

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

14 February 2022

**Request for Quotation
RFQ_JUB_2022-0036**

For delivery of diesel and petrol for Malteser International (MI) vehicles and motorbikes at a supplier petrol station in Juba for 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

- A. Annex 1: Specification of Bidding
- B. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your tenders by or before the submission deadline on **21 Feb 2022 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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Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

A. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ_JUB_2020_0036 MI 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 500 of petrol at the petrol station in case of fuel crisis.

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, Uyujuku and Juba. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

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 for 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 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.

2. 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 21 February 2022

- 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 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.

4. Technical specification

Description	Quality
Diesel	Excellent quality
Petrol	Excellent quality
Deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in Juba in case of fuel crisis	Excellent quality

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's request will be in English.

7. Submission of tenders

All tenders must conform to the following conditions:

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

The deadline for the delivery of the tenders is: 21 February 2022 at or before 4:00pm

- 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.

8. 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 washing soaps 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,
- Company's official address,
- Bank account details (where money would be paid),

9. 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.

10. Opening of submitted tenders

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

The tenders will be opened on 22 February 2022 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.

11. 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.

12. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:
 - 1.1.1. Copy of the company's certificate of incorporation,
 - 1.1.2. Copy of Chamber of Commerce registration,
 - 1.1.3. Copy Tax Identification Certificate,
 - 1.1.4. Copy of Certificate of Operation,
2. Not bided according to the specification and

13) 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

14) 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.

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 motorbike 1,000 litres of petrol.

On behalf of Malteser International:

14 February 2022

Yours faithfully,

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany


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