

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

**Malteser International
WAU Office
Plot No: 183 Next to CARE International Office
Wau, South Sudan**

31st January 2023

Request for quotations

RFQ_WAU_2023-0012

Supply and Delivery of Motor bike (Preferred Honda XL 125L) to Malteser International Juba office.

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

We look forward to receiving your tenders by or before the **Submission deadline on 8th February 2023 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org or in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan.

Please write in the Subject line behind your Envelope with tender: **RFQ_WAU_2023_0012** For Supply and Delivery of Motor bike (Preferred Honda XL 125L) to MI Juba Office.

Thank you for your cooperation.

Yours faithfully,



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

Hai Daraja, Wau, Western Bahr el Ghazal

MTN: +211 926 981 422 · Zain: +211 919 232 422

clement.bazia@malteser-international.org · Skype: Clement.bazia

www.malteser-international.org

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



A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation RFQ_WAU_2023_0012 For Supply and Delivery of Motorbike (Preferred Honda XL 125L) to Malteser International Juba office.

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

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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, its 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, Malteser International plans to order for Supply and Delivery of Motorbike Honda XL 125L to Juba office.

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 Request for Quotations.

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

2. Tenders Presentation

The tender shall be received by or before the **submission deadline on 8th February 2023 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org or in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan.

- The offer shall be written in English
- If submitted in an envelope it must state, the following information:
 - Reference to the Bid Number
 - Address to which the offer is being submitted (see above)
- The envelope must state the following information:
 - Reference to the RFQ number
 - Address to which the offer is being submitted
 - The words ***“Not to be opened before deadline”*** written in English
- The offer 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 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 Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time

4. Technical specification

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Supply and Delivery of Motor Bike preferred Honda XL 125CC to Malteser International Juba office

S #	Item Description	Unit	Quantity
1.	Motor bike (Preferred Honda XL 125CC)	PCS	3

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.

6. Language of tenders

All tenders, official correspondence between companies and Malteser International, 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 We look forward to receiving your tenders by or before the **submission deadline on 8th January 2023 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org or in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan.

8. Content of tender

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

Part 1 - Tender: A tender for Supply and Delivery of Motor bike preferred Honda XL 125CC to MI Juba office

The format BoQ can be use or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

Part 2 – Documents to submit

- 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),

9. 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,
3. Mathematical error of total bided price $>\pm 2\%$.

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10. 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.

11. Opening of submitted tenders

The tenders will be open on **9th January 2023** in Malteser International Office in Wau by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

12. Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards of tools and technical capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

13) Specific Technical and Financial Evaluation Criteria to standards:

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

14) Terms of payment

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

- Payment will be made in ten working days upon receipt of invoices from the supplier/contractor

Annex 2: Bill of Quantity

For Supply and Delivery of Motor Bike Preferred Honda XL 125CC to Malteser International Juba

S #	Item Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
1.	Motor Bike preferred Honda XL 125CC	Pcs	3		
	Total Cost in USD				

On behalf of Malteser International:

31st January 2023

Yours faithfully,

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



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

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