

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

**4 October 2021**

**Request for Quotation  
RFQ-YEI-2021-0003**

For office supplies (coffee, tea, sugar and cleaning items) for 18-month 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 tenders by or before the **submission deadline on 15 October 2021 at or before 4:00 pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope to (For Malteser International) Director Mr. Michael Loggala, Yei County Health Department in Yei County Hospital in Yei in South Sudan

Please write in the Subject line of your email with tender: **“RFQ-YEI-2021-0003 for office supplies for 18-month FA in Yei”**

Thank you for your cooperation.

Yours faithfully,



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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726  
Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,  
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## A. SPECIFICATION OF BIDDING

Related to our advertised RFQ-YEI-2021-0003 Malteser International (MI) herewith calls for office supplies (coffee, tea, sugar and cleaning items) for 18-month framework agreement in Yei.

### 1. Description of the organization and its activities

Malteser International is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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 Quotation:** In accordance with the overall targets of above-mentioned operations, MI plans to order office supplies (coffee, tea, sugar and cleaning items) for 18-month 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.

Interested providers are invited to submit tenders complying with the requirements here below specified.

### 2. Tender Presentation

The tender shall be sent via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)** or in a sealed envelope to (For Malteser International) Director Mr. Michael Loggala, Yei County Health Department in Yei County Hospital in Yei in South Sudan

**The deadline for the delivery of the tenders is: 15 October 2021 at or before 4:00pm**

- The tender 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 **30 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. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	15 October 2021	04:00 p.m.
Opening of submitted tenders	19 October 2021	
Notification of award to the successful contractor	4 November 2021	-
Signature of Framework Agreement	5 November 2021	-

\* All times are local time in Juba, South Sudan

#### 5. Validity of tenders

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

#### 6. 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.

#### 7. Submission of tenders

All tenders must conform to the following conditions:

- 7.1. Each tender shall be submitted via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelope to (For Malteser International) Director Mr. Michael Loggala, Yei County Health Department in Yei County Hospital in Yei in South Sudan on 15 October 2021, at or before 04:00 pm.

#### 8. Content of tenders

All submitted tenders must conform to the requirements mentioned in the RFQ. Furthermore, they must include the following documents:

**Part 1 - Tender:** A tender for office supplies (coffee, tea, sugar and cleaning items) for 18-month 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 (for July, August and September 2021),
- Average turnover for the past 2 years in USD (for 2019 and 2020),
- Company's official address,
- Company's phone numbers,
- Bank account details (where money would be paid),

#### 9. 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.

### 10. Opening of submitted tenders.

The tenders will be opened on **19 October 2021** in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

### 11. Tender 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.

### 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 office supplies (coffee, tea, sugar and cleaning items) for 18-month framework agreement for Malteser International Office in Yei

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 & 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	
15	Glasses for Drinking water 200 ml	pc	1	
16	Cups for coffee 200 ml	pc	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	
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 1,190 USD.

On behalf of Malteser International:

Date: 4 October 2021

Yours faithfully,

Nermin Silajdzic  
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