

Malteser International Europe · 51103 Cologne · Germany

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

Juba, 27 March 2019

**Request for quotations
MI/RfQ/JUB/2019/0053**

For leasing apartments for a period of one day, one month and one year in Juba under the Framework Agreement for one year

- A. Annex 1: Specification of Bidding
- B. 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 quotes by or before the **submission deadline on 5 April 2019 at before 4:00 PM** at the addresses specified in the documents.

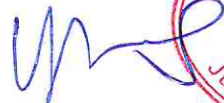
Thank you for your cooperation.

Sincerely Yours,



South Sudan Coordination Office
Nermin Silajdzic. Country Logistics & Security Manager – South Sudan
Plot No. 445, Block 3, Kololo - US Embassy Road.
Central Equatorial State, Juba.
M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949
nermin.silajdzic@malteser-international.org · Skype: nsilajdzic
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 QUOTING

Related to our advertised Request for quotation **MI/RfQ/JUB/2019/0053** Malteser International herewith calls for quotes concerning leasing apartments for a period of one day, one month and one year in Juba under the Framework Agreement for one year.

1. 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 Request for Quotations: In accordance with the overall targets of above mentioned operations, Malteser International plans to lease apartments for a period of one day, one month and one year in Juba under the Framework Agreement for one year.

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 Quotations.

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

2. Quotation Presentation

The quotation 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 quotation is: on 5 April 2019 at before 4:00 PM

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

3. General conditions

- The quote 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 quote 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 quotations depending on prevailing condition at the time.

4. Technical specification

Apartments	
Apartment for one day	Excellent quality of services
Apartment for one month	Excellent quality of services
Apartment for one year	Excellent quality of services

5. Timetable

Activities	DATE	TIME*
Deadline for submission of quotations	5 April 2019	04:00 p.m.
Opening of submitted quotations	8 April 2019	04:00 p.m.
Notification of award to the successful contractor	22 April 2019	-
Signature of Framework Agreement	22 April 2019	-

* All times are local time in Juba, South Sudan

6. Validity of quotations

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

7. Language of quotations

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

8. Submission of quotations

All quotations must conform to the following conditions:

- 8.1. Each quotation must have arrived at the address stated below within the deadline on 5 April 2019, at before 04:00 p.m. (local time).

Malteser International
Coordination office
Plot No. 445, Block 3K Tong Ping
Juba, South Sudan

- 8.2. Each quotation, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:
- the above-mentioned address;
 - the reference code of the quotation;
 - the instruction "Do not open before comparative quotation analysis";
 - The name of the bidder.

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

9. Content of quotation

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

Part 1 - Quotation: A quotation for the lease of apartments for a period of one day, one month and one year in Juba under the Framework Agreement for one year. The format BoQ can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

The Landlord shall maintain the premises in a habitable manner for the tenant by doing routine maintenance, repair work i.e. electric works, plumbing etc. as necessary. The Tenant will only be responsible for any damage caused by express negligence of his/her actions but not those not under his/her control e.g. force majeure, earthquake, flood, storm, terrorism, structure defects or other risks will be the responsibility of the landlord; the tenant will not be responsible for such damage or loss. The Landlord also assumes responsibility for all structural repairs.

Fixtures and other Provisions:

The Landlord will install cabinets in the semi-kitchen, wardrobes and air conditioners, water heater (in the bathroom) in all the apartments prior to handing it over to the Tenant. The Landlord shall also provide in each apartment 24-hour internet services, Full DSTV subscription, cooker, electric kettle, water dispenser and crockery (cutlery, utensils, mugs, plates, bowls, cooking pots, water glasses etc.) for the Tenant. These shall remain the property of the Landlord and shall be returned at the time of termination of the Framework Agreement. The Tenant shall not be entitled to affix to the premises any signs, symbols and or flags. The Tenant shall have no right to modify, replace or alter windows, doors, entrances, railings, walls, floors and/or roofing without the Landlord's consent. Keys:

Guests agree to handover the outdoor keys to the Landlord's Front Office. Landlord guarant Tenants assets in the apartment and that lost keys will attract a penalty.

Security and Safety:

The Landlord shall provide 24 hours' security to all the apartments and will be responsible for payment of any and all security invoices.

Taxes:

The Landlord shall be responsible to pay all property and other related taxes or duties assessed on the premises, the Landlord shall assume responsibility for all legal questions, obligations and requirements related to this lease agreement, including registration costs, titles and all other expenses related to property ownership. Except tax holding.

Laundering and Cleaning Services:

The Landlord shall provide cleaning services from Monday to Sunday and general laundry services twice a week.

Sale

In the event of the sale and/or transfer of title, creation of a mortgage or any other encumbrances affecting these premises the Landlord guarantees that the lease agreement terms and conditions shall remain in full force without prejudice to any rights or remedies the Tenant may have hereunder.

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 official address,
- Bank account details (where money would be paid),

10. Ownership of quotes

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

11. Opening of submitted quotations

The quotations will be opened 8 April 2019 at 4:00pm in Malteser International Office in Juba, South Sudan, by the Procurement Committee. The selection process will be recorded in writing by the Procurement Committee.

12. Quotations 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.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Quotation 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.

14) Terms of payment

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

- 100% of shall be paid by the Malteser International in advance for monthly and annually leased apartments after the monthly invoices issuing by the Contractor.
- 100% of shall be paid by the Malteser International 7 days for daily leased apartments after the monthly invoices issuing by 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.

No	Description of goods or services	Lease Period	Quantity	Unit price in USD
1	Apartment lease cost	Day	1	
2	Apartment lease cost	Month	1	
3	Apartment lease cost	Year	1	

On behalf of Malteser International:
27 March 2019

Date:



South Sudan Coordination Office

Nermin Silajdzic. Country Logistics & Security Manager – South Sudan
Plot No. 445, Block 3, Kololo - US Embassy Road.

Central Equatorial State, Juba.

M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949

nermin.silajdzic@malteser-international.org · Skype: nsilajdzic

www.malteser-international.org

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