

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-2021-0220**

For supply of stationaries in Juba Office under 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-2021-0220 for stationaries**

Thank you for your cooperation.

Yours faithfully,



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## A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ-JUB-2021-0220** MI herewith calls for tenders for supply of stationaries in Juba Office under 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 stationaries in Juba Office under 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](mailto: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

**Stationeries**

No.	Description of Items	Unit
1	Transparent Liquid Glue	bottle
2	Erasing Pen	Piece
3	Hole Puncher - Small	Piece
4	Hole Puncher - Large	Piece
5	2 Rings File – 4” – 650 Sheets	Piece
6	2 Rings File – 1.5” – 250 Sheets	Piece
7	Pad (for stamp)	Piece
8	Ink for Pad	Piece
9	Stapler N. 50/100	Piece
10	Staples Pin N. 50	Box
11	Stapler N. 100/100	Piece
12	Staples Pin N. 100	Box
13	Pin Remover	Piece
14	Ballpoint Pen - Black	Boxe
15	Ballpoint Pen - Blue	Box
16	A4 Tabs indexes	package
17	A4 Plastic Sheets Protectors (100 Pcs)	packet
18	Self-Adhesive Labels Big	Piece
19	Year's Pocket Diary A5	Piece
20	Notebook A5 - 70/100 sheets	Piece
21	Notebook A4 - 70/100 sheets	Piece
22	Exercise Book 32 sheets	Piece
23	Exercise Book 50 sheets	Piece
24	Exercise Book 100 sheets	Piece
25	Scientific Calculator	Piece
26	Battery Size AA 1,5V	Packet
27	Battery Size AAA 1,5V	Packet
28	Button Cell Battery – 20 mm	Packet
29	Office Flat File Folder	Pcs
30	Ream of paper A3	Ream
31	Ream of paper A4	Ream
32	Ream of paper A4	Ream
33	Highlighting pen	Pcs
34	Envelope A4	Pcs
35	Envelope A5	Pcs
36	Envelope A3	Pcs
37	Cutter	Pcs
38	Scissors - Small	Pcs
39	Scissors - Large	Pcs
40	Cartridge TK 1115	Pcs
41	Cartridge 126 A	Pcs
42	Cartridge 81 A	Pcs
43	Cartridge size TK 1170	Pcs

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44	Cartridge size CE310 A	Pcs
45	HP LaserJet 30A	Pcs
46	Post-it / Small Size	Pcs
47	Post-it / Medium Size	Pcs
48	Post-it / Large Size	Pcs
49	Block of Receipt	Pcs
50	Block of Invoice	Pcs
51	Pencil with Eraser	Pcs
52	Rubber	Pcs
53	Flip Chart	Pcs
54	Paper for Flip Chart	Pcs
55	Marker Black/Blue/Red/Green	Pcs
56	Erasable Marker for With board - various colors	Pcs
57	Transparent Adhesive Tape - Small	Pcs
58	Transparent Adhesive Tape - Medium	Pcs
59	Transparent Adhesive Tape - Large	Pcs
60	Brown Adhesive Tape - Medium	Pcs
61	Brown Adhesive Tape - Large	Pcs
62	Paper Adhesive Tape - Small	Pcs
63	Laptop Bag	Pcs
64	Badge Case	Pcs
65	Badge String	Pcs
66	Paper Clips	Pcs
67	Key Ring	Pcs
68	In-tray	Pcs
69	Large size Map of Nigeria	Pcs
70	Penholder	Pcs
71	Sharper	Pcs
72	Weighting Scale	Pcs
73	Measurement Tape	Pcs
74	Erasable Witheboard	Pcs

**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 stationaries in Juba Office under 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 stationaries for Juba Office under 1-year Framework Agreement

No.	Description of Items	Unit	Qty	Unit Price USD
1	Transparent Liquid Glue	bottle	1	
2	Erasing Pen	Piece	1	
3	Hole Puncher - Small	Piece	1	
4	Hole Puncher - Large	Piece	1	
5	2 Rings File – 4” – 650 Sheets	Piece	1	
6	2 Rings File – 1.5” – 250 Sheets	Piece	1	
7	Pad (for stamp)	Piece	1	
8	Ink for Pad	Piece	1	
9	Stapler N. 50/100	Piece	1	
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38	Scissors - Small	Pcs	1	
39	Scissors - Large	Pcs	1	
40	Cartridge TK 1115	Pcs	1	
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43	Cartridge size TK 1170	Pcs	1	
44	Cartridge size CE310 A	Pcs	1	
45	HP LaserJet 30A	Pcs	1	
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68	In-tray	Pcs	1	
69	Large size Map of Nigeria	Pcs	1	
70	Penholder	Pcs	1	
71	Sharper	Pcs	1	
72	Weighting Scale	Pcs	1	
73	Measurement Tape	Pcs	1	
74	Erasable Whiteboard	Pcs	1	

Estimated annual amount for stationaries is 2,500 USD.


On behalf of Malteser International

17 September 2021

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Yours faithfully,



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