**Country Coordination Office**

**Plot No: 445 Kololo Road**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 25 May 2021**

**Request for Quotations**

**RFQ-WAU-2021-0075**

**For NFIs for Malteser International Office in Wau in Western Bahr el Ghazal State**

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

We look forward to receiving your tenders by or before the **submission deadline on 28 May 2021 at or before 4:00 pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with tender: “**RFQ-WAU-2021-0075 for NFIs for Malteser International Office in Wau”**

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics and Security Cordinator – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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| Billing address: Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems. |

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# A. SPECIFICATION OF BIIDING

Related to our advertised the Request for Quotations (RfQs) RFQ-WAU-2021-0075for NFIs for Malteser International Office in Wau in Western Bahr el Ghazal State.

Under the following reference number:

 Donor project numbers: 1323.02

# 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, 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 NFIs for Malteser International Office in Wau in 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.

Suppliers are invited to present tenders 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 the delivery of the tenders** **is: 28 May 2021 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.

# 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.

# Technical specification

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Supplies** | **Qty** | **Unit** |
| 1 | Sleeping Mat (Min size 1.8\*2.5 meters) | 287 | Pc |
| 2 | Standard Size Blanket (wool) (soft and good quality) | 574 | Pc |
| 3 | Mosquito net (round net and blue in colour) | 287 | Pc |
| 4 | Kettle (stainless) (min 2 Litres) | 287 | Pc |
| 5 | Plastic round basin (min 10 Litres) | 287 | Pc |
| 6 | Laundry Soap (600g) 25 bars | 35 | Box |
| 7 | Standard Jerrycan (20Litres) (Not Foldable) | 287 | Pc |
| 8 | Plastic Round Bucket (15-20 Litres)  | 287 | Pc |
| 9 | Cooking pots or Saucepan (5-7 litres) | 287 | Pc |
| 10 | Stainless Plates | 861 | Pc |
| 11 | Stainless cups | 861 | Pc |
| 12 | Stainless spoons | 861 | Pc |
| 13 | Serving spoon (long spoon or ladle) | 287 | Pc |
| 14 | Nylon Sacks of 100 kg including packing of the NFI’s | 287 | Pc |
| 15 | Transport to Wau | 1 | Trip |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 28 May 2021 | 04:00 pm |
| Opening of submitted tenders | 29 May 2021 | - |
| Notification of award to the successful contractor | 3 Jun 2021 | - |
| Signature of contract agreement | 4 Jun 2021 | - |

\* 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 request will be in English.

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must be submitted via E-mail to: mb.procurement-juba@malteser-international.org on 28 May 2021, at or before 04:00 pm (local time).

# 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 NFIs for Malteser International Office in Wau in 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),

# Ownership of tenders

MI reserves/funds ownership of all tender received. As a consequence, bidders 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 29 May 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.

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

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee.
* Contract 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:

* Payment terms will be within 10 business days after receipt of goods and invoice, by Electronic bank transfer.

**Annex 2: Bill of Quantity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Supplies** | **Qty** | **Unit** | **Unit price USD** | **Total USD** |
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| 15 | Transport to Wau | 1 | Trip |   |   |
|  |  |  |

On behalf of Malteser International: Date: 25 May 2021

Sincerely,

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| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics and Security CoordinatorPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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