

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

17 September 2021

**Request for quotations
RFQ-JUB-2021-0217**

For hotel accommodation in Tong Ping in Juba under 1-year Framework Agreement.

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

We look forward to receiving your tenders by the **submission deadline on 24 September 2020 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-2021-0217 for hotel accommodation in Tong Ping in Juba**

Thank you for your cooperation.

Sincerely Yours,



South Sudan Coordination Office

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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 TENDERING

Related to our advertised Request for quotation (RFQ) RFQ-JUB-2021-0217 Malteser International herewith calls for tenders for hotel accommodation in Tong Ping in Juba under 1-year Framework Agreement.

1. Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop's Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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 Request for Quotations: In accordance with the overall targets of above-mentioned operations, MI plans to order hotel accommodation in Tong Ping in Juba under 1-year Framework Agreement.

The technical specifications and conditions of the tendering process are described below in the Specification of Quoting and in the Annex 2: Bill of Quantity which are part of this Request for Quotations.

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 quotation is: on 24 September 2020 at 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 Malteser International will not process Tax exemption. 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

Hotel accommodation in Tong Ping in Juba under 1-year Framework Agreement

Hotel accommodation
<p>Single room with breakfast</p> <p>To have private bathroom, air conditioning, colour TV (DSTV), a money safe, free WI-FI internet access and in all the common areas and a breakfast included.</p>

5. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	24 September 2020	04:00 p.m.
Opening of submitted tenders	27 September 2020	
Notification of award to the successful contractor	11 October 2020	-
Signature of the framework agreement	12 October 2020	-

* 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 Malteser International, as well as all documents associated with the tenders' request will be in English.

8. Submission of tenders

All quotations must conform to the following conditions:

Each tender must be submitted via E-mail to: mb.procurement-juba@malteser-international.org on 24 September 2021, at or before 04:00 pm (local time).

9. Content of tenders

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

Part 1 - Tender: A tender for hotel accommodation in Tong Ping Juba under 1-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,
- Company's Bank Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

10. 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.

11. Opening of submitted tenders

The quotations will be opened 27 September 2021 in Malteser International Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

12. 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. 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 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.

14) Terms of payment

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

- Payment seven days upon received invoices for previous month from the Contractor.

Annex 2: Bill of Quantity

For hotel accommodation in Tong Ping in Juba under 1-year Framework Agreement

Hotel accommodation	Unit Price USD
<p>Single room with breakfast</p> <p>To have private bathroom, air conditioning, colour TV (DSTV), a money safe, free WI-FI internet access with breakfast included and in all the common areas.</p>	

Estimated numbers of hotel accommodations is 120 under 1-year Framework Agreements

Sincerely Yours,



South Sudan Coordination Office

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