

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

A. SPECIFICATION OF BIDDING (SOB)-SOB_REN_2026_0015

Related to our advertised Request for Quotation (RFQ) RFQ_REN_2026_0015 Malteser International (MI) herewith calls for delivery and supply of diesel and petrol for Malteser International Renk vehicles and motorbikes at a supplier petrol station in Renk county for 12 months Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

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 a 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, Renk, and Wau. In these locations, its 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 order delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba for 2-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bills of Quantities -see RFQ part.

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

2. Quotation Presentation

The quotation shall be via E-mail to: mb.procurement-juba@malteser-international.org.

The deadline for delivery of quotations is on or before 12pm on 29 January 2026

- The quotation shall be written in English
- The quotation should be valid for **at least 1 year after the deadline**
- The format BoQ can be used or a separate one depending on supplier’s choice.

3. General conditions

- The quotation 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 quotation 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 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.

4. Technical specification

Description	Unit
Diesel	Price per litre
Petrol	Price per litre
Deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in Renk County in case of fuel crisis Provide details of location of the service stations within Renk Town	

5. Validity of quotations

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

6. Language of quotations

All quotations, official correspondence between companies and MI, as well as all documents associated with the quotation's request will be in English.

7. Submission of quotations

All quotations must conform to the following conditions:

The quotations shall be via E-mail to: mb.procurement-juba@malteser-international.org

The deadline for the delivery of the quotations is: 13th March 2026 at or before 12pm

- The quotation shall be written in English
- The quotation should be valid for **365 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier's choice.

8. Content of quotation

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

Part 1 - Quotation: A quotation for supply and delivery of fuel to MI Country Coordination Juba Office.

Prices to be quoted per litre

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 in USD,
- Company's official address,
- Bank account details (where money would be paid),

9. Ownership of quotations

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

10. Opening of submitted quotations

The quotations will be opened on **13th March 2026** in Malteser International Country Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

11. Quotation evaluation

Selection criteria

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, average turnover for the past 2 years and the capacity to deliver. The Contract agreement will be awarded to the winning bidder according to the timetable mentioned above.

12. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:

- 1.1.1. Copy of the company's certificate of incorporation,
- 1.1.2. Copy of Chamber of Commerce registration,
- 1.1.3. Copy Tax Identification Certificate,
- 1.1.4. Copy of Certificate of Operation,
2. Not bided according to the specification.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Contract 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 within 10 working days after the invoice issuing for previous month by the supplier.