**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**3 November 2021**

**Request for Quotation**

**RFQ\_WAU\_2021\_0294**

For supply and delivery of spare parts for hand pumps to Malteser International (MI) Office in Wau in Western Bahr el Ghazal

1. Annex 1: Specification of Bidding
2. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your tenders by or before the submission deadline on **8 November 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\_WAU\_2021\_0294 for spare parts for hand pumps**

Thank you for your cooperation.

Yours faithfully,



|  |  |  |
| --- | --- | --- |
|  |   | Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +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 |
| Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems. |

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# 1. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation (RFQ) RFQ\_WAU\_2021\_0294MI herewith calls for supply and delivery of spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghazal.

Under the following reference number:

MI project number: 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, Maridi and Rumbek. 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 spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghaza.

The technical specifications and conditions of the tendering process are described below in the Specification of tendering and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

# Tender Presentation

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

The deadline for delivery of tenders is **at or before 4:00pm on 8 November 2021**.

* The tender 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.

# 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 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.

# Technical specification

For supply and delivery of spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghazal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Description of goods or services  | Quantity | Unit | Quality |
| 1 | GI pipes Indian Mark II (3 meters long) | 600 | Pieces | Genuine spares |
| 2 | Connecting rods Indian Mark II (3 meters long) | 600 | Pieces | Genuine spares |
| 3 | Chains Indian Mark II | 100 | Pieces | Genuine spares |
| 4 | Indian Mark II Pump cylinder | 30 | Pieces | Genuine spares |
| 5 | Multi-Purpose Grease for lubrication (500g tin) | 40 | Tin | Genuine spares |
| 6 | Special tool box (complete with accessories) | 2 | Kit | Good |
| 7 | Standard tool box (complete with accessories) | 2 | Kit | Good |
| 8 | Indian Mark II fishing rod (for Galvanized Iron pipes) | 4 | Pieces | Genuine spares |
| 9 | Fast moving kit | 60 | Kit | Good |
| 10 | Double end open type Spanner (19mm X 17mm) - **German made** | 10 | Pieces | Good |
| 11 | Adjustable pipe wrench tool-size 280 and size 279 Germany made (smallest type) | 4 | Pieces | Good |
| 12 | Transport cost from Juba-Wau | 1 | Trip | Reliable |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date  | Time\* |
| Deadline for submission of tenders | 8 November 2021  | 04:00 p.m. |
| Opening of submitted tenders | 8 November 2021 | - |
| Notification of award to the successful contractor | 15 November 2021 | - |
| Signature of service contract | 16 November 2021 | - |

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

# Validity of tenders

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

# Language of tenders

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

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on 8 November 2021 at or before 4:00pm.

# Content of tender

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 supply and delivery of spare parts for hand pumps to MI Office in Wau in Western Bahr el Ghazal State.

**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,
* Average turnover for the past 2 years in USD,
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of tenders

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

1. **Opening of submitted tenders**

The tenders will be opened on 8 November 2021 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

# Tender 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.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee
* Contract will directly be issued to the selected supplier upon approval
1. **Terms of payment**

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

Payment will be done after 10 working days upon delivery of spare parts for hand pumps to Malteser International Office in Wau in Western Bahr el Ghazal State.

**Annex 2: Bill of Quantity**

For supply and delivery of spare parts for hand pumps to Malteser International Office in Wau in Western Bahr el Ghazal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description of goods or services  | Quantity | Unit | Unit price USD | Total USD |
| 1 | GI pipes Indian Mark II (3 meters long) | 600 | Pieces |  |  |
| 2 | Connecting rods Indian Mark II (3 meters long) | 600 | Pieces |  |  |
| 3 | Chains Indian Mark II | 100 | Pieces |  |  |
| 4 | Indian Mark II Pump cylinder | 30 | Pieces |  |  |
| 5 | Multi-Purpose Grease for lubrication (500g tin) | 40 | Tin |  |  |
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| 11 | Adjustable pipe wrench tool-size 280 and size 279 Germany made (smallest type) | 4 | Pieces |  |  |
| 12 | Transport cost from Juba-Wau | 1 | Trip |  |  |

On behalf of Malteser International: Date: 3 November 2021

Yours faithfully,



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