# **Dossier for Preselection**

Malteser International MI), 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

Suppliers and service providers registered under the Laws of South Sudan in respective goods and services are invited to submit their preselection dossier to MI so that they may be preselected for submission of quotations.

Interested suppliers and service providers should submit their application in a sealed envelope addressed to: Malteser International Evaluation Committee, Hai Daraja West Residential Area, Next to Oxfam Office in Wau in South Sudan **on 3 November 2020 at or before 4:00pm**. On the sealed envelope, the category applied for have to be clearly indicated.

Please submit your applications in separate sealed envelopes if you apply for more categories.

Applications must contain the following documents that are mandatory:

**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 official address, phone number and email address,

**Other required documents:**

* Standard Price List,
* Duly signed preselection questionnaire,
* Certificate of quality,
* Product catalogue,
* Previous experience with INGOs/UN agencies,
* Availability of products,
* Terms of delivery,
* Adequate storage facilities,
* Bank Statement of last three months,
* Relevant staff qualifications,

**Applications will be evaluated according to the following evaluation criteria:**

* Completeness of documents submitted,
* Previous experience with INGOs/UN agencies,
* Availability of products /terms of delivery,
* Adequate storage facilities,
* Product quality certified by independent and recognised agency
* Bank Statement of last three months,
* Relevant staff qualifications,
* Standard Price List,

**Suppliers or service providers who do not fulfil the minimum requirements, completeness of required documents will be excluded from the preselection of suppliers or service providers.**