# Malteser International Europe, Grüner Weg 14, 50825 Cologne · Germany

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**19 May 2020**

**Request for Quotation**

**RFQ-JUB-2020-0108**

For delivery of diesel and petrol for Malteser International (MI) vehicles and motorbikes at a supplier petrol station in Juba under 1-year 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. Annex 1: Specification of Bidding
2. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your tenders by or before the submission deadline on **29 May 2020 at or before 4:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

Thank you for your cooperation.

Yours faithfully,



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# A. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation (RFQ) RFQ-JUB-2020-0108MI herewith calls for delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba under 1-year 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.

# Description of the organization and its activities

MI 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 RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba under 1-year 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 tendering process are described below in the Specification of tendering and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

# Tender Presentation

The tender shall be via E-mail to**:** **mb.procurement-juba@malteser-international.org****.**

**The deadline for delivery of tenders is on or before 4:00pm on 29 May 2020**

* 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.

# 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 whereas MI will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by MI,
* MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

# 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 Juba in case of fuel crisis | Excellent quality |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date  | Time\* |
| Deadline for submission of tenders | 29 May 2020  | 04:00 p.m. |
| Opening of submitted tenders | 4 Jun 2020 | - |
| Notification of award to the successful contractor | 11 Jun 2020 | - |
| Signature of service contract | 12 Jun 2020 | - |

\* 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 MI, as well as all documents associated with the tender’s request will be in English.

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on 29 May 2020 at or before 4:00pm.

# 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 tenderer.

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 RFQ. Furthermore, they must include the following documents:

**Part 1 - Tender:** A tender for supply and delivery of hand washingsoaps to MI Country Coordination Juba Office.

**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 in USD,
* Average turnover for the past 2 years in USD,
* 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, tenderers 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 4 Jun 2020 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

# Tender evaluation

**Selection criteria**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, average turnover for the past 2 years and the capacity to deliver. The Contract agreement will be awarded to the winning bidder 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 100% by the Malteser International 10 days after the invoice issuing for previous month by the Contractor.

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| **Annex 2: Bill of Quantity**  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | - | - | - |

Estimated quantities of diesel for delivery to MI vehicles and motorbikes at a supplier petrol station in Juba under 1-year Framework Agreements are 5,200 litres of diesel and 500 litres of petrol.

On behalf of Malteser International: Date: 19 May 2020

Yours faithfully,



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