

Malteser International Europe, Grüner Weg 14, 50825 Cologne · Germany

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

17 September 2021

**Request for quotations
RFQ-JUB-2021-0219**

For supply of office supplies (coffee, tea, sugar and cleaning items) for Juba Office for 1-year Framework Agreement.

- 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 **24 September 2021 at or before 4:00pm** via E-mail to: **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with tender: **RFQ-JUB-2021-0219 office supplies**

Thank you for your cooperation.

Yours faithfully,



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A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ-JUB-2021-0219** MI herewith calls for tenders for supply of office supplies (coffee, tea, sugar and cleaning items) for Juba Office for 1-year Framework Agreement.

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, Maridi and Rumbek. In these locations, it's 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, MI plans to order tender for office supplies (coffee, tea, sugar and cleaning items) for Juba Office for 1-year Framework Agreement.

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 via E-mail to: **mb.procurement-juba@malteser-international.org**.

The deadline for the delivery of the tenders is: on 24 September 2021 at or before 4:00 PM

- The tenders shall be written in English
- The tender 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 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 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 tenders depending on prevailing condition at the time.

4. Technical specification

Refreshment and cleaning items

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

5. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	24 September 2021	04:00 p.m.
Opening of submitted tenders	27 September 2021	
Notification of award to the successful contractor	11 October 2021	-
Signature of service Framework Agreement	12 October 2021	-

* All times are local time in Juba, South Sudan

6. Validity of tenders

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

7. Language of tenders

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

8. Submission of tenders

All tenders must conform to the following conditions:

- 8.1. Each tender must have received via E-mail to: **mb.procurement-juba@malteser-international.org** on **24 September 2021 at or before 4:00pm.**

9. 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 office supplies (coffee, tea, sugar and cleaning items) for Juba Office for 1-year Framework Agreement. 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 Financial Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

10. Ownership of tenders

MI reserves/funds ownership of all tenders received. As a consequence, bidders will not be able to stipulate requirements that their tenders are to be returned.

11. Opening of submitted tenders

The tenders will be opened on 27 September 2021 in MI Office in Juba, South Sudan, 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 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,
- 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 ten days upon received invoices for previous month from the Contractor.

Annex 2: Bill of Quantity

Unit prices for office supplies (coffee, tea, sugar and cleaning items)

No.	Item description	Unit	Qty	Unit Price USD
1	Jumo of 20 liter of drinking water	Jumbo	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 & Kecoa 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	
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	

Estimated annual amount for office supplies (coffee, tea, sugar and cleaning items) is 8,500 USD.

On behalf of Malteser International:

17 September 2021

Yours faithfully,

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