

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

## A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Tender ITT\_REN\_2024\_0012 Malteser International herewith calls for tenders for rental of vehicles in Juba Office for 6 Months Framework Agreement.

Under the following reference number:

Donor project numbers: 10-SD

### 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, and Uyujuku. In these locations, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

Objective of Invitation to tender: In accordance with the overall targets of above-mentioned operations, MI plans to order tender for rental of vehicles in Juba Office for 4-Months Framework Agreement.

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 Invitation to tender.

Companies are invited to present tenders complying with the requirements here below specified.

### 2. Tenders Presentation

The tender shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) by or before the submission deadline on 12<sup>th</sup> December 2024 at or before 12:00 PM

The offer shall be written in English.

- The offer should be valid for 30 days after the deadline.
- The subject line of the email shall be SOB REN 2024 0012 for rental of vehicles Toyota Land Cruiser (5 Doors) for Malteser International office in Upper Nile State Renk County.
- 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 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 tender will be expressed in United States Dollars. The prices must be on unit price basis,
- 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. Specifications of bidding (SOB)

Rental of vehicles in Juba Office for 6-Months Framework Agreement

No	Description of trips	Quantity	Unit	Remarks
1	Vehicle Rental Toyota Land Cruiser 5 Doors to Be used in Upper Nile State Renk County	1	Day	

### 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.

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## 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:

- 7.1. Each tender must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) by or before the submission deadline on 12<sup>th</sup> December 2024 at or before 12:00PM.

## 8. Content of tender

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

Part 1 - Tender: A tender for rental of vehicles in Juba Office for 6-Months 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,

### Part 3 – Supporting Documents

- Questionnaire for Tender (signed and stamped) – Annex 2
- Company's official address,
- Company's Financial Statement of last three months,
- Bank account details (where money would be paid)
- Valid logbook (vehicle registration)
- Valid comprehensive insurance cover
- Road user stickers
- Proof of minimum 2 current/ references (contact information of clients under vehicle rental agreement)
- Proof of experience in similar assignment/vehicle rental agreements with INGOs, UN agencies or donor

## 9. Ownership of tenders

MI reserves/funds ownership of all tenders received. Therefore, 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 12<sup>th</sup> December 2024 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

## 11. Tenders' evaluation and method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

1. Not submitted legal documents as specified at 3. *Tender*
2. Not bided according to the specifications

Secondly, tenders found to be compliant and fulfilled exclusion criteria will be evaluated by an internal evaluation committee through a comparative bid analysis using the following selection criteria, which include both technical and financial criteria:

- Price/Rate
- Financial Capacity
- Quality standards of vehicles and technical capacity to deliver
- The compliance with technical specifications
- Experience in vehicle & truck rental with other I(NGOs)

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The mentioned selection criteria are to be weighted (%) and for each of the eligible tender rating from 1-5 of the selection criteria will be applied from internal evaluation committee according to project needs. The result of the analysis is an overall score, that determines the further selection and award of the tenders.

Furthermore, the evaluation committee reserves the right to make a final decision and award a contract based on a physical visit. Thus, service providers are encouraged to provide vehicle samples.

The set criteria shall be used to determine the most economically advantageous tender for contract award:

- a. The Bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint,
- b. If tenders are determined to be equivalent based on the selection criteria, price could then become the deciding criterion for award,
- c. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
- d. The MI will favourably evaluate a schedule, which shows earlier completion than the MI's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

12) 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.

13) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- ~~Payment ten days upon received invoices for previous month from the Contractor.~~

14) Bidders, who have not received any notification from MI one month after the deadline of the ITT, should consider themselves unsuccessful in the procurement process

Annex 2: Bill of Quantity.

Unit prices for rental of vehicles for Juba Office for 6-Months Framework Agreement

No	Description of trips	Quantity	Unit	Unit price USD
1	Car Rental Toyota Land Cruiser 5 Door including driver, fuel and general maintenance for the car to be based in Upper Nile state, Renk County	1	Day	

On behalf of Malteser International:

Yours faithfully,