

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

Juba, 26th August 2021

Malteser International for Quotation RFQ-JUB-2021-0074 for Supply, delivery, and installation of a complete set of Grinding Mill to beneficiaries in Agok, Wau, Western Bahr el ghazal State.

RFQ-WAU-2021-0074

Annex 1: Technical Specification
Annex 2: Bill of Quantity

We look forward to receiving your tenders by or before the **submission deadline on 2nd September 2021 at or before 4:00 PM** via E-mail to mb.procurement-juba@malteser-international.org
Or delivered to our office in Wau, Hai Daraja residential area.

Please write in the Subject line of your email with tender: **RFQ-WAU-2021-0074** for Supply, delivery, and installation of a complete set of grinding mill to beneficiaries in Agok, Wau, Western Bahr el ghazal State.

Thank you for your cooperation.

Sincerely Yours,



South Sudan Coordination Office

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A. SPECIFICATION OF BIDDING

Related to our advertised the Request for Quotations Malteser International for Quotation

RFQ-JUB-2021-0074 Supply, delivery, and installation of a complete set of Grinding Mill to beneficiaries in Agok, Wau, Western Bahr el ghazal State.

Under the following reference **number:**

Donor project number **1323-JUB**

1. Description of the organization and its activities

Malteser International, the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid, has more than 50 years of experience in humanitarian relief and covers around 100 projects in some 20 countries in Africa, Asia, and the Americas, annually. It provides aid in all parts of the world without distinction of religion, race, or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work. In South Sudan, Malteser International operates in Juba, Yei, Wau, Maridi and Rumbek. In these locations, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

Objective of the RfQ:

In accordance with the overall targets of above-mentioned operations, MI plans to procure a complete set of Grinding Mill including delivery and installation in Agok in Wau, Western Bahr el ghazal State.

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 RFQ. See attached Separate Attachment. Suppliers are therefore invited to present tenders complying with the requirements here below specified.

2. Tender Presentation

The tender shall be sent in to: mb.procurement-juba@malteser-international.org

The deadline for the delivery of the tenders is 2nd September 2021 Before 4:00 PM

- The tender shall be 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.

3. 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 tenders 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.

4. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	2 nd September 2021	4:00 p.m.
Opening of submitted tenders	3 rd September 2021	
Notification of award to the successful contractor	6 th September 2021	-
Signature of service contract	7 th September 2021	-

All times are local time in Juba, South Sudan

5. Validity of tenders

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

6. Language of tenders

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

7. Submission of tenders

All tenders must conform to the following conditions:

Each tender must be submitted to: mb.procurement-juba@malteser-international.org or hand delivered to our office in Wau, Hai Daraja residential area.

Before or on **2nd September 2021** and at or before 4:00 PM

8. Content of tenders

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

Part 1 - Tender: A tender for the bided Malteser International Supply, delivery, and installation of a complete set of Grinding Mill to beneficiaries in Agok, Wau, Western Bahr el ghazal State. 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 Bank Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

9. Ownership of tenders

MI reserves/funds ownership of all tenders received. Consequently, bidders will not be able to stipulate requirements that their tenders are to be returned.

10. Opening of submitted tenders

The tenders will be opened on the 3rd of September 2021 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

11. Tenders' 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 PO/contract will be awarded to the winning bidder according to the timetable mentioned above.

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee
- Contract / PO will directly be issued to the selected supplier upon approval

12) 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.

Annex 1: Specification

S/No	Description of Goods
1	A complete Set of Grinding Mill (from 10 HP Diesel Engine including (Mill, Cyclone Base frame, Base guard, 2 pulley, 3 V belts, Tool Kit, and spare part kit) with Capacity of 300-400kgs Milling per hour.
2	Transportation cost to Agok in Wau, Western Bahr el ghazal state
3	Installation and training on operation and maintenance of the grinding mill.

Annex 2: Bill of Quantity Separate attachment

S/NO	Description of Goods/Items	Quantity	Unit	Unit Price	Total Price
1	A complete Set of Grinding Mill (from 10 HP Diesel Engine including (Mill, Cyclone Base frame, Base guard, 2 pulley, 3 V belts, Tool Kit, and spare part kit) with Capacity of 300-400kgs Milling per hour.	1	pc		
2	Transportation cost to Agok in Wau, Western Bahr el ghazal state	1	Lump sum		
3	Installation and training on operation and Maintenance of the grinding mill.	1	1		
Total Price					

On behalf of Malteser International:

Sincerely,

Date 26th August 2021