

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

**Malteser International**  
**Hai Daraja West Residential Area**  
**Next to CARE International Office**  
**Northeast of WFP Office**  
**North of St. Joseph Church, Wau North**  
**Wau, South Sudan**

**26<sup>th</sup> July 2023**

**Request for Quotation**  
**RFQ\_WAU\_2023\_0094**

For supply of Office Stationaries for Wau Office under One-Year framework agreement.

- A. Annex 1: Specification of Bidding
- B. Annex 2: Bill of Quantity

We look forward to receiving your quotations by **3 Jun 2022 at or before 12:00 pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) in a sealed envelope addressed to: Malteser International Wau Office, Hai Daraja West Residential Area, Next to CARE International Office, Northeast of WFP Office, North of St. Joseph Church, Wau North, Wau, South Sudan.

Please write in the Subject line of your email with quotation: **RFQ\_WAU\_2023\_0094 for office stationaries**

Thank you for your cooperation.

Yours faithfully,



**Clement Bazia · Logistics Manager**  
**Wau field office, South Sudan**

Hai Daraja, Wau, Western Bahr el Ghazal

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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726

Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,

Douglas Graf von Saurma-Jeltsch

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**A. SPECIFICATION OF BIDDING**

Related to our advertised Request for Quotation (RFQ) RFQ\_WAU\_2023\_0094 MI herewith calls for supply of office stationaries for 1-year Framework Agreement to Wau Office.

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## 1. 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 Uyujuke. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood and Water Sanitation & Hygiene

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order office stationaries for 1-year Framework Agreement for Wau Office.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

## 2. Quotation Presentation

The quotation shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on **26<sup>th</sup> July 2023 at or before 4:00 pm**

- The quotation shall be written in English.
- The quotation 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 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.

## 4. Technical specification

For office stationaries for Wau Office for 1-year framework agreement.

No.	Office stationaries	Unit
1	Rim of paper A4	Rim
2	A4 Plastic sheet protector (100 pieces)	Packet
3	File splitter (a-z or 0-10)	Pcs
4	Notebook A4 70/100 sheet	Pcs
5	Notebook A5 70/100 sheet	Pcs

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6	Office Flat File Folder (black A4)	Pcs
7	Office Flat File Folder (Red A4)	Pcs
8	Diary Book with calendar (different sizes)	pcs
9	Envelope A4 brown colour	Packet
10	Envelope A5 brown colour	Packet
11	Ball point pen Black	Box
12	Ball point pen Blue	Box
13	Ball point pen Red	Packet
14	Pencil	Pcs
15	Erasing pen	Pcs
16	Highlighting pen	Packet
17	Brown Adhesive Tape - Large	Pcs
18	Cellotape	roll
19	Paper Adhesive Tape – Small	Pcs
20	Payment Voucher MI specific	Pcs
21	Counter book (200 pages)	Pcs
22	Clear bag plastic	Pcs
23	Hole puncher big size	Pcs
24	Hole puncher small size	Pcs
25	ID Card holder (capable of holding plastic ID card 8.5cm X 5.4cm)	Pcs
26	Plastic Blank ID cards (pack of 500 pcs)	Pcs
27	In-tray	Packet
28	Key Ring	Packet
29	Lanyards with MI Logo	Pcs
30	Microfiber towel for cleaning laptops	Pcs
31	Post-it / Medium Size	Pcs
32	Sticky note papers of different colours	Packet
33	Laptop Bag	Pcs
34	Laptop liquid cleaner	Pcs
35	Button Cell Battery – 20 mm	Pair
36	Dry cell battery Size AA 1,5V	Pair
37	Dry cell battery Size AAA 1,5V	Pair
38	Dry cell battery Size C, 1.5V	Pair
39	Dry cell battery Size D , 1.5V	Pair
40	Toner kit cartridge 17 A Black	Pcs
41	Toner kit cartridge 59 A Black	Pcs
42	Toner kit cartridge T1150 Black	set
43	Pin remover	Pcs
44	School ruler (medium size) 100 cm	Pcs
45	Cutter	Pcs

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46	Scissors – big	Pcs
47	Scissors – Small	Pcs
48	Paper clips , 50MM (Box of 10 pkts)	Box
49	Paper Clips, 28MM (Box of 10 pkts)	Box
50	Self-inking stamp	Pcs
51	Ink for stamp	Pcs
52	Pad for stamp	Pcs
53	Self-Adhesive Labels Big	Roll
54	Stapler N100/100	Pcs
55	Rechargeable Megaphone	Pcs
56	Calculator basic	Pcs
57	Flash Disk 16 GB	Pcs
58	External Key boards	Pcs
59	cable for printer to connect to laptop via USB	Pcs
60	Triplet 4 port extension cable	Pcs
61	Triplet 6 port Extension cable	Pcs
62	Flip chart stand	Pcs
63	Flip chart papers 20 pages each	Pcs
64	White board (6ft X 3ft)	Pcs
65	White board cleaner	Pcs
66	White board eraser	Pcs
67	White board marker pens various colours (pack of 12 pcs per box) - nonerasable	Packet
68	White board marker pen various colours (pack of 12 pcs per box) - erasable	Packet
69	Plastic file folder good quality	packet
70	Mouse Pad	pc
71	Key holder good quality (25pcs in packet)	pkt
72	Glue stick	packet

## 5. Validity of quotations

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

## 6. Language of quotations

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

## 7. Submission of quotations

7.1. Each quotation shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International's West Residential Area Next

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to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on **10<sup>th</sup> July 2023 at or before 12:00pm.**

## **8. Content of quotation**

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

**Part 1 - Quotation:** A quotation for supply of office stationaries for 1-year Framework Agreement in Wau.

## **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,
- Average turnover for the past 2 years in USD,
- Company's official address,
- Bank account details (where money would be paid),

## **9. 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.

## **10. Opening of submitted quotations**

The quotations will be opened on 3 Jun 2022 in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

## **11. Quotation 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 Framework 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**

### **3. Mathematical error of total bided price $>\pm 2$ %.**

### **13. 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.**

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#### 14. Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal evaluation committee.
- Framework Agreement will directly be issued to the selected supplier upon approval.

#### 15. 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

For supply of office stationaries for 1-year Framework Agreement in Wau Office.

No.	Office stationaries	Unit	Quantity	Unit price USD
1	Rim of paper A4	Rim	1	
2	A4 Plastic sheet protector (100 pieces)	Packet	1	
3	File splitter (a-z or 0-10)	Pcs	1	
4	Notebook A4 70/100 sheet	Pcs	1	
5	Notebook A5 70/100 sheet	Pcs	1	
6	Office Flat File Folder (black A4)	Pcs	1	
7	Office Flat File Folder (Red A4)	Pcs	1	
8	Diary Book with calendar (different sizes)	pcs	1	
9	Envelope A4 brown colour	Packet	1	
10	Envelope A5 brown colour	Packet	1	
11	Ball point pen Black	Box	1	
12	Ball point pen Blue	Box	1	
13	Ball point pen Red	Packet	1	
14	Pencil	Pcs	1	
15	Erasing pen	Pcs	1	
16	Highlighting pen	Packet	1	
17	Brown Adhesive Tape - Large	Pcs	1	
18	Cellotape	roll	1	
19	Paper Adhesive Tape – Small	Pcs	1	
20	Payment Voucher MI specific	Pcs	1	
21	Counter book (200 pages)	Pcs	1	
22	Clear bag plastic	Pcs	1	
23	Hole puncher big size	Pcs	1	
24	Hole puncher small size	Pcs	1	
25	ID Card holder (capable of holding plastic ID card 8.5cm X 5.4cm)	Pcs	1	
26	Plastic Blank ID cards (pack of 500 pcs)	Pcs	1	
27	In-tray	Packet	1	

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28	Key Ring	Packet	1	
29	Lanyards with MI Logo	Pcs	1	
30	Microfiber towel for cleaning laptops	Pcs	1	
31	Post-it / Medium Size	Pcs	1	
32	Sticky note papers of different colours	Packet	1	
33	Laptop Bag	Pcs	1	
34	Laptop liquid cleaner	Pcs	1	
35	Button Cell Battery – 20 mm	Pair	1	
36	Dry cell battery Size AA 1,5V	Pair	1	
37	Dry cell battery Size AAA 1,5V	Pair	1	
38	Dry cell battery Size C, 1.5V	Pair	1	
39	Dry cell battery Size D , 1.5V	Pair	1	
40	Toner kit cartridge 17 A Black	Pcs	1	
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44	School ruler (medium size) 100 cm	Pcs	1	
45	Cutter	Pcs	1	
46	Scissors – big	Pcs	1	
47	Scissors – Small	Pcs	1	
48	Paper clips, 50MM (Box of 10 pkts)	Box	1	
49	Paper Clips, 28MM (Box of 10 pkts)	Box	1	
50	Self-inking stamp	Pcs	1	
51	Ink for stamp	Pcs	1	
52	Pad for stamp	Pcs	1	
53	Self-Adhesive Labels Big	Roll	1	
54	Stapler N100/100	Pcs	1	
55	Rechargeable Megaphone	Pcs	1	
56	Calculator basic	Pcs	1	
57	Flash Disk 16 GB	Pcs	1	
58	External Keyboards	Pcs	1	
59	cable for printer to connect to laptop via USB	Pcs	1	
60	Triplet 4 port extension cable	Pcs	1	
61	Triplet 6 port Extension cable	Pcs	1	
62	Flip chart stand	Pcs	1	
63	Flip chart papers 20 pages each	Pcs	1	
64	White board (6ft X 3ft)	Pcs	1	
65	White board cleaner	Pcs	1	
66	White board eraser	Pcs	1	

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67	White board marker pens various colours (pack of 12 pcs per box) - nonerasable	packet	1	
68	White board marker pens various colours (pack of 12 pcs per box) - erasable	packet	1	
69	Plastic file folder good quality	packet	1	
70	Mouse Pad	pc	1	
71	Key holder good quality (25pcs in packet)	packet	1	
72	Glue stick	packet	1	
73	Stapler (Kangaro HP-45)	pc	1	
74	Staples (Kangaro) 24/6-1M 1000 staples (20x50) small pkt	packet	1	
75	Grand & Toy Heavy-Duty fold-Back Binder Clips, (Black, Large, 1-5/8" Wide, Box of 12)	Box	1	
76	Grand & Toy Heavy-Duty fold-Back Binder Clips, (Black, Small, Box of 12)	Box	1	

Estimated quantities of office stationaries to be ordered under 1-year Framework Agreements is 7,000 USD.

On behalf of Malteser International:

26<sup>th</sup> July 2022

Yours faithfully,



**Clement Bazia · Logistics Manager**

**Wau field office, South Sudan**

Hai Daraja, Wau, Western Bahr el Ghazal

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