

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

17 September 2021

**Request for Quotation
RFQ-JUB-2021-0221**

For taxi services in Juba Town and out of Juba Town under one-year framework agreement.

- A. Annex 1: Specification of Bidding
- B. 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 tenders by **24 September 2021 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with tender: **RFQ-JUB-2021-0221 for taxi services**

Thank you for your cooperation.

Sincerely Yours,



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A. SPECIFICATION OF QUOTING

Related to our advertised Request for Quotation (RFQ) RFQ-JUB-2021-0221 Malteser International (MI) herewith calls for tenders concerning taxi services in Juba Town and out of Juba Town under one-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 RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to hire taxi services in Juba Town and out of Juba Town under one-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 RFQ.

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

2. Tender Presentation

The tender shall be via E-mail to: mb.procurement-juba@malteser-international.org.

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

- The tender 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

Taxi services	
Juba Town drop	Excellent quality of taxi cars
Out of Juba Town drop	Excellent quality of taxi cars
Free waiting time	
Charges for waiting time	

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 a 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:

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

Content of tender

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

Part 1 - Tender

Taxi services in Juba Town and out of Juba Town under one-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,
- Bank Statement of last three months,
- Company's official address, phone numbers and email address,
- Bank account details (where money would be paid),

Minimum requirements:

- Taxi car service provider must have a valid registration and permanent office in Juba,
- Must be duly registered with sufficient cars to be able to response to MI taxi car needs when called upon
- For each taxi car provide specific model, year of make and condition,
- The cars must be in good condition, well fitted with AC,
- Taxi service provider must be able to provide a taxi car and driver as requested regardless of the time of day.
- Taxi cars must have registration and insurance,

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- Copies of valid logbooks,

9. 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.

10. Opening of submitted tenders

The tenders will be opened 27 September 2021 at MI Office in Juba office by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the prices per Juba town drops, out of Juba town drops, waiting time, the work experiences, South Sudanese taxi drivers, the car capacity to deliver and delivery on time on calls.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid 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 will be done by the MI ten days after received invoices for previous month from the Contractor.

Annex 2: Bill of Quantity

No	Description of goods or services	Unit	Quantity	Unit price in USD
1	Juba Town drop	Drop	1	
2	Out of Juba Town drop	Drop	1	
3	Free waiting time	Minutes	1	
4	Charges for waiting time	Minutes	1	

Estimated annual amount for taxi services is 4,800 USD.

17 September 2021

On behalf of Malteser International:



Malteser International
Order of Malta Worldwide Relief

Malteser International Europe, Grüner Weg 14, 50825 Cologne · Germany



Malteser International
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