

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> June 2022**

**Request for Quotation  
RFQ\_WAU\_2022\_0093**

For supply and delivery of household items 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 **10<sup>th</sup> July 2023 at or before 4:00PM** 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\_2022\_0093 for household items**

Thank you for your cooperation.

Yours faithfully,



**Clement Bazia · Logistics Manager**

**Wau field office, South Sudan**

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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 QUOTING**

Related to our advertised **RFQ\_WAU\_2022\_00093** MI herewith calls for quotations for supply of household items to Malteser International in Wau Office for 1-year FA.

Under the following reference number: MI project numbers: 1357-WAU and 1323-WAU.

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## 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 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 RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order quotations for supply of household items to MI in Wau Office for 1-year FA.

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 RFQ.

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

## 2. Quotations 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 **10<sup>th</sup> July 2023 at or before 4:00PM**

- The quotation 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 words ***“Not to be opened before deadline”*** written in English
- The offer should be valid for **60 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 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 quotation will be expressed in United States Dollars. The prices must be on unit price basis,
- 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 supply of household items for 1-framework agreement

No	Household items	Unit
1	Sugar white color 10 kgs	Bag
2	Tea Leave Lipton 25 tea	Bag
3	Tea Leave Hibiscus 25 tea	Bag

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4	Tea leaves Asiley	Sachet
5	Coffee Nescafe 200 grams	Tin
6	Salt sachet of 100 grams white color	Sachet
7	Rice 25 kgs	Bag
8	Onion red type Sudanese quality	Kg
9	Beans green type	Kg
10	Lentil	Kg
11	Irish potatoes	Kg
12	Tomato paste 200 gr	Tin
13	Cooking oil 5 l	Jerry can
14	Charcoal bag of 25 kgs	Bag
15	Powdered Milk 2500 gr	Tin
16	Biscuits Glucose (small pack)	Pack
17	Biscuits Crème (small pack)	Pack
18	Toilet paper packaging of 10 rolls	Pack
19	Dettol liquid soap 500 ml	Bottle
20	Liquid soap 375 ml	Bottle
21	Powder soap 5 kgs bag	Bag
22	Powder soap 100 grams	Sachet
23	Dish washing soap paste 500 gr	Packet
24	Laundry soap box (25 bars each 600 grams)	Box
25	Jik liquid (white) 750 ml	Bottle
26	Jik liquid (colored) 750 ml	Bottle
27	Liquid cleaner for windows & car washing	Bottle
28	Vim Powder 500gms	Bottle
29	Air refresher 300 ml	Bottle
30	Mosquito repellent 600g	Pc
31	Anti-insect spray 600 ml (insectide)	Bottle
32	Soft touch Facial Tissue (200x2 ply)	Packet
33	Hand gloves (Small size)	Pair
34	Glasses for Drinking water 200 ml	Pc
35	Cups for coffee 200 ml	Pc
36	Furniture Polish 500 ml	Tin
37	Steel wire for washing	Roll
38	Plastic bucket 20 liter	Pc
39	Plastic bucket 40 liter	Pc
40	Mopper for cleaning with stick	Pc
41	Hard brush with stick	Pc
42	Indoor broom	Pc
43	Garbage bags	Pc
44	Bed sheet cotton good quality big size	pc
45	Mosquito net with stand good quality	pc

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46	SARAYA Anti-Bacterial Hand Disinfectant AlsoftV 1litre	pc
47	Harpic (lime scale remover)	Bottle
48	Pride Scouring powder (500grams)	Bottle
49	Clothes washing brush	pc
50	Plastic laundry hamper for dirty clothes big size	pc

## 5. Validity of quotations

Each supplier is bound to the quotation submitted for a period of 60 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 tender request will be in English.

## 7. Submission of quotations

All quotations must conform to the following conditions:

- 7.1. Each tender must have 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 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 4:00PM.**

## 8. Content of quotations

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 household items to MI in Wau Office under 1-year FA. 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),

## 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 quotation will be opened on **12<sup>th</sup> July 2023** in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

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## 11. Quotations evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards and technical capacity to deliver. The work 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.

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

- Evaluation of quotations and justification basing on responsiveness of the selected supplier by internal 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 or cheque as specified below:

- Payment ten days upon received invoices for previous month from the Contractor.

## Annex 2: Bill of Quantity

Unit prices for supply of household items for Wau Office for 1-year Framework Agreement

No	Household items	Quantity	Unit	Unit price USD
1	Sugar white color 10 kgs	1	Bag	
2	Tea Leave Lipton 25 tea	1	Bag	
3	Tea Leave Hibiscus 25 tea	1	Bag	
4	Tea leaves Asiley	1	Sachet	
5	Coffee Nescafe 200 grams	1	Tin	
6	Salt sachet of 100 grams white color	1	Sachet	
7	Rice 25 kgs	1	Bag	
8	Onion red type Sudanese quality	1	Kg	
9	Beans green type	1	Kg	
10	Lentil	1	Kg	
11	Irish potatoes	1	Kg	
12	Tomato paste 200 gr	1	Tin	
13	Cooking oil 5 l	1	Jerry can	

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14	Charcoal bag of 25 kgs	1	Bag	
15	Powdered Milk 2500 gr	1	Tin	
16	Biscuits Glucose (small pack)	1	Pack	
17	Biscuits Crème (small pack)	1	Pack	
18	Toilet paper packaging of 10 rolls	1	Pack	
19	Dettol liquid soap 500 ml	1	Bottle	
20	Liquid soap 375 ml	1	Bottle	
21	Powder soap 5 kgs bag	1	Bag	
22	Powder soap 100 grams	1	Sachet	
23	Dish washing soap paste 500 gr	1	Packet	
24	Laundry soap box (25 bars each 600 grams)	1	Box	
25	Jik liquid (white) 750 ml	1	Bottle	
26	Jik liquid (colored) 750 ml	1	Bottle	
27	Liquid cleaner for windows & car washing	1	Bottle	
28	Vim Powder 500gms	1	Bottle	
29	Air refresher 300 ml	1	Bottle	
30	Mosquito repellent 600g	1	Pc	
31	Anti-insect spray 600 ml (insectide)	1	Bottle	
32	Soft touch Facial Tissue (200x2 ply)	1	Packet	
33	Hand gloves (Small size)	1	Pair	
34	Glasses for Drinking water 200 ml	1	Pc	
35	Cups for coffee 200 ml	1	Pc	
36	Furniture Polish 500 ml	1	Tin	
37	Steel wire for washing	1	Roll	
38	Plastic bucket 20 liter	1	Pc	
39	Plastic bucket 40 liter	1	Pc	
40	Mopper for cleaning with stick	1	Pc	
41	Hard brush with stick	1	Pc	
42	Indoor broom	1	Pc	
43	Garbage bags	1	Pc	
44	Bed sheet cotton good quality big size	1	pc	
45	Mosquito net with stand good quality	1	pc	
46	SARAYA Anti-Bacterial Hand Disinfectant AlsoftV 1litre	1	Bottle	
47	Harpic (lime scale remover)	1	Bottle	
48	Pride Scouring powder (500grams)	1	Bottle	
49	Clothes washing brush	1	pc	
50	Plastic laundry hamper for dirty clothes big size	1	pc	

Estimated annual amount for household items is 20,000 USD.

On behalf of Malteser International:

26<sup>th</sup> June 2022

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Yours faithfully,



**Clement Bazia · Logistics Manager**

**Wau field office, South Sudan**

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