

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

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

Juba, 27<sup>th</sup> August 2021

Malteser International Request RFQ-JUB-2021-0183 for Supply and delivery of menstrual Hygiene and sanitary Materials to Malteser International Juba office

### **RFQ-JUB-2021-0183**

For Supply and delivery of menstrual Hygiene and sanitary Materials to Malteser International Juba office

Annex 1: Specification of Goods  
Annex 2: Bill of Quantity

We look forward to receiving your tenders by or before the submission deadline on **4.9.2021 before 4:00:00PM** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)

Please write in the Subject line of your email with tender: RFQ-JUB-2021-0183 for Supply and delivery of Supply and delivery of menstrual Hygiene and sanitary Materials to Malteser International Juba.

Thank you for your cooperation.

Sincerely Yours,

## **SPECIFICATION OF BIDDING**

Related to our advertised Request for Quotations (RFQs) RFQ-JUB-2021-0183 For Supply and delivery of menstrual Hygiene and sanitary Materials to Malteser International Juba office

Under the following reference number: RFQ-JUB-2021-0183

Donor project numbers: 1345-JUB

### **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 RFQ:**

In accordance with the overall targets of above-mentioned operations, Malteser International plans to order for Supply and delivery of menstrual Hygiene and sanitary Materials.

The technical specifications and conditions of the tendering process are described below in the Specification of Tendering and in the

### **Annex 1: Technical Specification**

### **Annex 2: Bill of Quantity which are part of this RFQ.**

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

### **2. Tenders Presentation**

2.1. The tender shall be Submitted:

via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)

2.2. The deadline for the delivery of the tenders is: **30<sup>th</sup> August 2021 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.

### **3. 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.

#### 4. Technical specification Annex 1:

Activities	DATE	TIME*
Deadline for submission of tenders	4 <sup>th</sup> September 2021	4:00Pm
Opening of submitted tenders	6 <sup>th</sup> September 2021	-
Notification of award to the successful contractor	8 <sup>th</sup> September 2021	-
Signature of contract	9 <sup>th</sup> September 2021	-

All times are local time in Juba, - South Sudan Slandered Time

#### 5. Validity of tenders

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

#### 6. Language of tender

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

#### 7. Submission of tender

Each tender must have submitted via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) on 30<sup>th</sup> August 2021 Before 4:00 PM CAT).

#### 8. Content of tender

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

Part 1 - Tender: Menstrual Hygiene and sanitary Materials to Malteser International 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 Bank Statement of last three months,
- Company's official address,
- Sample Must be provided before purchase order for verification by the supervisor.
- Bank account details (where money would be paid),

#### 9. Ownership of tender

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

#### 10. Opening of submitted tenders

The tenders will be opened on 6<sup>th</sup> September 2021 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

## 11. Tenders 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.

13) 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

## Annex 1 Technical Specification

S/No	Specification
1	Dettol Soap Anti Vactira (250g)
2	Tooth Paste (Colget ) 147 g)
3	Tooth brush (cologet-double edge)
4	Comb (Small size)
5	Nail Clipper (Medium Size)
6	Small Scissor for hair cut (medium Size )
7	Afri-Pads – Reusable (Charlie banana 19.5 cm) - packet of 2
8	Pads (Always MHM Emmangency) – packet of 7
9	Cotton Panties 1000 Medium Size and 1260 Small Sizes
10	Buckets for Girls form MHM 10 litres Capacity With lid
11	Dignity Bags for girls 40x45 Cm with 2 holders

14) 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 of the Items	Unit	Quantity	Unit Price USD	Total USD
1	Dettol Soap Anti bacteria (250g)	Pc	5600		
2	Tooth Paste (Colgate ) 147 g)	Pc	2800		
3	Toothbrush (colgate - double action)	Pc	2800		
4	Comb (Small size)	Pc	1400		
5	Nail Clipper (Medium Size)	Pc	1400		
6	Small Scissor for hair cut (medium Size )	Pc	1400		
7	Afri-Pads –Re-usable (Charlie banana 19.5 cm) – packet of 2pces.	PKT	2260		
8	Pads (Always MHM Emmangency ) – packet of 7pces.	PKT	120		
9	Cotton Panties: 1000 Medium Size and 1260 Small Sizes	Pc	2260		
10	Buckets for Girls form MHM 10 litres Capacity With lid	Pc	45		
11	Diginity Bags for girls 40x45 Cm with 2 holders	Pc	600		
<i>Total</i>					

On behalf of Malteser International:

Date: 27<sup>th</sup> August 2021

Sincerely,



**Malteser  
International**  
Order of Malta Worldwide Relief

