

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

Malteser International
Hai Daraja West Residential Area
Next to CARE International Office
Northeast of WFP Office
North of St. Joseph Church, Wau North
Wau, South Sudan

26th June 2023

Request for Quotation
RFQ_WAU_2023_0092

For Designing, Printing and Supply of Visibility Materials for 1-year framework agreement for MI Wau office.

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

We look forward to receiving your quotations by **10th July 2023 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org in a sealed envelope addressed to: Malteser International Wau Office, Hai Daraja West Residential Area, Next to CARE International Office, Northeast of WFP Office, North of St. Joseph Church, Wau North, Wau, South Sudan.

Please write in the Subject line of your email with quotation: **RFQ_WAU_2023_0092** for Designing, Printing and Supply of Visibility Materials for 1-year framework agreement for MI Wau office.

Thank you for your cooperation.

Yours faithfully,

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A. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ_WAU_2023_0092 MI herewith calls for Designing, Printing and Supply of Visibility Materials for 1-year framework agreement for MI Wau office.

Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop's Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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 Ujuyuku. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood and Water Sanitation & Hygiene

Objective of RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to order printing and visibility items for 1-year Framework Agreement in Wau.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

1. Quotation Presentation

The quotation shall be received via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on **10th July 2023 at or before 4:00 pm**

- The quotation shall be written in English.
- The quotation 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 quotation shall be typed or written and signed on each page by the legal representative of the service supplier,
- The winning service 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.

3. Technical specification

For Designing, Printing and Supply of Visibility Materials for 1-year framework agreement for MI Wau office.

No.	Printing and visibility items	Unit
1	Printing of polo T-shirts, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc
2	Printing of round neck T-shirt, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc
3	Printing of school going pupils round neck T-shirt, Size: S, M, (65% Cotton, 35% Polyester)	Pc
4	Printing of vests, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc
5	Printing of half jacket with embroidery, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc
6	Printing of Multi-Pocket Flat Cotton Vest with embroidery (65% Cotton, 35% Polyester)	Pc
7	Printing of branded reflector florescent vest, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc
8	Printing of overalls, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc
9	Printing of raincoat, Size: S, M, L, XL, XXL and XXXL	Pc
10	Printing of cap with embroidery with MI and donor logos (65% Cotton, 35% Polyester)	Pc
11	Printing of hat with embroidery with MI and donor logos (65% Cotton, 35% Polyester)	Pc
12	Printing of dust coats, Size L, XL, XXL (65% Cotton, 35% Polyester)	Pc
13	Signpost including painting, finishing, and messaging (80cm X 40cm)	Pc
14	Signpost including painting, finishing, and messaging (80cm X 80cm)	Pc
15	Printing of A4 (29.7cm X 21cm) trifold full-colour printing and soft lamination both sided on 180 GSM paper	Pc
16	Printing of full colour (63cm X 29.7cm) trifold pamphlets and soft lamination both-sided on 300 GSM art-board glossy	Pc
17	Printing of A4 khaki envelope with MI Logo (Box of 50 pcs)	Pc
18	Printing of banners clothes 1.0m x 1.5 m	Pc
19	Printing of canvas banner of 1.0m X 1.5m	
20	Printing of 70cm x 150 cm flex banners	Pc
21	Printing of 1.0m x 1.5m flex banner	Pc
22	Printing of 1.5m X 1.5m flex banner	Pc
23	Printing of 2.0 m X 1.5m flex banner	Pc
24	Printing of 3.0 x 1.5 m flex banner	Pc
25	Printing of pull-up/roll-up banner	Pc
26	Printing of tear drop banners with MI Logo for distributions	pc
27	Printing of yearly planner/calendar with MI logo	Pc
28	Printing of Dairy notebook A5, 300pages, branded with MI logo	Pc
29	Printing of Dairy notebook A4, 300pages, branded with MI logo	Pc
30	Printing of A4 paper size IEC materials	Pc

31	Printing of A5 size sample leaflet in full colour on 130GSM gloss paper both side printing	Pc
32	Printing of stickers on sticker paper in full colour A2	Pc
33	Printing of stickers on sticker paper in full colour A3	Pc
34	Printing of stickers on sticker paper in full colour A4	Pc
35	Printing of stickers on sticker paper in full colour A5	Pc
36	Printing of certificates, A4, embossed, Colour, Heavy paper 175-200gsm cardstock	Pc
37	Ball Pen, Blue Colour, Branding with any agency logo or wordings, 50 pcs box	Pc
38	Printing of Plastic Staff ID Cards	Pc
39	ID card holder	Pc
40	Printing of A4 paper	Pc
41	Laminating of printed A4 paper	Pc
42	Printing of 100 business cards	Pack
43	Printing and branding of cotton made carry bags (for menstrual/hygiene kits) – 40cm X 30cm with straps, having MI and donor logos	Pc
44	Branding of plastic water containers, metallic containers with MI and donor logos (standard)	Pc
45	Printing of Stock Card on heavy manila paper A4 size.	pc

4. Validity of quotations

Each company is bound to the quotation submitted for a period of 30 days from the deadline for submission of quotation.

5. 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.

6. Submission of quotations

- 6.1. Each quotation 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 Hai Daraja in Wau from Monday from 9:00am to 4:00pm on **10th July 2023 at or before 12:00pm.**

7. 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 Designing, Printing and Supply of Visibility Materials for 1-year framework agreement for MI Wau office.

Part 2 - Legal documents

- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,

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- Copy of Certificate of Operation,
- Company's Bank Statement of last three months in USD,
- Company's official address,
- Bank account details (where money would be paid),

8. Ownership of quotations

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

9. Opening of submitted quotations.

The quotations will be opened on **12th July 2023** in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

10. Quotations evaluation

Selection criteria

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, average turnover for the past 2 years and the capacity to deliver. The Framework agreement 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 bided according to the specification and

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

12. Bidders, who have not received any notification from MI one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.

13. Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal evaluation committee.
- Framework 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 100% by the Malteser International 10 days after the invoice issuing for previous month by the Contractor.

Annex 2: Bill of Quantity

For Designing, Printing and Supply of Visibility Materials for 1-year framework agreement for MI Wau office.

No.	Printing and visibility items	Unit	Uni Price USD
1	Printing of polo T-shirts, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc	
2	Printing of round neck T-shirt, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc	
3	Printing of school going pupils round neck T-shirt, Size: S, M, (65% Cotton, 35% Polyester)	Pc	
4	Printing of vests, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc	
5	Printing of half jacket with embroidery, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc	
6	Printing of Multi-Pocket Flat Cotton Vest with embroidery (65% Cotton, 35% Polyester)	Pc	
7	Printing of branded reflector florescent vest, Size: S, M, L, XL, XXL and XXXL (65% Cotton, 35% Polyester)	Pc	
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9	Printing of raincoat, Size: S, M, L, XL, XXL and XXXL	Pc	
10	Printing of cap with embroidery with MI and donor logos (65% Cotton, 35% Polyester)	Pc	
11	Printing of hat with embroidery with MI and donor logos (65% Cotton, 35% Polyester)	Pc	
12	Printing of dust coats, Size L, XL, XXL (65% Cotton, 35% Polyester)	Pc	
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14	Signpost including painting, finishing, and messaging (80cm X 80cm)	Pc	
15	Printing of A4 (29.7cm X 21cm) trifold full-colour printing and soft lamination both sided on 180 GSM paper	Pc	
16	Printing of full colour (63cm X 29.7cm) trifold pamphlets and soft lamination both-sided on 300 GSM art-board glossy	Pc	
17	Printing of A4 khaki envelope with MI Logo (Box of 50 pcs)	Pc	
18	Printing of banners clothes 1.0m x 1.5 m	Pc	
19	Printing of canvas banner of 1.0m X 1.5m		
20	Printing of 70cm x 150 cm flex banners	Pc	
21	Printing of 1.0m x 1.5m flex banner	Pc	
22	Printing of 1.5m X 1.5m flex banner	Pc	
23	Printing of 2.0 m X 1.5m flex banner	Pc	
24	Printing of 3.0 x 1.5 m flex banner	Pc	
25	Printing of pull-up/roll-up banner	Pc	
26	Printing of tear drop banners with MI Logo for distributions	pc	
27	Printing of yearly planner/calendar with MI logo	Pc	
28	Printing of Dairy notebook A5, 300pages, branded with MI logo	Pc	

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29	Printing of Dairy notebook A4, 300pages, branded with MI logo	Pc	
30	Printing of A4 paper size IEC materials	Pc	
31	Printing of A5 size sample leaflet in full colour on 130GSM gloss paper both side printing	Pc	
32	Printing of stickers on sticker paper in full colour A2	Pc	
33	Printing of stickers on sticker paper in full colour A3	Pc	
34	Printing of stickers on sticker paper in full colour A4	Pc	
35	Printing of stickers on sticker paper in full colour A5	Pc	
36	Printing of certificates, A4, embossed, Colour, Heavy paper 175-200gsm cardstock	Pc	
37	Ball Pen, Blue Colour, Branding with any agency logo or wordings, 50 pcs box	Pc	
38	Printing of Plastic Staff ID Cards	Pc	
39	ID card holder	Pc	
40	Printing of A4 paper	Pc	
41	Laminating of printed A4 paper	Pc	
42	Printing of 100 business cards	Pack	
43	Printing and branding of cotton made carry bags (for menstrual/hygiene kits) – 40cm X 30cm with straps, having MI and donor logos	Pc	
44	Branding of plastic water containers, metallic containers with MI and donor logos (standard)	Pc	
45	Printing of Stock Card on heavy manila paper A4 size	pcs	

Estimated quantities of printing and visibility items to be ordered for 1-year Framework Agreements is 15,000 USD.

On behalf of Malteser International:

16th June 2023

Yours faithfully,



Clement Bazia · Logistics Manager

Wau Field office, South Sudan

Hai Daraja, Wau, Western Bahr el Ghazal

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

Douglas Graf von Saurma-Jeltsch

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