**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, 7 July 2019**

**INVITATION TO BID**

**ITB/JUB/2019/0089**

**For delivery of Toyota Land Cruiser Hardtop – 5 Doors 10 Seater Model: HZJ76-RKMRS to Malteser International Country Coordination Office in Juba**

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

The whole Specification for tendering dossier (digital version) can be down loaded here on the South Sudan NGO Forum’s website.

We look forward to receiving your tenders by or before the **submission deadline on 19 July 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 |
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# A. SPECIFICATION OF BIIDING

Related to our advertised Invitation to Tender ITB/JUB/2019/0089Malteser International herewith calls for tenders for delivery Toyota Land Cruiser Hardtop – 5 Doors 10 Seater Model: HZJ76-RKMRS to Malteser International Country Coordination Office in Juba.

Under the following reference number:

Donor project numbers: 1345-13

# 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 Call for Tenders:** In accordance with the overall targets of above mentioned operations, Malteser International plans to order Toyota Land Cruiser Hardtop – 5 Doors 10 Seater Model: HZJ76-RKMRS to Malteser International Country Coordination Office in Juba.

The technical specifications and conditions of the tendering process are described below in the Specification of Tendering and in the Annex 2: Bill of Quantity which are part of this Invitation to Tenders.

Suppliers are invited to present tenders complying with the requirements here below specified.

# Tender Presentation

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

**The deadline for the delivery of the tender is: 19 July 2019 before 4:00 PM**

* The tender shall be written in English
* The envelope must state the following information:
* Reference to the Tender Number
* Address to which the tender is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English
* The tender should be valid for **30 days after the deadline**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The tender 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 tender 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. No additional change of whatsoever nature and type will be accepted by Malteser International,
* Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

# Technical specification

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Category | Quantity | Detailed specifications |
| 1 | Toyota Land Cruiser hardtop – 5 Doors 10 Seater  Model: HZJ76-RKMRS | 1 | 4WD (White Colour),  Left-hand drive,  Completely built unit (CBU),  No air filter on the front cover,  Rear guard with mounted towing hook,  Front Bull Bar with fixed winch on the winch plate,  Front-mounted Ramsey winch (electrical 12500 LBS),  Reinforced steel roof rack carrier (For the Five Door),  Transmission: Manual,  Speed: 5,  Front suspension: Coil,  Rear suspension: leaf,  Front brakes: Disc,  Rear brakes: Drum,  Engine model: 1HZ,  Displacement: 4164,  Number of cylinders: 6,  Maximum power (kw/rpm) 96/3800, Maximum torque (Nm/rpm) 285/2200, Electric (Volts): 12,  Engine without turbo radiator,  Fuel type: diesel,  Fuel tank capacity: 130 liters,  Number of seats: 10, Front seating arrangement: 1+2, Front seating type: Bench, Rear seating arrangement: 3 forward facing + 2 x 2 inward facing, Rear seating type: Bench,  Seat material: Vinyl,  With air conditioner,  Air bag: D+P  Curb weight: 2,190 kg,  Gross vehicle weight: 3,060 kg,  Payload: 870 kg,  Length: 4,720 mm,  Width: 1,770 mm,  Height: 1,955 mm,  Ground clearance: 230 mm,  Front and rear tyres: 7.50R16-8 5.50 F,  Tyre type: Radial,  Fire Extinguisher (2kg),  Warning Triangle,  First aid Kit,  FM Radio, |
| 2 | Freight to Juba | 1 |  |
| 3 | Insurance to Juba | 1 |  |
| 4 | Custom clearance with provided tax exemption letter from Malteser International | 1 |  |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 19 July 2019 | 04:00 p.m. |
| Opening of submitted tenders | 22 July 2019 |  |
| Notification of award to the successful contractor | 29 July 2019 | - |
| Signature of service contract | 30 July 2019 | - |

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

# Validity of tenders

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

# Language of tenders

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

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must have arrived at the address stated below within the deadline on 19 July 2019, before 04:00 p.m. (local time).

Malteser International - Country Coordination Office

Plot No: 445 Kololo Road 3k South (Opposite Kampala University)

Tong Ping, Juba Town, South Sudan

# Each tender, 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 tender;
3. the instruction "Do not open before comparative tender analysis";
4. The name of the tenderder.

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

# Content of tender

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

**Part 1 - Tender:** A tender for the tendered supply of Toyota Land Cruiser Hardtop – 5 Doors 10 Seater Model: HZJ76-RKMRS to Malteser International Country Coordination Office in Juba. 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 tenders

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

1. **Opening of submitted tenders**

The tenders will be opened on 22 July 2019 at 4:00pm in Malteser International Country Coordination Office in Juba, South Sudan, by the Procurement committee. The selection process will be recorded in writing by the committee.

# Tender 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 tenderder according to the timetable mentioned above.

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

* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee
* Contract 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 terms will be within 10 business days after receipt of goods and invoice, by Electronic bank transfer.

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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. | | | | |

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| S/N | Category | Detailed specifications | Quantity | Unit price in USD duty free | Total in USD duty free |
| 1 | Toyota Land Cruiser hardtop – 5 Doors 10 Seater  Model: HZJ76 - RKMRS | 4WD (White Colour),  Left-hand drive,  Completely built unit (CBU),  No air filter on the front cover,  Rear guard with mounted towing hook,  Front Bull Bar with fixed winch on the winch plate,  Front-mounted Ramsey winch (electrical 12500 LBS),  Reinforced steel roof rack carrier (For the Five Door),  Transmission: Manual,  Speed: 5,  Front suspension: Coil,  Rear suspension: leaf,  Front brakes: Disc,  Rear brakes: Drum,  Engine model: 1HZ,  Displacement: 4164,  Number of cylinders: 6,  Maximum power (kw/rpm) 96/3800, Maximum torque (Nm/rpm) 285/2200, Electric (Volts): 12,  Engine without turbo radiator,  Fuel type: diesel,  Fuel tank capacity: 130 litres,  Number of seats: 10, Front seating arrangement: 1+2, Front seating type: Bench, Rear seating arrangement: 3 forward facing + 2 x 2 inward facing, Rear seating type: Bench,  Seat material: Vinyl,  With air conditioner,  Air bag: D+P  Curb weight: 2,190 kg,  Gross vehicle weight: 3,060 kg,  Payload: 870 kg,  Length: 4,720 mm,  Width: 1,770 mm,  Height: 1,955 mm,  Ground clearance: 230 mm,  Front and rear tyres: 7.50R16-8 5.50 F,  Tyre type: Radial,  Fire Extinguisher (2kg),  Warning Triangle,  First aid Kit,  FM Radio, | 1 |  |  |
| 2 | Freight to Juba |  | 1 |  |  |
| 3 | Insurance to Juba |  | 1 |  |  |
| 4 | Custom clearance with provided tax exemption letter from Malteser International |  | 1 |  |  |

On behalf of Malteser International: Date: 7 July 2019

Sincerely,

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| --- | --- | --- |
| [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 |
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