# Malteser International Europe · 51103 Cologne · Germany

**Country Coordination Office**

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

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 16 September 2019**

**Request for quotations**

For renting an office and residence compound in Wau for one year.

We look forward to receiving your quotations by or before the submission deadline on **30 September 2019 at before 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

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| --- | --- | --- |
| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics & Security Manager – South Sudan Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.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 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF QUOTING

Related to our advertised Request for Quotation Malteser International (MI) herewith calls for renting an office and residence compound for one year in Wau.

# 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. MI is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, MI 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 rent an office and residence compound for one year in Wau.

Companies and/or individuals are invited to present quotations complying with the requirements here below specified.

# Quotation Presentation

The quotation shall be delivered in a sealed envelope to Malteser International, Hai Daraja, near to ICRC office, Wau, South Sudan.

The deadline for the delivery of the quotation is on **30 September 2019 at before 4:00 PM**

* The quotation shall be written in English,
* The envelope must state the following information,
* Address to which the quotation is being submitted (see above),
* The words ***“Not to be opened before deadline”*** written in English,
* The quotation should be valid for **60 days after the deadline,**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The quotation shall be typed or written and signed on each page,
* The prices of the quotation will be expressed in United States Dollars,

# Technical specification

# An office and residence compound in Wau

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| --- | --- |
| **No.** | **Item description** |
| 1 | An office and residence compound in Wau Guest house: 6 bedrooms with bath rooms, 1 living room/dining room (with TV, sofa, dining table), kitchen, a small room for housekeeping storage  Office: 10 offices, meeting room, 2-3 latrines for office use, storage room,  General compound: water tank (preferably with own pump), space for generator and solar system, space for 3 Land Cruisers and truck, a room that is already equipped to be used as a safe room, guard house and emergency exit. |

# Content of quotation

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

**Part 1 – Quotation**

# For ordering office and residence compound in Wau. 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,
* Bank Statement of last three months,
* Company’s official address, phone numbers and email address,
* Bank account details (where money would be paid),

**Annex 2: Bill of Quantity**

# Rent of an office and residence compound for one year in Wau

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| --- | --- | --- |
| **No.** | **Item description** | **Price in USD** |
| 1 | Rent of an office and residence compound for one year in Wau: Guest house: 6 bedrooms with bath rooms, 1 living room/dining room (with TV, sofa, dining table), kitchen, a small room for housekeeping storage  Office: 10 offices, meeting room, 2-3 latrines for office use, storage room,  General compound: water tank (preferably with own pump), space for generator and solar system, space for 3 Land Cruisers and truck, a room that is already equipped to be used as a safe room, guard house and emergency exit. |  |

On behalf of Malteser International: Date: 16 September 2019

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| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics & Security Manager – South Sudan Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.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 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
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