**Malteser International**

**Hai Daraja West Residential Area**

**Next to CARE International Office**

**Northeast of WFP Office**

**North of St. Joseph Church, Wau North**

**Wau, South Sudan**

**30 May 2022**

**Request for Quotation**

**RFQ\_WAU\_2022\_0086**

Taxi services with drops in Wau Town with free and charged waiting time for 6-month framework agreement.

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

We look forward to receiving your quotations by **3 Jun 2022 at or before 12:00 pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org** in a sealed envelope addressed to: Malteser International Wau Office, Hai Daraja West Residential Area, Next to CARE International Office, Northeast of WFP Office, North of St. Joseph Church, Wau North, Wau, South Sudan.

Please write in the Subject line of your email with quotation: **RFQ\_WAU\_2022\_0086 for taxi services**

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| Logo Malteser International |   | South Sudan Coordination Office Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy RoadCentral Equitorial State, Juba, South Sudan.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF QUOTING

Related to our advertised Request for Quotation (RFQ) RFQ\_WAU\_2022\_0086Malteser International (MI) herewith calls for quotations concerning taxi services with drops in Wau Town with free and charged waiting time for 6-month framework agreement.

Under the following reference number: MI project numbers: 1357-WAU and 1323-JUB

# 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, and Uyujuku. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to hire taxi services with drops in Wau Town with free and charged waiting time for 6-month 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 RFQ.

Companies are invited to present quotations complying with the requirements here below specified.

# Quotation Presentation

The quotations shall be via E-mail to**:** **mb.procurement-juba@malteser-international.org**orin a sealed envelope addressed to: Malteser International Wau Office, Hai Daraja West Residential Area, Next to CARE International Office, Northeast of WFP Office, North of St. Joseph Church, Wau North, Wau, South Sudan

The deadline for the delivery of the quotations is on **3 Jun 2022 at or before 12:00pm**

* The quotation shall be 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.

# 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,
* 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.

# Technical specification

|  |
| --- |
| **Taxi services** |
| Wau Town drop | Excellent quality of taxi cars |
| Free waiting time minutes |  |
| Charges for waiting time in minutes |  |

# Validity of quotations

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

# 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.

# Submission of quotations

All quotations must conform to the following conditions:

# Each quotation shall be received via E-mail to: mb.procurement-juba@malteser-international.org on 3 Jun 2022 at or before 12:00pm in a sealed envelope addressed to: Malteser International Wau Office, Hai Daraja West Residential Area, Next to CARE International Office, Northeast of WFP Office, North of St. Joseph Church, Wau North, Wau, South Sudan.

# Content of quotation

All submitted quotations must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

**Part 1 - Quotation**

Taxi services with drops in Wau Town with free and charged waiting time for 6-month 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,
* Bank Statement of last three months,
* Company’s official address, phone numbers and email address,
* Bank account details (where money would be paid),

Minimum requirements:

* Taxi car service provider must have a valid registration and permanent office in Wau,
* Must be duly registered with sufficient cars to be able to response to MI taxi car needs when called upon.
* For each taxi car provide specific model, year of make and condition,
* The cars must be in good condition, well fitted with AC,
* Taxi service provider must be able to provide a taxi car and driver as requested regardless of the time of day.
* Taxi cars must have registration and insurance,
* Copies of valid logbooks,

# 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.

1. **Opening of submitted quotations.**

The quotations will be opened 3 Jun 2022 at MI Office in Wau office by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Quotations’ evaluation

The criteria applied for the evaluation will be the legal conformity, the prices per Wau town drops, price for waiting time, the work experiences, South Sudanese taxi drivers, the car capacity to deliver and delivery on time on calls.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
	* 1. **Copy of the company’s certificate of incorporation,**
		2. **Copy of Chamber of Commerce registration,**
		3. **Copy Tax Identification Certificate,**
		4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification and**
3. **Mathematical error of total bided price >±2 %.**
4. **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.**
5. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Bid Analysis and justification basing on responsiveness of the selected taxi service provider by evaluation committee,
* Framework agreement will directly be issued to the selected taxi service provider upon approval.
1. **Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

Payment will be done by the MI seven days after received invoices for previous month from the Contractor.

**Annex 2: Bill of Quantity**

Taxi services with drops in Wau Town with free and charged waiting time for 6-month framework agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Description of services | Unit | Quantity | Unit price in USD |
| 1 | Wau Town drop | Drop | 1 |   |
| 2 | Free waiting time | Minutes | 1 |  |
| 3 | Charges for waiting time | Minutes | 1 |  |

Estimated annual amount for taxi services is 1,800 USD.

On behalf of Malteser International: Date: 30 May 2022

Sincerely Yours,

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| --- | --- | --- |
| Logo Malteser International |   | South Sudan Coordination Office Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy RoadCentral Equitorial State, Juba, South Sudan.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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