

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

**Malteser International**  
**Wau Office**  
**Hai Daraja West Residential Area**  
**Next to CARE International Office**  
**North of St. Joseph Church, Wau North**  
**Wau, South Sudan**

**15<sup>th</sup> February 2023**

**Request for Quotation: RFQ-WAU-2023-0020**

For Taxi Hire Services, pick-up and drop within Wau town and Airport. Prices (quotations) should be inclusive of waiting time of up to 30 minutes for 1 year framework Agreement.

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

We look forward to receiving your tenders by or before the **submission deadline on 20<sup>th</sup> February 2023 at or before 10:00 AM** in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan.

Please write in the subject line of your email with quotation reference; **RFQ\_WAU\_2022\_0020 for Taxi hire services within Wau town with free waiting time of up to 30 minutes for 1 year framework agreement.**

Thank you for your cooperation.



**Clement Bazia · Logistics Manager**

**Wau Field office, South Sudan**

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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726

Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,

Douglas Graf von Saurma-Jeltsch



**Billing Address:** Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

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## A. SPECIFICATION OF BIDDING

Related to our advertised **RFQ-WAU-2023-0020** Malteser International (MI) herewith calls for tenders for **RFQ\_WAU\_2022\_0020** for **Taxi hire services within Wau town with free waiting time of up to 30 minutes for 1 year framework agreement.**

### Description of the organization and its activities

Malteser International 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 and Rumbek. In these locations, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Request for Quotation:** In accordance with the overall targets of above-mentioned operations, MI plans to hire taxi services within Wau town under 1-year framework agreement for Malteser International Office in Wau.

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.

Service providers are invited to submit tenders complying with the requirements here below specified.

### 1. Tender Presentation

The tender shall be received in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan

**The deadline for the delivery of the tenders is: 20<sup>th</sup> February at or before 10:00AM.**

- The tender shall be written in English.
- The envelope must state the following information:
  - Reference to the RFQ Number
  - Address to which the offer is being submitted (see above)
  - The words **“Not to be opened before deadline”** written in English.
- The offer should be valid for **60 days after the deadline.**
- The format BoQ can be used or a separate one depending on supplier’s choice.

### 2. 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.

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### 3. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	20 <sup>th</sup> February 2023	11:00AM
Opening of submitted tenders	20 <sup>th</sup> February 2023	
Notification of award to the successful contractor	21 <sup>st</sup> February 2023	-
Signature of Framework Agreement	22 <sup>nd</sup> February 2023	-

\* All times are local time in Juba, South Sudan

### 4. Validity of tenders

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

### 5. 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.

### 6. Submission of tenders

All tenders must conform to the following conditions:

- 6.1. Each tender shall be submitted in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan on **20<sup>th</sup> February 2023, at or before 10:00AM (local time)**.

### 7. Content of tenders

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

**Part 1 - Tender:** A tender for Taxi hire services for 1-year framework agreement for Malteser International Office in Wau under the 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 (Nov, Dec & Jan 2023)
- Average turnover for the past 2 years in USD (for 2021 and 2022),
- Company's official address,
- Company's phone numbers,
- Bank account details (where money would be paid),

### 8. 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,

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**1.1.4. Copy of Certificate of Operation,**

- 2. Not bided according to the specification,**
- 3. Mathematical error of total bided price  $>\pm 2$  %.**

**9. Ownership of TENDERS**

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

**10. Opening of submitted tenders.**

Taxi hire services within Wau town under 1-year framework agreement for Malteser International Office in Wau

The tenders will be opened on **20<sup>th</sup> February 2023** in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

**11. 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, having an office in Wau 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 Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee,
- Contract 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 carried out quarterly upon received invoices from the Contractor.

**Annex 2: Bill of Quantity**

For Taxi Hire Services for Malteser International under 1-year framework agreement for Malteser International Office in Wau.

No	Parts Description	Qty	Unit	Unit Price USD
1	Taxi Hire Services, pick-up and drop within Wau town and Airport. Prices (quotations) should be inclusive of waiting time of up to 30 minutes for 1 year framework Agreement	1	lot	

On behalf of Malteser International:  
Yours faithfully,

Date: 15<sup>th</sup> February 2023.

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