# Malteser International Europe · 51103 Cologne · Germany

**Country Coordination Office**

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

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 8 Aug 2019**

**Request for quotations**

**RfQ/JUB/2019/0098**

For MTN, Zein and Thuraya airtime, drinking water, coffee, tea, sugar and cleaning material under one-year framework agreement for Juba office.

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

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

We look forward to receiving your quotes by or before the submission deadline on **9 September 2019 at before 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Manager – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +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 |
|   |   | icon facebook icon youtube  |
| 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 QUOTING

Related to our advertised Request for Quotation (RfQ) RfQ/JUB/2019/0098Malteser International (MI) herewith calls for MTN, Zein and Thuraya airtime, drinking water, coffee, tea, sugar and cleaning material under one-year framework agreement for Juba office.

# 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. MI is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, MI 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 MTN, Zein and Thuraya airtime, drinking water, coffee, tea, sugar and cleaning material under one-year framework agreement for Juba office.

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 RfQ.

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

The deadline for the delivery of the quotation is on **9 September 2019 at 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 **60 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 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 quotation 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 quotations depending on prevailing condition at the time.

# Technical specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MTN, Zein and Thuraya  | airtime |  |  |  |
| **No.** | **Item description** | **Unit** | **Quantity** |
| 1 | Zain airtime charges for minute  | Minute | 1 |
| 2 | MTN airtime for minute  | Minute | 1 |
| 3 | Thuraya handset airtime for minute | Minute | 1 |
| Office supplies |  |  |  |  |
| **No.** | **Item description** | **Unit** | **Quantity** |
| 1 | Jumo of 20 liter of drinking water | Jumbo | 1 |
| 2 | Sugar brown 25 kg bag | Bag | 1 |
| 3 | Tea bags (Green tea mint flavor) | Pack of 25 bags | 1 |
| 4 | Tea bags (Kepeta) | Pack of 25 bags | 1 |
| 5 | Nescafe 200 gr | Jar | 1  |
| 6 | Liquid hand wash 500 ml | Bottle | 1 |
| 7 | Dish wash liquid 1 l | Bottle |   |
| 8 | Hand washing liquid soap 750ml | Bottle | 1 |
| 9 | Air Freshner 300 ml | Bottle | 1 |
| 10 | Anty Nyamuk Lalat & Kecoa spray 600 ml | Bottle | 1  |
| 11 | Jik liquid (white) 750 ml | Bottle | 1 |
| 12 | Jik liquid (coloured) 750 ml | Bottle | 1 |
| 13 | Liquid cleaner for windows, car washing  | Bottle |  1 |
| 14 | Hand gloves (Small size) | pair | 1 |
| 15 | Glasses for Drinking water 200 ml | pc | 1 |
| 16 | Cups for coffee 200 ml | pc |  1 |
| 17 | Soft touch Facial Tissue (200x2 ply) | packet | 1 |
| 18 | Furniture Polish 500 ml | Bottle | 1 |
| 19 | Still wire  | roll | 1 |
| 20 | Toilet tissue hygienic toilet papers  | 10 rolls | 1 |
| 21 | Vim Powder 500gms | pc | 1 |
| 22 | Harpic 500 ml | Bottle | 1 |
| 23 | Mopper | pc | 1 |
| 24 | Plastic bucket 20l  | pc | 1 |
| 25 | Garbage bags | packet of 30 pcs | 1 |
| 26 | Indoor brooms | pc | 1 |
| 27 | Broom for roof with soft hair | pc | 1 |
|  |  |  |  |  |  |

# Timetable

|  |  |  |
| --- | --- | --- |
| **Activities** | **DATE** | **TIME\*** |
| Deadline for submission of quotations | 9 September 2019 | 04:00 p.m. |
| Opening of submitted quotations | 16 September 2019 |  |
| Notification of award to the successful contractor | 19 September 2019 | - |
| Signature of a framework agreement | 22 September 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 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 request will be in English.

# Submission of quotations

All quotations must conform to the following conditions:

# Each quotation must have arrived at the address stated below within the deadline on 9 September 2019, at before 04:00 p.m. (local time).

MI

Country Coordination office

Plot No. 445, Block 3K Tong Ping

Juba, 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 quotation 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 request for quotation. Furthermore, they must include the following documents:

**Part 1 - Quotation**

For ordering MTN, Zein and Thuraya airtime, drinking water, coffee, tea, sugar and cleaning material under one-year framework agreement for Juba office. 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,
* Bank Statement of last three months,
* Company’s official address, phone numbers and email address,
* Bank account details (where money would be paid),

# Ownership of quotes

MI reserves/funds ownership of all quotations 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 16 September 2019 at MI Office in Juba office by the Procurement Committee. The selection process will be recorded in writing by the Procurement Committee.

# Quotations evaluation

The criteria applied for the evaluation will be the legal conformity, the prices per customs clearance per truck/container at JIA and at Nimule border crossing, the work experiences, capacity to deliver customs clearance and customs clearance delivery on time.

1. **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.
1. **Terms of payment**

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

Payment will be done by the MI seven days after received invoices for previous month from the Contractor.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex 2: Bill of Quantity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MTN, Zein and Thuraya airtime |  |  |  |  |  |
| No. | Item description | Unit | Quantity | Unit price USD | Total USD |
| 1 | Zain airtime charges for minute  | Minute | 1 |   |   |
| 2 | MTN airtime for minute  | Minute | 1 |   |   |
| 3 | Thuraya handset airtime for minute | Minute | 1 |   |   |
| Office supplies |
| No. | Item description | Unit | Quantity | Unit price USD | Total USD |
| 1 | Jumo of 20 liter of drinking water | Jumbo | 1 |   |   |
| 2 | Sugar brown 25 kg bag | Bag | 1 |   |   |
| 3 | Tea bags (Green tea mint flavor) | Pack of 25 bags | 1 |   |   |
| 4 | Tea bags (Kepeta) | Pack of 25 bags | 1 |   |   |
| 5 | Nescafe 200 gr | Jar |  1 |   |   |
| 6 | Liquid hand wash 500 ml | Bottle | 1 |   |   |
| 7 | Dish wash liquid 1 l | Bottle |  1 |   |   |
| 8 | Hand washing liquid soap 750ml | Bottle | 1 |   |   |
| 9 | Air Freshner 300 ml | Bottle | 1 |   |   |
| 10 | Anty Nyamuk Lalat & Kecoa spray 600 ml | Bottle |  1 |   |   |
| 11 | Jik liquid (white) 750 ml | Bottle | 1 |   |   |
| 12 | Jik liquid (colored) 750 ml | Bottle | 1 |   |   |
| 13 | Liquid cleaner for windows, car washing  | Bottle |  1 |   |   |
| 14 | Hand gloves (Small size) | pair | 1 |   |   |
| 15 | Glasses for Drinking water 200 ml | pc | 1 |   |   |
| 16 | Cups for coffee 200 ml | pc |  1 |   |   |
| 17 | Soft touch Facial Tissue (200x2 ply) | packet | 1 |   |   |
| 18 | Furniture Polish 500 ml | Bottle | 1 |   |   |
| 19 | Still wire  | roll | 1 |   |   |
| 20 | Toilet tissue hygienic toilet papers  | 10 rolls | 1 |   |   |
| 21 | Vim Powder 500gms | pc | 1 |   |   |
| 22 | Harpic 500 ml | Bottle | 1 |   |   |
| 23 | Mopper | pc | 1 |   |   |
| 24 | Plastic bucket 20l  | pc | 1 |   |   |
| 25 | Garbage bags | packt of 30 pcs | 1 |   |   |
| 26 | Indoor brooms | pc | 1 |   |   |
| 27 | Broom for roof with soft hair | pc | 1 |   |   |

 |

On behalf of Malteser International: Date: 9 August 2019

|  |  |  |
| --- | --- | --- |
| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Manager – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +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 |
|   |   | icon facebook icon youtube  |
| 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