**Malteser International**

**Wau Office**

**Plot No. 246 Block 3k South 2nd Class**

**Hai Daraja, Next to CARE International Office**

**Wau, South Sudan**

**7th March 2024**

**Malteser International Request for Quotation**

**RFQ\_WAU\_2024\_0036**

**Consultancy for   Operations and Maintaince of Solar Water System.**

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

We look forward to receiving your quotations on **14th March 2024 at or before 4:00pm** 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 quotation: “**RFQ\_Wau\_2024\_0036 For a Consultant for Operations and Maintaince of Solar Water System.**

Thank you for your cooperation.

With regards,

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| [Logo Malteser International](http://www.malteser-international.org/) |  | **Wau Field Office, South Sudan**  **Guya Stephen Thomas. Logistics Manager**  Hai Daraja, Wau, Western Bahr el Ghazal **stephen.guya@malteser.org**  Tel. (MTN): + 211 (0) 921 638 992  Tel. (ZAIN): +211 (0) 916 748 468  Headquarters:  Erna-Scheffler-Str. 2 · 51103 Cologne, Germany [www.malteser-international.org](http://www.malteser-international.org/)  Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726 Executive Board: Dr. Elmar Pankau (Chair), Thomas Kleinert, Ulf Reermann,  Douglas Graf von Saurma-Jeltsch |
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# A. SPECIFICATION OF BIDING

Related to our advertised Request for Quotation RFQ\_WAU\_2024\_0036, MI herewith calls for quotations concerning a training consultant for Operations and Maintenance of Solarized Water Yards in Wau

Under the following reference number:

Donor project numbers: 1400-JUB

MI project number: 10-SD

# **Description of the organization and its activities**

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, and the Middle East, we support people in need – regardless of their religion, origin, or political convictions.

Malteser International has been working in the geographic area of today’s South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health, and peaceful conflict resolution. Under the mentioned scope (WASH), MI provides and facilitates access to inclusive water, sanitation, and hygiene activities. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuku and Yei.

**Objective of Request for Quotation:**

In accordance with the overall targets of above-mentioned operations, MI plans to procure a training consultant for Operations and Maintenance of Solarized water system in Wau.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bill of Quantity which are part of this Request for Quotation.

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

# **Quotation Presentation**

The quotation shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) on **14 March 2024 at or before 4:00pm**

* The quotation shall be written in English.
* The quotation should be valid for **60 days after the deadline.**

# **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.

# **Validity of quotations**

Each consultant is bound to the quotation submitted for a period of 60 days from the deadline for submission of quotations.

# **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.

# **Submission of quotations**

# Each quotation must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 14th March 2024 at or before 12pm

# **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 a training consultant for Operation and Maintenance of Solar Water System in Wau.

The format BoQ can be used or a separate one depending on consultant’s choice. Additional sheets may be attached for further details as requested above.

**Part 2 - Legal documents of company**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* Average turnover in the last 2 years for 2022 and 2023,
* Company’s Bank Statement of last three months (December 2023, January and February 2024),
* Company’s official address,
* Bank account details (where money would be paid),

# **Ownership of quotations**

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

1. **Opening of submitted quotations.**

Quotations will be opened on 15th March 2024 in MI Wau Office by the Evaluation committee.

The selection process will be recorded in writing by the evaluation committee.

# **Quotation’ evaluation**

**Technical resources and experience**

* Delivery time
* The technical experiences,
* Capacity to deliver.

**Financial selection criteria**

* Bided price,
* Average turnover in the last 2 years for 2022 and 2023,
* Company’s Bank Statement of last three months (December 2023, Jan 2024 & Feb 2024),

1. **Evaluation Method**

Quotations shall be evaluated according to the following procedure:

Firstly, quotations shall be evaluated for technical compliance based on:

* Delivery time,
* Previous experience in similar project and
* Capacity to deliver.

Secondly, quotations that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the works and in the context of the project. The evaluation shall be in accordance with the provisions of this RFQs and in accordance with the following weighting:

* The set criteria shall be used to determine the most economically advantageous quotation for contract agreement award,
* The Bidder’s initial proposal should contain the offer’s best terms from a cost or price and technical standpoint,
* If quotations are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
* Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
* The MI will favourably evaluate a schedule, which shows earlier completion than the MI’s required time limit. The Bidder's innovative approaches to accomplish early completion are encouraged.

1. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Bid 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.

1. **Terms of payment**

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

* 100% of shall be paid by Malteser International within 10 working days after delivery of the training report and relevant O&M training material in MI Office in Juba, South Sudan and receiving invoice from the Consultant.

**B. Annex 2: Bill of Quantity**

For a consultant for Operations and Maintaince of solarized water system in Wau.

**Terms of Reference for training of pump mechanics, staffs on basic operation & maintenance of solarized water yard**

**Expected total number of participants**: 18 (MI staffs, DPU staffs and Pump Technicians/Mechanics)

**Duration**: 3 days (3rd to 5th April 2024)

**Location**: Wau

**Expected Mode of Training**: Theory 40% and practical 60% of the training

**Background**

**Malteser International** (**MI**) is the worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. MI is a charitable organization recognized as a relief organization according to the Geneva Conventions. MI has been working in South Sudan since 1996 and in Western Bahr El Ghazal State-Wau since October 2014. In Western Bahr El Ghazal State, MI is implementing various programs German funded by BMZ, AA (GFFO) and private donors. The project in concern is funded by GFFO supporting WASH and Food Nutrition Security.

Malteser International (MI) is seeking a qualified and experienced consultant to conduct a **3-day training** on Basic Operation & Maintenance of Solarized Water Supply Systems for intended participants in Wau, Western Bahr El Ghazal State.

The specific objective of this training is to introduce and equip selected participants with basic technical skills on the *Operation & Maintenance of Communal Water Supply Systems***.**

**Scope of work**

**Theme 1: Introduction to Solarized Water Supply Systems**

* Overview of solar water pumping technologies
* Advantages and limitations of solar water pumping
* Understanding site assessment and feasibility studies

**Theme 2: Components of a Solarized Water Supply System (Technical design)**

* Introduction to various solarized water yard components (of different designs, available within the local/regional context)
* Function of each of the component
* Brief cost analysis for each component
* Diagrammatic sketch for the water system.

**Theme 3: Common challenges and trouble shooting.**

* What is trouble shooting?
* Highlight common problems for solarized water schemes.
* How to undertake trouble shooting

**Theme 4: Operation and Maintenance of Water Solar Systems**

* What to consider?
* Requirements for O&M (tools, materials, manual, etc.)
* Components to consider during O&M (preventive)
* Monitoring checklist
* Plan of action (checklist for Operation and Maintenance)
* Community engagement strategies for sustainability

**Theme 5: Practical sessions (demonstrations) of selected sites within Wau – Field visits**

* The location for the visit will be within Wau Municipality (to be confirmed at a later stage).
* The participants will be able to demonstrate the theoretical knowledge received.

**Malteser International (MI) Expected Responsibilities**

* Organize training venue, refreshments, food, stationaries, and other necessary arrangements for the trainees to attend the training.
* Disburse travel allowance for the participant (whenever necessary) and fees of the trainees as per approved budget.
* Ensure payment of the agreed amount within the stipulated time. Payment will be linked to successful delivery of the outputs as per the contract agreement.
* Monitor and supervise the work of the consultant and review progress of the work.
* Provide technical assistance /feedback as necessary to the trainer.
* Flight booking of the consultant (01) from Juba to Wau, and back.
* Provide accommodation and meals for the consultant for the agreed days.

**Expected deliverables from the consultant:**

* Prepare a training plan for review and approval by MI, reflecting the necessary activities as per outline above- and time schedule,
* Required inputs and resources for practical training sessions.
* Training Plan accepted and agreed on.
* A concise training report covering the entire training.
* Relevant didactic material used in O&M for solarized water yard and shared with MI.
* Certificate of attendance issued to all the participants.
* Evaluate the training: Administer pre-post evaluation forms and prepare required post-training report.
* Incorporating evaluation results and trainer’s views on lessons learned and recommendations.

**Requirements for experience and qualifications**

* At least 5-7 years of prior work experience in the field of training, in O&M of Water Supply Systems especially in the regional and international context.
* Demonstrated knowledge and experience in conducting need assessments and developing  
  basic training modules/curriculum, training materials etc. on the subject matter.
* Familiarity with solar water pumping in the current context.
* Relevant regional knowledge for the context of South Sudan and international work experience will be an added advantage.
* Excellent writing, editing, and oral communication skills in **English and translation in Arabic.**

**Schedule and reporting**

* Proposal handed in by **14.03.2024**.
* Interview and candidate selection by **15.03.2024.**
* Content, Evaluation forms and time schedule for the training shared by **14.03.2024.**
* Training plan and training materials agreed on with MI staff by **14.03.2024.**
* Travel plan to WAU by **02.04.2024.**
* Training Report and invoice: 1 week after the training on **15.04.2024**

On behalf of Malteser International: `

6th March 2024

With regards,

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| [Logo Malteser International](http://www.malteser-international.org/) |  | **Wau Field Office, South Sudan**  **Guya Stephen Thomas. Logistics Manager**  Hai Daraja, Wau, Western Bahr el Ghazal **stephen.guya@malteser.org**  Tel. (MTN): + 211 (0) 921 638 992  Tel. (ZAIN): +211 (0) 916 748 468  Headquarters:  Erna-Scheffler-Str. 2 · 51103 Cologne, Germany [www.malteser-international.org](http://www.malteser-international.org/)  Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726 Executive Board: Dr. Elmar Pankau (Chair), Thomas Kleinert, Ulf Reermann,  Douglas Graf von Saurma-Jeltsch |
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