

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

22 March 2023

Request for Quotation
RFQ_YEI_2023_0017

For supply of office supplies (coffee, tea, sugar and cleaning items) for 1-year framework agreement for Malteser International Office in Yei.

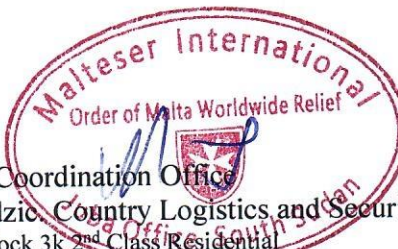
- A. Annex 1: Specification of Bidding
- B. Annex 2: Bill of Quantity

We look forward to receiving your quotations on **31 March 2023 at or before 12pm** via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope to Malteser International at UNHCR Logs Base in Yei in South Sudan.

Please write in the Subject line of your email with quotation: **"RFQ_YEI_2023_0017 for office supplies for 1-year FA"**

Thank you for your cooperation.

Sincerely Yours,



South Sudan Coordination Office
Nermin Silajdzic, Country Logistics and Security Coordinator
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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,
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A. SPECIFICATION OF BIDDING

Related to our advertised RFQ_YEI_2023_0017 Malteser International (MI) herewith calls for supply of office supplies (coffee, tea, sugar and cleaning items) for 1-year framework agreement in Yei.

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 Uuyjuku and Yei.

Objective of Request for Quotation: In accordance with the overall targets of above-mentioned operations, MI plans to order office supplies (coffee, tea, sugar and cleaning items) for 1-year framework agreement in Yei.

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.

Suppliers of office supplies are invited to submit quotations complying with the requirements here below specified.

2. Quotation Presentation

The quotation shall be sent via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope to Malteser International at UNHCR Logs Base in Yei in South Sudan.

The deadline for the delivery of the quotations is: 31 March 2023 at or before 12pm

- The quotation shall be written in English
- The envelope must state the following information:
 - Reference to the Request for Quotation
 - Address to which the quotation is being submitted (see above)
 - The words ***“Not to be opened before deadline”*** 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 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,

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- 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

Of office supplies (coffee, tea, sugar and cleaning items) for 1-year framework agreement for Malteser International Office in Yei

No.	Item description	Unit	Quantity
1	Carton of drinking water in bottles of 600 ml	Carton	1
2	Sugar brown 25 kg bag	Bag	1
3	Tea bags (Green tea mint flavor)	Pack of 25 bags	1
4	Tea bags (Kepeta)	Pack of 25 bags	1
5	Nescafe 200 gr	Jar	1
6	Liquid hand wash 500 ml	Bottle	1
7	Dish wash liquid 1 l	Bottle	1
8	Hand washing liquid soap 750ml	Bottle	1
9	Air Freshner 300 ml	Bottle	1
10	Anty Nyamuk Lalat & Keco spray 600 ml	Bottle	1
11	Jik liquid (white) 750 ml	Bottle	1
12	Jik liquid (coloured) 750 ml	Bottle	1
13	Liquid cleaner for windows, car washing (quantity)	Bottle	1
14	Hand gloves (Small size)	pair	1
15	Glasses for Drinking water 200 ml	pc	1
16	Cups for coffee 200 ml	pc	1
17	Soft touch Facial Tissue (200x2 ply)	packet	1
18	Furniture Polish 500 ml	Bottle	1
19	Still wire	roll	1
20	Toilet tissue hygienic toilet papers	10 rolls	1
21	Vim Powder 500gms	pc	1
22	Harpic 500 ml	Bottle	1
23	Mopper	pc	1
24	Plastic bucket 20l	pc	1
25	Garbage bags	packet of 30 pcs	1
26	Indoor brooms	pc	1
27	Broom for roof with soft hair	pc	1

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 request will be in English.

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7. Submission of quotation

All quotations must conform to the following conditions:

- 7.1. Each quotation shall be submitted via E-mail to: mb.procurement-juba@malteser-international.org or in sealed envelope to Malteser International at UNHCR Logs Base in Yei in South Sudan on 31 March 2023, at or before 12pm.

8. Content of quotations

All submitted quotation 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 supplies (coffee, tea, sugar and cleaning items) for 1-year framework agreement in Yei. 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,
- Company's phone numbers,
- 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 **31 March 2023** in MI Office in Yei, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. Quotation evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, available office supplies in stock and their quality, the compliance with technical specifications and the 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

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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.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee,
- Framework 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 carried out in ten days for previous month upon received invoices from the Contractor.

Annex 2: Bill of Quantity

For supply of office supplies (coffee, tea, sugar and cleaning items) for 1-year framework agreement for Malteser International Office in Yei

No.	Item description	Unit	Qty	Unit Price USD
1	Carton of drinking water in bottles of 600 ml	Carton	1	
2	Sugar brown 25 kg bag	Bag	1	
3	Tea bags (Green tea mint flavour)	Pack of 25 bags	1	
4	Tea bags (Kepeta)	Pack of 25 bags	1	
5	Nescafe 200 gr	Jar	1	
6	Liquid hand wash 500 ml	Bottle	1	
7	Dish wash liquid 1 l	Bottle	1	
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9	Air Freshener 300 ml	Bottle	1	
10	Anty Nyamuk Lalat & Keco spray 600 ml	Bottle	1	
11	Jik liquid (white) 750 ml	Bottle	1	
12	Jik liquid (colored) 750 ml	Bottle	1	
13	Liquid cleaner for windows, car washing (quantity)	Bottle	1	
14	Hand gloves (Small size)	pair	1	
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17	Soft touch Facial Tissue (200x2 ply)	packet	1	
18	Furniture Polish 500 ml	Bottle	1	
19	Still wire	roll	1	
20	Toilet tissue hygienic toilet papers	10 rolls	1	
21	Vim Powder 500gms	pc	1	
22	Harpic 500 ml	Bottle	1	
23	Mopper	pc	1	

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24	Plastic bucket 20l	pc	1	
25	Garbage bags	packet of 30 pcs	1	
26	Indoor brooms	pc	1	
27	Broom for roof with soft hair	pc	1	

Estimated amount for office supplies (coffee, tea, sugar and cleaning items) to be ordered during 1-year of framework agreement is 2,000 USD.

On behalf of Malteser International:

Date: 22 March 2023

Sincerely Yours,



South Sudan Coordination Office
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