**Malteser International**

**Office West Residential Area**

**Next to CARE International Office**

**Hai Daraja, Wau**

**South Sudan**

**25 May 2022**

**Request for Quotation**

**RFQ\_WAU\_2022\_0089**

For delivery of diesel and petrol to Malteser International (MI) vehicles, motorbikes and generators at a supplier petrol station in Wau for 6-month Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis.

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

We look forward to receiving your quotations on **27 May 2022 at or before 12:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org** or in a sealed envelope in Malteser International’s Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau.

Please write in the Subject line of your email with quotation: “**RFQ\_WAU\_2022\_0089 for supply and delivery of diesel and petrol”**

Yours faithfully,



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| --- | --- | --- |
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# A. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation RFQ\_WAU\_2022\_0089MI herewith calls for quotations concerning delivery of diesel and petrol for MI vehicles, motorbikes and generators at a supplier petrol station in Wau for 6-month Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis.

Under the following reference number:

 Donor project numbers: 1357-WAU

# Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop’s Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Request for Quotations:** In accordance with the overall targets of above-mentioned operations, MI plans to procure diesel and petrol for MI vehicles, motorbikes and generators at a supplier petrol station in Wau for 6-month Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 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 Request for Quotations.

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

# Quotation Presentation

The quotation shall be received via E-mail to**:** **mb.procurement-juba@malteser-international.org** on **27 May 2021 at or before 12:00pm** or in a sealed envelope in Malteser International’s Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau,

* The quotation shall be written in English
* The quotation should be valid for **30 days after the deadline.**
* The envelope must state the following information:
* Reference to the Request for Quotation
* Address to which the quotation is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English

# General conditions

* The quotation 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 quotation 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 quotations 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 2,000 of petrol at the petrol station in case of fuel crisis | Excellent quality |

# Validity of quotations

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

# Language of quotation

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

# Submission of quotations

# Each quotation must have received via E-mail to: mb.procurement-juba@malteser-international.org on 27 May 2021 at or before 12:00pm or in a sealed envelope in MI’s Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau.

# Content of quotation

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

**Part 1 - Quotation:** A quotation for delivery of diesel and petrol for MI vehicles, motorbikes and generators at a supplier petrol station in Wau for 6-month Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis. 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),

# Ownership of quotations

MI reserves/funds ownership of all quotations received. As a consequence, bidders will not be able to stipulate requirements that their quotations are to be returned.

1. **Opening of submitted quotations.**

The quotation will be opened on 25 February 2022 after in MI’s Office in Wau by the Evaluation committee. The selection process will be recorded in writing by the committee.

# Quotation 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. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
	* 1. **Copy of the company’s certificate of incorporation,**
		2. **Copy of Chamber of Commerce registration,**
		3. **Copy Tax Identification Certificate,**
		4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification,**
3. **Mathematical error of total bided price >±2 %.**
4. **Bidders, who have not received any notification from MI one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.**
5. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Bid 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.
1. **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 MI 10 days after the monthly invoices issuing by the Contractor.

**Annex 2: Bill of Quantity**

For delivery of diesel and petrol for MI vehicles, motorbikes and generators at a supplier petrol station in Wau for 6-month Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 quantity of diesel to be purchased is 14,000 litres and estimated quantity of petrol to be purchased is 1,000 litres for 1-year Framework Agreement.

On behalf of Malteser International:

25 May 2022

Yours faithfully,



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