

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

**Malteser International  
Country Coordination Office  
Plot No: 445 Kololo Road 3k South  
Tong Ping, Juba Town  
South Sudan**

**9 May 2022**

**Request for Quotation  
RFQ\_WAU\_2022\_0065**

For supply and delivery of spare parts for hand pumps to Malteser International (MI) Office in Wau in Western Bahr el Ghazal


- A. Annex 1: Specification of Bidding
- B. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your quotations by or before the submission deadline on **13 May 2022 at or before 4:00pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org).

Please write in the Subject line of your email with quotation: **RFQ\_WAU\_2022\_0065 for spare parts for hand pumps**

Thank you for your cooperation.

Yours faithfully,



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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,  
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## 1. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ\_WAU\_2022\_0065 MI herewith calls for supply and delivery of spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghazal.

Under the following reference number: MI project number: 1357-WAU

### 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 Uyujuke. In these locations, its 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 spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghaza.

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 via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org).

The deadline for delivery of quotations is **at or before 4:00pm on 13 May 2022.**

- The quotation shall be 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.

### 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 supply and delivery of spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghazal.

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No	Description of goods or services	Quantity	Unit	Quality
1	GI pipes Indian Mark II (3 meters long)	200	Pieces	Genuine spares
2	Connecting rods Indian Mark II (3 meters long)	200	Pieces	Genuine spares
3	Chains Indian Mark II	100	Pieces	Genuine spares
4	Indian Mark II Pump Cylinder	60	Pieces	Genuine spares
5	Transport cost from Juba to Wau	1	Trip	Reliable transport means

## 5. Validity of quotations

Each company is bound to the quotation submitted for a period of 60 days from the deadline for submission of quotations.

## 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

All quotations must conform to the following conditions:

7.1. Each quotation must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) on **13 May 2022 at or before 4:00pm**.

## 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 and delivery of spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghazal State.

### 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,
- Company's official address,
- Bank account details (where money would be paid),

## 9. Ownership of quotations

MI reserves/funds ownership of all quotations received. Therefore, quotations 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 13 May 2022 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

## 11. Quotations evaluation

### Selection criteria

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The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards, delivery time, working capital and the capacity to deliver. The Contract 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) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Contract 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 as specified below:

Payment will be done after 10 working days upon delivery of spare parts for hand pumps to Malteser International Office in Wau in Western Bahr el Ghazal State.

### Annex 2: Bill of Quantity

For supply and delivery of spare parts for hand pumps to Malteser International Office in Wau in Western Bahr el Ghazal

No	Description of goods or services	Quantity	Unit	Unit price USD	Total USD
1	GI pipes Indian Mark II (3 meters long)	200	Pieces		
2	Connecting rods Indian Mark II (3 meters long)	200	Pieces		
3	Chains Indian Mark II	100	Pieces		
4	Indian Mark II Pump Cylinder	60	Pieces		
5	Transport cost from Juba to Wau	1	Trip		

On behalf of Malteser International:

Date: 9 May 2022

Yours faithfully,

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

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