

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

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

**17 August 2022**

**Request for Quotation  
RFQ\_YEI\_2022\_0019**

For delivery of diesel and petrol for Malteser International (MI) vehicle and motorbike at a supplier petrol station in Yei Town for 1-year framework agreement and to have deposit of 3,000 litres of diesel and 400 of petrol at the petrol station in case of fuel crisis

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

We look forward to receiving your quotation on **24 August 2022 at or before 4:00 pm** via E-mail to: **mb.procurement-juba@malteser-international.org** or in a sealed envelope to Malteser International in UNHCR Logistics Compound on Yei Lasu Road in Yei from petrol stations in Yei Town.

Please write in the Subject line of your email with quotation: **“RFQ\_YEI\_2022\_0019 for fuel for 1-year FA”**

Thank you for your cooperation.

Yours faithfully,



Nermin Silajdzic  
Country Logistics and Security Coordinator  
Plot No. 445, Block 3, Kololo - US Embassy Road,  
Central Equitorial State, Juba, South Sudan  
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

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## A. SPECIFICATION OF BIDDING

Related to our advertised RFQ\_YEI\_2022\_0019 MI herewith calls for supply of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Yei Town for 1-year framework agreement and to have deposit of 3,000 litres of diesel and 400 of petrol at the petrol station in case of fuel crisis.

### 1. Description of the organization and its activities

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Ujyuku and Yei.

**Objective of Request for Quotation:** In accordance with the overall targets of above-mentioned operations, MI plans to order diesel and petrol for MI vehicle and motorbike at a supplier petrol station in Yei Town for 1-year framework agreement and to have deposit of 3,000 litres of diesel and 400 of petrol at the petrol station in case of fuel crisis.

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.

### 2. Quotation Presentation

The quotation shall be sent via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope to Malteser International in UNHCR Logistics Compound on Yei Lasu Road in Yei from petrol stations in Yei Town.

**The deadline for the delivery of the quotations is: 24 August 2022 at or before 4:00pm**

- The quotation shall be written in English
- The envelope must state the following information:
  - Reference to the Request for Quotation
  - 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.

### 3. 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 quotations will be expressed in United States Dollars. The prices must be on unit price basis,

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- 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. 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.

### **4. Submission of quotations**

All quotation must conform to the following conditions:

- 4.1. Each quotation shall be submitted via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)** or in a sealed envelope to Malteser International in UNHCR Logistics Compound on Yei Lasu Road in Yei from petrol stations in Yei Town on 24 August 2022 at or before 04:00 pm.

### **5. Content of quotations**

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 delivery of diesel and petrol for MI vehicle and motorbike at a supplier petrol station in Yei Town for 1-year framework agreement and to have deposit of 3,000 litres of diesel and 400 of petrol at the petrol station in case of fuel crisis. 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 (for May, Jun and July 2022),
- Company's official address,
- Company's phone numbers,
- Bank account details (where money would be paid),

### **6. 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.

### **7. Opening of submitted quotations**

The quotation will be opened on **24 August 2022** in MI Office in Yei, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

### **8. Quotation evaluation**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, having a petrol station in Yei with a depot of diesel and petrol, quality standard of diesel and petrol and the capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

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**9. Exclusion criteria**

The following are exclusion criteria:

- Not submitted the following company registration documents in South Sudan:
- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation and
- Not bided according to the specification.

10. 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.

**11. Specific Technical and Financial Evaluation Criteria to standards:**

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee,
- Framework agreement will directly be issued to the selected supplier upon approval.

**12. Terms of payment**

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

- Payment will be carried out in ten days for previous month upon received invoices from the Contractor.

**Annex 2: Bill of Quantity**

No	Description of fuel	Unit	Quantity	Unit price in USD
1	Diesel	Litre	1	
2	Petrol	Litre	1	
3	To have deposit of 3,000 litres of diesel and 400 of petrol at the petrol station in case of fuel crisis in Yei Town	-	-	-

It is estimated that approximately 3,000 litres of diesel and 400 litres of petrol will be ordered during 1-year framework agreements.

On behalf of Malteser International:

Date: 17 August 2022

Yours faithfully,



Nermin Silajdzic  
Country Logistics and Security Coordinator  
Plot No. 445, Block 3, Kololo - US Embassy Road.  
Central Equitorial State, Juba, South Sudan  
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)  
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