**Malteser International Europe · Grüner Weg 12-14, 50825 Cologne, Germany**

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 22 September 2019**

**Request for Quotations**

**RfQ/JUB/2019/0160**

For delivery of agriculture tools to Malteser International Country Coordination Office in Juba

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

The whole Specification for tendering dossier (digital version) can be down loaded here on the South Sudan NGO Forum’s website.

We look forward to receiving your quotations by or before the **submission deadline on 6 October 2019 at before 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics & Security Manager – South Sudan Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.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 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
|  |  | [icon facebook](https://www.facebook.com/malteserinternational) [icon youtube](https://www.youtube.com/user/MalteserInt) |
| 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

# A. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotations (RfQs) RfQ/JUB/2019/0160Malteser International (MI) herewith calls for quotations for delivery of agriculture tools to MI Country Coordination Office in Juba.

Under the following reference number:

Donor project numbers: 1345-JUN-2019

# Description of the organization and its activities

MI is a worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. Malteser International is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, Malteser International is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau are focusing on food security and livelihood and WASH.

**Objective of RfQ:** In accordance with the overall targets of above mentioned operations, MI plans to order agriculture tools with delivery to MI Country Coordination Office in Juba.

The technical specifications and conditions of the tendering process are described below in the Specification of Tendering and in the Annex 2: Bill of Quantity which are part of this RfQ.

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

# Quotation Presentation

The quotation shall be delivered in a sealed envelope to MI’s Juba Country Coordination Office Plot No: 445 Kololo Road 3k South, Tong Ping, Juba Town.

**The deadline for the delivery of the quotations is: 6 October 2019 before 4:00 PM**

* The quotation shall be written in English
* The envelope must state the following information:
* Reference to the quotation number
* Address to which the quotation is being submitted (see above)
* The words ***“Not to be opened before deadline”*** 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.

# 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 quotations 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 quotation depending on prevailing condition at the time.

# Technical specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Description | Unit | Quantity | Quality |
| 1 | Hoe with handle (crocodile brand) | Pc | 1,150 | Good |
| 2 | Fork with handle (big size) | Pc | 1,150 | Good |
| 3 | Slasher (plastic hand handle) | Pc | 1,150 | Good |
| 4 | Watering can (capacity 10 l) | Pc | 1,200 | Good |
| 5 | Spade | Pc | 150 | Good |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of quotation | 6 October 2019 | 04:00 p.m. |
| Opening of submitted quotations | 7 October 2019 | - |
| Notification of award to the successful contractor | 18 October 2019 | - |
| Signature of service contract | 21 October 2019 | - |

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

# Validity of quotations

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

# Language of quotation

All quotation, official correspondence between companies and MI, as well as all documents associated with the quotation request will be in English.

# Submission of quotation

All quotation must conform to the following conditions:

# Each quotation must have arrived at the address stated below within the deadline on 6 October 2019, before 04:00 p.m. (local time).

Malteser International - Country Coordination Office

Plot No: 445 Kololo Road 3k South (Opposite Kampala University)

Tong Ping, Juba Town, South Sudan

# Each quotation, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:

1. the above-mentioned address;
2. the reference code of the quotation;
3. the instruction "Do not open before comparative bid analysis";
4. The name of the bidder.

Technical and financial quotations must be placed in a sealed envelope.

# 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 the bided supply of agriculture tools to MI Country Coordination Office in Juba. 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),

# Ownership of quotations

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

1. **Opening of submitted quotations**

The quotations will be opened on 7 October 2019 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

# Quotations 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 work 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 will be done in United States Dollar by bank transfer or cheque as specified below:

* Payment terms will be within 10 business days after receipt of goods and invoice, by Electronic bank transfer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annex 2: Bill of Quantity** |  |  |  |  |
| The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities used. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Description | Unit | Quantity | Unit price in USD | Total in USD |
| 1 | Hoe with handle (crocodile brand) | Pc | 1,150 |  |  |
| 2 | Fork with handle (big size) | Pc | 1,150 |  |  |
| 3 | Slasher (plastic hand handle) | Pc | 1,150 |  |  |
| 4 | Watering can (capacity 10 l) | Pc | 1,200 |  |  |
| 5 | Spade | Pc | 150 |  |  |

On behalf of Malteser International: Date: 22 September 2019

Sincerely,

|  |  |  |
| --- | --- | --- |
| [Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Nermin Silajdzic. Country Logistics & Security Manager – South Sudan Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba. M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.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 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
|  |  | [icon facebook](https://www.facebook.com/malteserinternational) [icon youtube](https://www.youtube.com/user/MalteserInt) |
| 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