

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

Malteser International
Hai Daraja West Residential Area
Next to CARE International Office
Wau, South Sudan

25th April 2023

Request for quotations
RFQ_WAU_2023_0061

For the supply and delivery of White laundry bar soap, 600gs (box contains 25 bars of soap) delivery to Wau Office Store.

- A. Annex 1: Specification of Bidding
- B. Annex 2: Bills of Quantity

We look forward to receiving your tenders via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International's West Residential Area Next to CARE International Office in Wau in South Sudan by or before the submission deadline on **28TH APRIL 2023**

Please write in the Subject line of your email with tender: **RFQ_WAU_2023_0061** For the supply and delivery of White laundry bar soap, 600gs (box contains 25 bars of soap) delivery to Wau Office Store.

Thank you for your cooperation.

Yours faithfully,



Clement Bazia · Logistics Manager
Wau field office, South Sudan

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Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,

Douglas Graf von Saurma-Jeltsch



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

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A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ_WAU_2023_0061** MI herewith calls for the supply and delivery of White laundry bar soap, 600gs (box contains 25 bars of soap) delivery to Wau Office Store.

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 Uyujuke. 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 Quotations: In accordance with the overall targets of above-mentioned operations, MI plans to order tender for rental of vehicles in Wau Office for 1-year 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 Request for Quotations.

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

1. Tenders Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International's West Residential Area Next to CARE International Office in Wau in South Sudan by or before the submission deadline on **28th April 2023 at or before 4:00pm**

- The offer shall be written in English
- If submitted in an envelope it must state the following information:
 - Reference to the Bid Number
 - Address to which the offer is being submitted (see above)
 - The words ***“Not to be opened before deadline”*** written in English
- The offer should be valid for **30 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier's choice.

2. 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.

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3. Technical specification

For the supply and delivery of White laundry bar soap, 600gs (box contains 25 bars of soap) delivery to MI Wau Office Store

4. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	28 th April 2023	04:00 p.m.
Opening of submitted tenders	29 th April 2023	
Notification of award to the successful contractor	2 nd May 2023	-
Signature of service Framework Agreement/ PO	4 th May 2023	-

* All times are local time in Juba/Wau, 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 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 must have received via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International's West Residential Area Next to CARE International Office in Wau office in South Sudan by or before the submission deadline on **28th April 2023 at or before 4:00pm.**

8. Content of tender

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

Part 1 - Tender: A tender for the supply and delivery of White laundry bar soap, 600gs (box contains 25 bars of soap) delivery to Wau Office Store. 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),

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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 29th April 2023 in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards of vehicles and technical 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 Quotation Analysis and justification basing on responsiveness of the selected supplier by internal 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 ten days upon received invoices for previous month from the Contractor.

Annex 2: Bill of Quantity

for the supply and delivery of White laundry bar soap, 600gs (box contains 25 bars of soap) delivery to Wau Office Store

Sn	Item descriptions	Units	Quantity	Unit Price USD	Total Price USD
1	White laundry bar soap, 600gs (box contains 25 bars of soap) delivery to Wau Office Store	Boxes	280		
	Total Amount IN USD				

On behalf of Malteser International:

Yours faithfully,

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