

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

Malteser International
Country Coordination Office
Plot No. 246, Block 3k 2nd Class Residential,
Tonging Behind Indian Embassy,
Central Equatoria State,
Juba South Sudan

17 September 2022

**Request for Quotation
RFQ_JUB_2022_0360**

For supply and delivery of ICT equipment to Malteser International (MI) Country Coordination Office in Juba

- A. Annex 1: Specification of Bidding
- B. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your quotations by or before the submission deadline on **21 November 2022 at or before 12:00pm** via

E-mail to: mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with quotation: **RFQ_JUB_2022_0360 for office equipment**

Thank you for your cooperation.

Yours faithfully,



South Sudan Coordination Office

Malis Edward; Logistics Officer
Plot No. 246, Block 3k 2nd Class Residential,
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1. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ_JUB_2022_0360 MI herewith calls for supply and delivery of office equipment to MI Country Coordination Office in Juba.

Under the following reference number: MI project number: BMZ_1357-WAU

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 Uujuku and Yei.

Objective of RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to order office equipment to MI Country Coordination Office in Juba.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

2. Quotation Presentation

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

The deadline for delivery of quotations is **at or before 12:00pm on 21 November 2022.**

- The quotation shall be 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 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 quotation 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 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.

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4. Technical specification

For supply and delivery of office equipment to MI Country Coordination Office in Juba.

No	Description of goods or services	Quantity	Unit	Quality
1	Lenovo Think pad E14 Computer Black in color ,14" screen, Memory: Installed RAM of 8GB, DDR4,2400 MHZ (soldered), Min of 512 GB SSD hard drive, Intel UHD Graphics 620, Operating System (OS); Intel ® core™ i7-8265 U, windows 10 pro /11, 64-Bit includes 720p HD webcam, Fingerprint reader, Wireless and Bluetooth, 3xUSB including black laptop bag	2	Pc	1
2	HP Color LaserJet Pro MFP M181fw, Standard built-in Ethernet 802.11 b/g/n Wi-Fi operates as both an AP (with Wi-Fi Direct) and STA	1	Pc	1
3	Tonner for HP 181 MFP M181fw	1	Set	2

5. Validity of quotations

Each company is bound to the quotation submitted for a period of 60 days from the deadline for submission of quotations.

6. Language of quotations

All quotations, official correspondence between companies and MI, as well as all documents associated with the quotation's request will be in English.

7. Submission of quotations

All quotations must conform to the following conditions:

- 7.1. Each quotation must have received via E-mail to:
- 7.2. mb.procurement-juba@malteser-international.org on **21 November 2022 at or before 12:00pm.**

8. Content of quotation

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 supply and delivery of office equipment to MI Country Coordination Office in Juba.

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 in USD,
- Company's official address,
- Bank account details (where money would be paid),

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9. Ownership of quotations

MI reserves/funds ownership of all quotations received. Therefore, quotations will not be able to stipulate requirements that their quotations are to be returned.

10. Opening of submitted quotations

The quotations will be opened on 21 November 2022 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

11. Quotations evaluation

Selection criteria

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards, delivery time, working capital and the capacity to deliver. The Contract agreement will be awarded to the winning bidder according to the timetable mentioned above.

12. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:

1.1.1. Copy of the company's certificate of incorporation,

1.1.2. Copy of Chamber of Commerce registration,

1.1.3. Copy Tax Identification Certificate,

1.1.4. Copy of Certificate of Operation,

2. Not bided according to the specification and

3. Mathematical error of total bided price $> \pm 2$ %.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Contract 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 as specified below:

Payment will be done after 10 working days upon delivery of office equipment to Malteser International (MI) Country Coordination Office in Juba.

Annex 2: Bill of Quantity

For supply and delivery of office equipment to MI Country Coordination Office in Juba

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No	Description of goods or services	Quantity	Unit	Unit Price USD	Total USD
1	Lenovo Think pad E14 Computer Black in color ,14" screen, Memory: Installed RAM of 8GB, DDR4,2400 MHZ (soldered), Min of 512 GB SSD hard drive, Intel UHD Graphics 620, Operating System (OS); Intel ® core™ i7- 8265 U, windows 10 pro /11, 64-Bit includes 720p HD webcam, Fingerprint reader, Wireless and Bluetooth, 3xUSB including black laptop bag	2	Pc		
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3	Tonner for HP 181 MFP M181fw	1	Set		

On behalf of Malteser International:

Date: 17th November 2022

Yours faithfully,



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