parts |
| Front spring change, | With genuine spare parts |
| Rear spring change, | With genuine spare parts |
| Rear axle oil change | With genuine spare parts |

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| **TATA truck service** |  |
| Replacement of filters, oil, coolant, belts | With genuine spare parts |

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| **Yamaha motorbike repairs** |
| Cleaning carburettor | With genuine spare parts |
| Replacement of carburettor | With genuine spare parts |
| Replacement of drive chain | With genuine spare parts |
| Replacing throttle cables | With genuine spare parts |
| Replacement of fuel petcock | With genuine spare parts |
| Replacement of shock absorber | With genuine spare parts |
| Replacement of mechanical drum brake | With genuine spare parts |
| Replacement of springs and dampers | With genuine spare parts |

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| **Yamaha motorbike repairs** |  |
| Replacement of filter and oil | With genuine spare parts |

# Timetable

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| Activities | DATE | TIME\* |
| Deadline for submission of bids | 25 June 2019 | 04:00 p.m. |
| Opening of submitted bids | 26 June 2019 | 04:00 p.m. |
| Notification of award to the successful contractor | 15 July 2019 | - |
| Signature of service Framework Agreement | 17 July 2019 | - |

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

# Validity of bids

Each company is bound to the bid submitted for a period of 60 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

# Wau Office,

# Hai Daraja, Block 21, Plot No. 183,

# Western Bahr El Ghazal,

# Wau, 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 bid

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

**Part 1 - Bid:** A bid for repairs and services of MI vehicles, truck and motorbikes in Wau under 1-year Framework 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),
* Certificate of genuine spare parts.

# 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 26 June 2019 at 4:00pm in Malteser International Office in Wau, 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,
* Framework 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 seven days upon received invoices for previous month from the Contractor.

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| **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. |
| **Land cruiser**  |
| **Repairs** | **Price USD** |
| **Brake Calliper Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Distributor Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Shock absorber Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Stabilizer bushes Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Front Crankshaft Seal Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **CV Axle Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Front Axle Half Shaft Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Vehicle AC Compressor Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Cabin Air Filter Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Oil Pan Gasket Replacement,** |  |
| Spare parts |  |
| Labour charge |  |
| **Power Steering Pressure Cylinder Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Brake Rotor/Discs Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Brake Master Cylinder Replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Alternator replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Door Mirror Replacement** |  |
| Spare parts |  |
| Labour charge |  |

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| **Land cruiser service** |
| **Repair** | **Price USD** |
| **Replacement of filters, oil, coolant, belts** |  |
| Spare parts |  |
| Labour charge |  |

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| **TATA truck**  |
| **Repairs** | **Price USD** |
| **Brake caliper replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Distributor replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Front shock absorber change** |  |
| Spare parts |  |
| Labour charge |  |
| **Rear shock absorber change** |  |
| Spare parts |  |
| Labour charge |  |
| **Stabilizer bushes replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Power steering pressure cylinder replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Brake master cylinder replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Alternator replacement** |  |
| Spare parts |  |
| Labour charge |  |
| **Alternator belt tension change** |  |
| Spare parts |  |
| Labour charge |  |
| **Fuel filter change** |  |
| Spare parts |  |
| Labour charge |  |
| **Gear box oil change** |  |
| Spare parts |  |
| Labour charge |  |
| **Oil filter change** |  |
| Spare parts |  |
| Labour charge |  |
| **Front spring change** |  |
| Spare parts |  |
| Labour charge |  |
| **Rear spring change** |  |
| Spare parts |  |
| Labour charge |  |
| **Rear axle oil change** |  |
| Spare parts |  |
| Labour charge |  |

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| **TATA truck service** |
| **Repair** | **Price USD** |
| **Replacement of filters, oil, coolant, belts** |  |
| Spare parts |  |
| Labour charge |  |

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| **Yamaha motorbike**  |
| **Repairs**  | **Price USD** |
| **Cleaning carburettor** |  |
| Spare parts |  |
| Labour charge |  |
| **Replacement of carburettor** |  |
| Spare parts |  |
| Labour charge |  |
| **Replacement of drive chain** |  |
| Spare parts |  |
| Labour charge |  |
| **Replacing throttle cables** |  |
| Spare parts |  |
| Labour charge |  |
| **Replacement of fuel petcock** |  |
| Spare parts |  |
| Labour charge |  |
| **Replacement of shock absorber** |  |
| Spare parts |  |
| Labour charge |  |
| **Replacement of mechanical drum brake** |  |
| Spare parts |  |
| Labour charge |  |
| **Replacement of springs and dampers** |  |
| Spare parts |  |
| Labour charge |  |

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| **Yamaha motorbike**  |
| **Service** | **Price USD** |
| **Replacement of filter and oil** |  |
| Spare parts |  |
| Labour charge |  |

On behalf of Malteser International: Date: 20 June 2019

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| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Manager – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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