# Malteser International Europe, Grüner Weg 14, 50825 Cologne · Germany

**Malteser International**

**Wau Office**

**Hai Daraja West Residential Area**

**Next to Oxfam Office**

**Northeast of WFP Office**

**North of St. Joseph Church, Wau North**

**Wau, South Sudan**

**Date: 19th May 2021**

**Request for Quotations**

**RFQ-WAU-2021-0136**

For kitchen cutlery and cleaning supplies for Wau Office in Western Bahr el Ghazal under AA project 1357-WAU

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

We look forward to receiving your tenders on **28th May 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-2021-0136 for kitchen cutlery and cleaning supplies in Wau Office”.**

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
|  |   | 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 |
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# A. SPECIFICATION OF THE TENDERS

Related to our **RFQ-WAU-2021-0136** MI herewith calls tenders kitchen cutlery and cleaning supplies for School feeding project in Wau Office - Western Bahr el Ghazal.

# Description of the organization and its activities

**Objective of the Request for Quotation:** In accordance with the overall project targets of the above-mentioned operations, MI plans to order kitchen cutlery and cleaning supplies for School feeding Project in Wau Office in Western Bahr el Ghazal under the project 1357-WAU.

Competent and qualified companies are therefore invited to present tenders complying with the requirements specified.

# Tender Presentation

The tender shall be received via E-mail to**:** **mb.procurement-juba@malteser-international.org** on **28th May 2021 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.

# 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. 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.

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date  | Time\* |
| Deadline for submission of tenders | 28 May 2021 | 04:00 p.m. |
| Notification of award to the successful contractor | 3 Jun 2021 | - |
| Signature of service contract | 4 Jun 2021 | - |

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

# Validity of tenders

Each company is bound to the tender submitted for a period of 30 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 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 28th May 2021 at or before 4:00pm

# Content of tender

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

**Part 1 - Tender:** A tender for kitchen cutlery and cleaning supplies for Wau Office in Western Bahr el Ghazal. The formatted 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 Bank Statement of last three months,
* Company’s official address,
* Bank account details (where money would be paid)

# Ownership of tenders

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

1. **Opening of submitted tenders.**

The Evaluation Committee will open the tenders on 31 May 2021in MI Wau Office in South Sudan. The Evaluation Committee will record the selection process in writing.

# Tender evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, and the capacity to deliver, delivery time and meet timeframes as specified. The supply will be awarded to the winning bidder according to the timetable mentioned above.

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

The payment for the goods/services supplied will be in United States Dollar by bank transfer or cheque as specified below:

* Payment will be done after 15 working days upon delivery of the specified supply and supporting invoices from the Supplier to MI Office.

**Annex 2: Bill of Quantity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description of items | Quantity | Unit | Unit Price USD | Total USD |
| 1 | Spoons for eating  | 1,300 | Pieces |   |   |
| 2 | Dettol liquid (packages of 24 bottles, 500ml) | 15 | boxes  |   |   |
| 3 | Metallic cups for drinking water(500ml) | 1,000 | Pieces |   |   |
| 4 | Brushes with long stick handle  | 12 | Pieces |   |   |
| 5 | Soft local brooms | 6 | Pieces |   |   |
| 6 | Soft towel for drying the plates (50cm X 50 cm) | 12 | Pieces |   |   |
| 7 | Aprons for the cooks with it is cap (brown color) | 14 | Pieces |   |   |
| 8 | Washing soap (25 bars soap each with 600g) | 15 | boxes  |   |   |
| 9 | Mingling stick (big size) | 6 | Pieces |   |   |
| 10 | Knife (big size) | 9 | Pieces |   |   |
|  |  |  |  | Total |   |

On behalf of Malteser International Date: 19th May 2021

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 |
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