

Malteser International Europe · 51103 Cologne · Germany

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

Juba, 28 March 2019

**Request for quotations
MI/RfQ/JUB/2019/0050**

For delivery of diesel and petrol for Malteser International (MI) vehicles and motorbikes at a supplier petrol station in Juba under the Framework Agreement and to have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis.

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
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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/2019/0050** Malteser International herewith calls for delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba under the Framework Agreement and to have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis.

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, MI plans to order diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba under the Framework Agreement and to have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis.

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

Fuel	
Diesel	Excellent quality
Petrol	Excellent quality
To have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in Wau in case of fuel crisis	Excellent quality

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 service 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:
 - a) the above-mentioned address;
 - b) the reference code of the quotation;
 - c) the instruction "Do not open before comparative quotation analysis";
 - d) 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 delivery of diesel and petrol for Malteser International (MI) vehicles and motorbikes at a supplier petrol station in Juba under the Framework Agreement and to have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis. 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),

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:

- Quarterly payment in advance by Malteser International after the quarterly invoices issued 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	Unit	Quantity	Unit price in USD
1	Diesel	Litre	1	
2	Petrol	Litre	1	
3	To have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis	-	-	-

On behalf of Malteser International:

Date: 28 March 2019



South Sudan Coordination Office

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