

Malteser International Europe · 51103 Cologne · Germany

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

Wau, 8 January 2019

**INVITATION TO BID**  
**MI/ITB/WAU/2018/0467**

For delivery of diesel and petrol for Malteser International (MI) vehicles and motorbikes at a supplier petrol station in Wau 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 bids by or before the **submission deadline on 22 January 2019 at before 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

Name:

Nermin Silajdzic  
Country Logistics and Security Manager  
Juba, Wau  
South Sudan  
Tel: +211 924 767 949  
Tel: +211 911 746 963

Sign:



## A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Bid MI/ITB/WAU/2018/0467 Malteser International herewith calls for bids concerning delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Wau 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.

Under the following reference number:

Donor project numbers: 1323 JUB

Malteser International project number: 1323

### 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 Call for Bids:** In accordance with the overall targets of above mentioned operations, Malteser International plans to procure diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Wau 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 bidding process are described below in the Specification of Bidding and in the Annex 2: Bill of Quantity which are part of this Invitation to Bids.

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

### 2. Offer Presentation

The offer shall be delivered in a sealed envelope to Malteser International's Office Hai Daraja, Block 21, Plot No. 183, Western Bahr El Ghazal, Wau, South Sudan or 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 offer is: on 22 January 2019 at before 4:00 PM**

- The offer shall be written in English
- The envelope must state the following information:
  - Reference to the Bid Number
  - Address to which the offer is being submitted (see above)
  - The words "*Not to be opened before deadline*" written in English
- The offer 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 offer 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 offer 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 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 offers	22 January 2019	04:00 p.m.
Opening of submitted offers	5 February 2019	04:00 p.m.
Notification of award to the successful contractor	11 February 2019	-
Signature of service contract	11 February 2019	-

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

#### 6. Validity of quotations

Each company is bound to the bid 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 22 January 2019, at before 04:00 p.m. (local time).

Malteser International  
Hai Daraja – Wau near to ICRC office  
Wau State/Western Bahr el Ghazal State, South Sudan

or

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 bid;
- c) the instruction "Do not open before comparative bid analysis";
- d) The name of the bidder.

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

## 9. Content of bid

All submitted bids 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 offered supply of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Wau under the 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),

## 10. 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.

## 11. Opening of submitted bids

The bids will be opened 5 February 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 committee.

## 12. Bid 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 Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Contract 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 7 days 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	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: 8 January 2019

Nermin Silajdzic  
Country Logistics and Security Manager  
Juba, Wau  
South Sudan  
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