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

**Malteser International**

**South Sudan Coordination office**

**Plot No. 445, Block 3, Kololo - US Embassy Road.**

**Central Equatorial State, Juba,**

**South Sudan**

Date; 04th June 2020

Malteser International Request for Quotations (**RFQ/JUB/2020/0091** of painting of Signs post on the Wall (painting of logos and project writing plus painting of hand washing steps) of 33 latrine blocks Juba - South Sudan,

Malteser International MI Coordination Office in Juba South Sudan is requesting for quotation for painting of Signs post on the Wall (Painting of logos and project writing plus painting of hand washing steps) of 33 latrine blocks of 5 Public Latrine in the markets, 5 Schools and 5 PHCC in Juba South Sudan

**Schools** (Painting of logos and project writing plus painting of hand washing steps) =12 blocks of Schools

1. Dr. John Garang Primary School
2. Kapuri Primary School
3. Akotgol Primary School
4. Gumbo 3 Primary School
5. King Academy Primary School
6. Mercy Community School

**PHCC** (Painting of logos and project writing plus painting of hand washing steps) =10 blocks

1. Kwerijik Primary Health Care Center
2. Walang Walang Primary Health Care Center
3. Mahad Primary Health care center
4. Jebel rock city Primary Health care center
5. St. Kizito Primary Health care center

**Public latrine** (Painting of logos and project writing) =5 blocks

1. Gudule Market
2. Gurei Market
3. Atlabara Market
4. Gudule Block 4
5. Custom Market

**Rehabilitions of latrine block at Schools** (Painting of logos and project writing plus painting of hand washing steps) =6 blocks

1. Nyang Primary School
2. Kabo Primary School
3. Somba Primary Schools
4. Annex 1: Specification of Bidding (Separate Attachment)
5. Annex 2: Bill of Quantity

We look forward to receiving your tenders by or before the submission deadline on

**9th June 2020 at or before 2:00pm via E-mail** [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)

Thank you for your cooperation.

Sincerely Yours,

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| --- | --- | --- |
|  |  | South Sudan Coordination Office  Edward Malis - Logistics Officer  Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba, South Sudan M: +211 (0) 914 992 287 · M: +211 (0) 926 595 060 [malis.edward@malteser-international.org](mailto:malis.edward@malteser-international.org)  [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 |

# A

# SPECIFICATION OF THE TENDERS

Related to our request for quotation for painting of Signs post on the Wall (painting of logos and project writing plus painting of hand washing steps) of 33 latrine blocks of Public Latrine in 5 markets, 5 Schools and 5 PHCC in Juba, South Sudan

|  |  |
| --- | --- |
| s/n | Specification |
| 1 | Painting of logos and project writing plus painting of hand washing steps) on the wall 33 latrine blocks of Public Latrine in 5 markets, 5 Schools and 5 PHCC in Juba South Sudan |

# Description of the organization and its activities

MI is a worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. MI is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, MI is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau area focusing on food security, livelihood, and WASH.

Objective of the RFQ:

In accordance with the overall targets of the above-mentioned operations, MI plans to have Painting of logos and project writing plus painting of hand washing steps) on the wall of 33 latrine blocks of Public Latrine in 5 markets, 5 Schools and 5 PHCC in Juba South Sudan under project 1340-JUB

The technical specifications and conditions of the tender is fully described in Annex 2:

Competent and qualified companies are therefore invited to present bids complying with the requirements specified.

# Tender Presentation

The tender shall be sent via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)

With the Subject Line PRF/JUB/2020/0091

The deadline for the submission of the tender is **9th June 2020 at or before 2:00pm**

* The tender shall be written in English
* The tender should be valid for 30 days after the deadline
* The formatted BOQ can be used or a clear separate one depending on supplier’s choice.

# 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 and total 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,

# Technical specification

# Conduct a Flashing and Pump Testing at Raja West Primary school, Juba / South Sudan

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date | Time\* |
| Deadline for submission of tenders | 9th June 2020 | 02:00 p.m. |
| Opening of submitted tenders | 9th June 2020 | 3:00 am |
| Notification of award to the successful tenderers | 11th June 2020 | 2:00 Pm |
| Signature of Contract Agreement | 12th June 2020 | 10:00 am |

# Validity of tenders

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

# Language of tender

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

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must be sent to [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) within the deadline on 9th June 2020 before 2:00 p.m.

# 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: A tender

The formatted 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 of 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)

# Ownership of tenders

Malteser International reserves/funds ownership of all tenders received. Consequently, tenderers will not be able to stipulate requirements that their bids are to be returned.

1. Opening of submitted tenders

The Evaluation Committee will evaluate the tenders on 9th June 2020 in Malteser International Juba office MI Office in Juba, South Sudan in the tenderers will not attend the evaluation. The Evaluation Committee will record the selection process in writing indoor.

# Tender 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 Services will be awarded to the winning tenderer according to the timetable mentioned above.

1. Specific Technical and Financial Evaluation Criteria to standards:

Comparative bid analysis and justification basing on responsiveness of the selected supplier by evaluation committee.

Contract Agreement will be issued to the selected supplier upon approval.

1. Delivery

The Painting of logos and project writing plus painting of hand washing steps) on the wall of 33 latrine blocks of Public Latrine in 5 markets, 5 Schools and 5 PHCC in Juba South Sudan

Terms of payment

The payment would be under project 1340-JUB In United States Dollar by bank transfer or cheque as specified below:

Payment will be done after 15 working days upon signing of Contract with Malteser international Juba Office and completion of the work and submitting of report

Annex 2: Bill of Quantity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Category | Unit | Quantity | Unit price USD | Total price USD |
| 1 | Painting of logos and project writing plus painting of hand washing steps on wall of latrine blocks | Block of Latrines | 33 |  |  |
|  | Total |  |  |  |  |

On behalf of Malteser International Date: 4th June 2020

Sincerely Yours,

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| --- | --- | --- |
|  |  | **South Sudan Coordination Office**  Edward Malis - Logistics Officer  Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba, South Sudan M: +211 (0) 914 992 287 · M: +211 (0) 926 595 060 [malis.edward@malteser-international.org](mailto:malis.edward@malteser-international.org)  [www.malteser-international.org](http://www.malteser-international.org/) Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |