

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

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

**8 February 2022**

**Request for quotations**

**RFQ\_JUB\_2022\_0016**

For supply and delivery of wooden canoes locally made for fishing activities to Malteser International warehouse on Bilpam Road in Juba in South Sudan

- 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](mailto:mb.procurement-juba@malteser-international.org)** or in a sealed envelope in Malteser International's Country Coordination Office, Plot No. 445 Kololo Road 3k South, Tong Ping in Juba in South Sudan by or before the submission deadline on **16 February 2022 at or before 4:00pm**

Please write in the Subject line of your email with tender: **RFQ\_JUB\_2022\_0016 for wooden canoes**

Thank you for your cooperation.

Yours faithfully,



  
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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 QUOTING

Related to our advertised Request for quotation **RFQ\_JUB\_2022\_0016** Malteser International herewith calls for tenders for supply and delivery of wooden canoes locally made for fishing activities to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

### 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 Uyujuju. 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, Malteser International plans to order tender for supply and delivery of wooden canoes locally made for fishing activities to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

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.

### 2. 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 Country Coordination Office, Plot No. 445 Kololo Road 3k South, Tong Ping in Juba in South Sudan by or before the submission deadline on **16 February 2022 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 envelope must state the following information:
  - Reference to the RFQ number
  - Address to which the offer is being submitted
  - 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.

### 3. 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,

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- 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 Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

#### 4. Technical specification

Supply and delivery of wooden canoes locally made for fishing activities to Malteser International warehouse on Bilpam Road in Juba in South Sudan

No	Description wooden canoes	Quantity	Unit
1	Wooden canoe locally made for fishing activities, Size: 5 m length, 60 cm width and 60 cm height	35	Piece

#### 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

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](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International's Country Coordination Office, Plot No. 445 Kololo Road 3k South, Tong Ping in Juba in South Sudan by or before the submission deadline on **16 February 2022 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 supply and delivery of wooden canoes locally made for fishing activities to Malteser International warehouse on Bilpam Road 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,

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- Bank account details (where money would be paid),

## 9. 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,

### 3. Mathematical error of total bided price $>\pm 2\%$ .

## 10. 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.

## 11. Opening of submitted tenders

The tenders will be opened on 17 February 2022 in Malteser International Country Coordination Office in Juba by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

## 12. 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 wooden canoes locally made for fishing activities 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,
- Contract 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

Supply and delivery of wooden canoes locally made for fishing activities to Malteser International warehouse on Bilpam Road in Juba in South Sudan

No	Description	Quantity	Unit	Unit Price USD	Total USD
1	Wooden canoe locally made for fishing activities, Size: 5 m length, 60 cm width and 60 cm height	35	Piece		

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On behalf of Malteser International:

8 February 2022

Yours faithfully,



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