

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

17 September 2021

Request for quotations
RFQ-JUB-2021-0218

For supply of Zain and MTN airtimes in Juba under 1-year Framework Agreement.


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

We look forward to receiving your tenders by or before the submission deadline on **24 September 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-JUB-2021-0218 for Zain and MTN airtimes**

Thank you for your cooperation.

Yours faithfully,



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 Skype: nsilajdzic
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

Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.

Please consider the environment before printing this email

please consider the environment before printing this email

A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ-JUB-2021-0218 MI** herewith calls for tenders for supply of Zain and MTN airtimes in Juba under 1-year Framework Agreement.

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, Maridi and Rumbek. 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, MI plans to order tender for supply of Zain and MTN airtimes in Juba under 1-year Framework Agreement.

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 via E-mail to: mb.procurement-juba@malteser-international.org.

The deadline for the delivery of the tenders is: on 24 September 2021 at or before 4:00 PM

- The tenders shall be written in English
- The tender should be valid for **60 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,
- 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 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 tenders depending on prevailing condition at the time.

4. Technical specification

Zain and MTN airtimes

No.	Item description	Unit
1	Zain airtime charges for minute	Minute
2	MTN airtime for minute	Minute

5. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	24 September 2021	04:00 p.m.
Opening of submitted tenders	27 September 2021	
Notification of award to the successful contractor	11 October 2021	-
Signature of service Framework Agreement	12 October 2021	-

* All times are local time in Juba, South Sudan

6. Validity of tenders

Each company is bound to the tender submitted for a period of 60 days from the deadline for submission of tenders.

7. 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.

8. Submission of tenders

All tenders must conform to the following conditions:

8.1. Each tender must have received via E-mail to: **mb.procurement-juba@malteser-international.org** on **24 September 2021 at or before 4:00pm.**

9. 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 of Zain and MTN airtimes in Juba under 1-year Framework Agreement. 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 - 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 Financial Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

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 27 September 2021 in MI Office in Juba, South Sudan, 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 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,
- Framework 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

Unit prices of Zain and MTN airtimes

No.	Item description	Unit	Quantity	USD
1	Zain airtime charges for minute	Minute	1	
2	MTN airtime for minute	Minute	1	

Estimated annual amount for ordered Zain and MTN airtimes is 4,800 USD.

On behalf of Malteser International:

Date: 17 September 2021

Yours faithfully,



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 9635, M: +211 (0) 924 767 949
nermin.silajdzic@malteser-international.org Skype: nsilajdzic
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

Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.

Please consider the environment before printing this email