

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

**8 Jun 2022**

**Specification of Bidding  
SOB\_JUB\_2022\_0204**

For rent of office space with services for 1 year in Tong Ping Juba in South Sudan

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

We look forward to receiving your tenders before the **submission deadline on 21 Jun 2022 at or before 4:00 pm** via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)**.

Please write in the Subject line of your email with tender: **"SOB\_JUB\_2022\_0204 for rent of office space"**

Thank you for your cooperation.

Sincerely Yours,



Nermin Silajdzic  
Country Logistics and Security Coordinator  
Plot No. 445, Block 3, Kololo - US Embassy Road.  
Central Equatorial State, Juba, South Sudan  
M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949  
[nermin.silajdzic@malteser-international.org](mailto:nermin.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 4726  
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) SOB\_JUB\_2022\_0204 for rent of office space with services for 1-year in Tong Ping in Juba in South Sudan.

Under the following reference number: donor project numbers: BMZ\_1345, BMZ\_1323, AA\_1357, UNICEF\_1373 and 1208.

### **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 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 Uyujuku. In these locations, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of SOB:** In accordance with the overall targets of above-mentioned operations, MI plans to order rent of office space with services for 1-year in Tong Ping 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 SOB.

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

### **2. Tender Presentation**

The tender shall be via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)**

**The deadline for the delivery of the tenders is: 21 Jun 2022 at or before 4:00pm**

- 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 tenders 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**

The office compound in Tong Ping in Juba shall consist of

- 7 offices with washrooms,
- Conference hall for 20 staff,
- Kitchen,
- Small room for a cleaner,
- Small store,
- Reception and
- Guard room.

Services to be provided:

- Five guards (2 D + 3 N),
- Alarm system,
- Garbage disposal,
- Sewage disposal,
- Generator,
- Connected city electricity and
- Solar Backup system.

Office compound to have a borehole, towel water tank, parking place for three vehicles and motorbikes.

#### **5. 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.

#### **6. Submission of tenders**

All tenders must conform to the following conditions:

- 6.1. Each tender must be submitted via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)** on **21 Jun 2022, at or before 04:00 pm.**

#### **7. Content of tenders**

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 rent of office space with services for 1-year in Tong Ping 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 – Documents to submit**

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

- Questionnaire for tender,
- Provide proof of ownership of office rental premises

#### **8. Ownership of tenders**

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

#### **9. Opening of submitted tenders**

The tenders will be opened on **21 Jun 2022** 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.

#### **10. Tenders evaluation**

The criteria applied for the evaluation will be the legal conformity, the price, ability and capacity for requested renting and providing services, having a track record and experience in the requested renting and providing services, the compliance with specifications and quality standards, delivery time and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

#### **11. 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 provided questionnaire for tender and**

#### **13) Specific Technical and Financial Evaluation Criteria to standards:**

- Evaluation of tenders and justification basing on responsiveness of the selected supplier by evaluation committee.
- Rental agreement will directly be issued to the selected supplier upon approval.

#### **14) Terms of payment**

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

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

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

## Annex 2: Bill of Quantity

For rent of office space with services for 1 year in Tong Ping in Juba in South Sudan

No.	Description	Unit	Quantity	Unit price USD	Total USD
1	12-month rent of <ul style="list-style-type: none"> <li>• 7 offices with washrooms,</li> <li>• Conference hall for 20 staff,</li> <li>• Kitchen,</li> <li>• Small room for a cleaner,</li> <li>• Small store,</li> <li>• Reception and</li> <li>• Guard room.</li> </ul>				
2	Services to be provided for 12-months: <ul style="list-style-type: none"> <li>• Five guards (2 D + 3 N),</li> <li>• Alarm system,</li> <li>• Garbage disposal,</li> <li>• Sewage disposal,</li> <li>• Generator,</li> <li>• Connected city electricity and</li> <li>• Solar Backup system.</li> </ul>				
3	Office compound to have a borehole, towel water tank, parking place for three vehicles and motorbikes				
Total					

On behalf of Malteser International:

8 Jun 2022

Sincerely,



**Malteser  
International**  
Order of Malta Worldwide Relief

Nermin Silajdzic  
Country Logistics and Security Coordinator  
Plot No. 445, Block 3, Kololo - US Embassy Road,  
Central Equatorial State, Juba, South Sudan  
M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949  
[nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic  
[www.malteser-international.org](http://www.malteser-international.org)  
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