

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

**Malteser International
Country Coordination Office
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Juba, South Sudan**

16 January 2024

**Request for Quotation
RFQ_JUB_2024-0001**

For delivery of diesel and petrol for Malteser International vehicles and motorbikes at a supplier petrol station in Tong Ping and around in Juba for 2-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

- 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 **22 January 2024 at or before 12pm** via E-mail to: mb.procurement-juba@malteser-international.org.

Thank you for your cooperation.

Sincerely Yours,



South Sudan Coordination Office
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A. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ_JUB_2024_0001 Malteser International (MI) herewith calls for delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Tong Ping and around in Juba for 2-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

1. Description of the organization and its activities

Malteser International is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uujuku and Yei.

Objective of RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to order delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba for 2-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

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.

The deadline for delivery of quotations is on or before 12pm on 22 January 2024

- 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,

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- MI reserves the right to accept or reject all quotations depending on prevailing condition at the time.

4. Technical specification

Description	Quality
Diesel	Excellent quality
Petrol	Excellent quality
Deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in Juba in case of fuel crisis	Excellent quality

5. Validity of quotations

Each company is bound to the quotation 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

All quotations must conform to the following conditions:

The quotations shall be via E-mail to: mb.procurement-juba@malteser-international.org

The deadline for the delivery of the quotations is: 22 January 2024 at or before 12pm

- 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.

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 hand washing soaps to MI Country Coordination Juba Office.

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. As a consequence, quotations will not be able to stipulate requirements that their quotations are to be returned.

10. Opening of submitted quotations

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The quotations will be opened on 22 January 2024 in MI Country Coordination Office in Juba, 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 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.

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 100% by the Malteser International 10 days after the invoice issuing for previous month by the Contractor.

Annex 2: Bill of Quantity

For delivery of diesel and petrol for Malteser International vehicles and motorbikes at a supplier petrol station in Tong Ping and around in Juba for 2-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis

No	Description of goods or services	Unit	Quantity	Unit price in USD
1	Diesel	Litre	1	
2	Petrol	Litre	1	
3	To have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis	-	-	-


It is estimated that 18,000 litres of diesel and 2,000 litres of petrol will be ordered during 2-year framework agreement.

On behalf of Malteser International:

16 January 2024

Sincerely Yours,

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