

Country Coordination Office
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Juba, South Sudan

28 September 2023

Specification of Bidding
SOB_JUB_2023_0173

For procurement of a new vehicle with engine capacity of 2,800 cc, 4 cylinders, 5 doors, transmission; 6-speed, automatic, fuel type: diesel, white, fire extinguisher, set warning triangle, first aid set, manufacturing year: 2020-2023, import tax exempted, one-month delivery equivalent to a new Toyota PRADO Model TX automatic 2020-2023 to Malteser International Coordination Office in Juba in South Sudan

- A. Annex 1: Specification of Tendering
- B. Annex 2: Bill of Quantity

We look forward to receiving your tenders on **6 October 2023 at or before 12pm** via E-mail to: mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with tender: **SOB_JUB_2023_0173 for supply of a vehicle**

Thank you for your cooperation.

With regards,



Nermin Silajdzic
Country Logistics and Security Coordinator
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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,
Douglas Graf Saurma-Jeltsch, Verena Hölken

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A. SPECIFICATION OF BIDDING

Related to our advertised Specification of Bidding **SOB_JUB_2023_0173** Malteser International herewith calls for tenders for ordering a new vehicle with engine capacity of 2,800 cc, 4 cylinders, 5 doors, transmission; 6-speed, automatic, fuel type: diesel, white, fire extinguisher, set warning triangle, first aid set, manufacturing year: 2020-2023, import tax exempted, one-month delivery equivalent to a new Toyota PRADO Model TX automatic 2020-2023 to Malteser International Coordination Office in Juba in South Sudan

Under the following reference number:

Donor project numbers: 1400-WAU

1. Description of the organization and its activities

Objective of Call for Tenders: In accordance with the overall targets of above-mentioned operations, Malteser International plans to order a new vehicle with engine capacity of 2,800 cc, 4 cylinders, 5 doors, transmission; 6-speed, automatic, fuel type: diesel, white, fire extinguisher, set warning triangle, first aid set, manufacturing year: 2020-2023, import tax exempted, one-month delivery equivalent to a new Toyota PRADO Model TX automatic 2020-2023 to Malteser International Coordination Office in Juba in South Sudan.

The technical specifications and conditions of the tendering process are described below in the Specification of Tendering and in the Annex 2: Bill of Quantity which are part of this Invitation to Tenders.

Suppliers are invited to present tenders complying with the requirements here below specified.

2. Tender Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org on **6 October 2023 at or before 12pm**

- The tender shall be written in English
- The tender 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 supplier 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 as well as by totals,
- The prices will be considered fixed. No additional change of whatsoever nature and type will be accepted by Malteser International,
- Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

4. Technical specification

No.	Category	Quantity	Detailed specifications
1	A new Toyota PRADO Model TX automatic 2020-2023	1	A new vehicle with engine capacity of 2,800 cc, 4 cylinders, 5 doors, transmission; 6-speed, automatic, fuel type: diesel, white, fire extinguisher, set warning triangle, first aid set, manufacturing year: 2020-2023, import tax exempted, one-month delivery equivalent to a new Toyota PRADO Model TX automatic 2020-2023 to Malteser International Coordination Office in Juba in South Sudan

5. Validity of tenders

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

6. Language of tenders

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

7. Submission of tenders

Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on **6 October 2023 at or before 12pm**

8. Content of tender

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

Part 1 - Tender: A tender for supply and delivery of a new vehicle with engine capacity of 2,800 cc, 4 cylinders, 5 doors, transmission; 6-speed, automatic, fuel type: diesel, white, fire extinguisher, set warning triangle, first aid set, manufacturing year: 2020-2023, import tax exempted, one-month delivery equivalent to a new Toyota PRADO Model TX automatic 2020-2023 to Malteser International Coordination Office in Juba in South Sudan

Coordination Office in Juba in South Sudan. 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),

9. Ownership of tenders

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

10. Opening of submitted tenders

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

The tenders will be opened on 9 October 2023 in Malteser International Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

11. Tender evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver, delivery time and meet timeframes as specified. The work will be awarded to the winning tenderer according to the timetable mentioned above.

12. Tender Evaluation and Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

- 1. Not submitted company's registration documents in South Sudan**
- 2. Not bided according to the specification**
- 3. Not provided Questionnaire for Tender (QFT)**

Secondly, tenders found to be compliant and fulfilled exclusion criteria will be evaluated by an internal evaluation committee through a comparative bid analysis using the following selection criteria, which include both technical and financial criteria:

- Price,
- Bank statement for the last three months,
- Average turnover in the last 2 years,
- Delivery time and
- Work experience.

The mentioned selection criteria are to be weighted (%) and for each of the eligible tender rating from 1-5 of the selection criteria will be applied from internal evaluation committee according to project needs. The result of the analysis is an overall score, that determines the further selection and award of the tenders.

Furthermore, the evaluation committee reserves the right to make a final decision and award a contract based on a physical visit. Thus, suppliers are encouraged to provide samples.

The set criteria shall be used to determine the most economically advantageous tender for contract award:

- a. The Bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint,
- b. If tenders are determined to be equivalent based on the selection criteria, price could then become the deciding criterion for award,
- c. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
- d. The MI will favourably evaluate a schedule, which shows earlier completion than the MI's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

13. Clarification of Tenders

The MI may request clarification or further information in writing from the Bidders at any time during the tender process. The Bidders' responses shall not contain any changes regarding the substance or price of the tender.

14. Terms of payment

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

- Payment terms will be within 10 business days after receipt of goods and invoice, by Electronic bank transfer.

Annex 2: Bill of Quantity

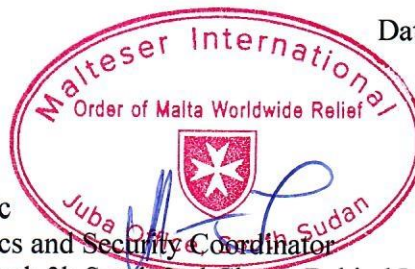
For procurement of a new vehicle with engine capacity of 2,800 cc, 4 cylinders, 5 doors, transmission; 6-speed, automatic, fuel type: diesel, white, fire extinguisher, set warning triangle, first aid set, manufacturing year: 2020-2023, import tax exempted, one-month delivery equivalent to a new Toyota PRADO Model TX automatic 2020-2023 to Malteser International Coordination Office in Juba in South Sudan.

No.	Category	Detailed specifications	Quantity	Total in USD duty free
1	A new Toyota PRADO Model TX automatic 2020-2023	A new vehicle with engine capacity of 2,800 cc, 4 cylinders, 5 doors, transmission; 6-speed, automatic, fuel type: diesel, white, fire extinguisher, set warning triangle, first aid set, manufacturing year: 2020-2023, import tax exempted, one-month delivery equivalent to a new Toyota PRADO Model TX automatic 2020-2023 to Malteser International Coordination Office in Juba in South Sudan	1	

On behalf of Malteser International:

Date: 28 September 2023

Sincerely



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