



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

**Plot No. 246, Block 3k 2nd Class Residential,
Tonging Behind Indian Embassy,
Central Equatoria State,
Juba South Sudan**

15th August 2024

Malteser International Request for Quotations RFQ_WAU_2024_121 for provision of Uniformed Unarmed Professional Guards Services to Malteser International, Wau office.

Annex 1: Specification of Bidding

Annex 2: Bill of Quantity

We look forward to receiving your quotations by or before the **submission deadline on 22nd August 2024 at or before 12:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org

Please write in the Subject line of your email with quotation: **RFQ_WAU_2024_0121** for provision of Uniformed Unarmed Professional Guards Services to Malteser International Wau office

Thank you for your cooperation.

Sincerely Yours,



Malis Edward

Logistics Officer

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Plot No. 246, Block 3k 2nd Class Residential,

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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



FOR THE PROVISION OF UNIFORMED UNARMED PROFESSIONAL GUARDS.

1.1 INTRODUCTION

Malteser International 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 organizations in order to optimize 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 Uyujuku and Yei.

Invitation to Tenders RFQ_JUB_2024_0121 for for provision of Uniformed Unarmed Professional Guards Services to Malteser International Wau office

Deadline: 22nd August 2024 at or before 12pm

Quotation submission

Quotation shall be submitted via E-mail to mb.procurement-juba@malteser-international.org before 21st August 2024 and before 12:00pm

QUOTATION CLARIFICATION

Send an email: malis.edward@malteser-international.org

Malteser International is currently accepting competitive proposals from qualified uniformed unarmed professional guard service providers for the provision of security guard services at its premises in Hai Daraja, Wau, Western Bahr El Ghazal, Juba.

The bidder must be a reputable security guard company with requisite professional and technical resources to offer the best uniformed unarmed guard services and legally operating in Republic of South Sudan.

GENERAL BID REQUIREMENTS:

All qualified bidders are encouraged to include the following documents in their bids:

- a) Valid Tax Clearance TIN number.
- b) Business Registration Certificate.
- c) Company's profile.
- d) Sample of current corporate clients including contact details.
- e) All bids must be signed and stamped by authorized personnel.
- f) All Bid prices must be quoted in United States Dollars.
- g) Quoted price must be valid for the period of one (1) year as of contract signing date.
- h) All bidders must provide financial reimbursement Plans (reimbursement to staff and payment terms).
- i) Bidders are required to submit Technical and Financial proposal through email or sealed envelopes.
- j) Bid submitted later the deadline will NOT be considered.
- k) Malteser International reserves the right to request additional information from prospective bidders and reject any or all bids that do not meet the minimum requirements without any liability.

- l) In case guard on duty feel unwell, be able to provide standby guard.

DESCRIPTION OF SERVICES REQUESTED

All bidding must clearly identify and describe the Uniformed Unarmed Guards Services to be offered.

SPECIAL PROVISIONS

Bidders must be aware that the below provisions will be incorporated into the contract document upon successful evaluation and determination of the winner.

- a) Security guard services.
- b) Contract duration.
- c) Payment terms.

EVALUATION CRITERIA

All bidders received in response to this solicitation will be evaluated and scored using set evaluation criteria. After the evaluation process, Contract will be awarded to the most advantageous responsive 0110r (combination of quality and price) that meets the minimum requirements and the lowest price.

RELEVANT EXPERIENCE

The following factors will be considered for evaluation:

- a) Years of experience in the provision security guard services.
- b) Key personnel qualifications and experience.
- c) Business Registration and valid tax Clearance Certificates.
- d) A sample of current clients

COST/QUOTATION:

- a) All cost and price figures must be inclusive and presented in US dollars
- b) Quotation: guarding services must be item used as follows:

1. Guarding Services

Ref No.	Item	Quantity	Unit Cost	Monthly Cost
1	Uniformed Unarmed professional Guards Malteser International, Wau Office.	4 Guards Day (2) Night (2)		

2. Equipment (Dictators, Scanners etc.)

Ref No.	Item	Quantity	Unit Cost	Monthly Cost
1	Site alarm system			
2	Scanner dictators			
3	Others			

SUBMISSIONS

Proposals must be in English and submitted by close of business **22nd Auguste 2024** to mb.procurement-juba@malteser-international.org

All proposals must meet the following administrative requirements: -

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

- a) Include technical and cost proposals authorized representative of the respondent, including email address and phone number.
- b) Describe the bidder's qualifications and experience for provision of uniformed unarmed professional guards' services as described in this RFQ. Include three references and contact information
(e-mail/phone) for whom the respondent provided similar services especially in South Sudan.

EVALUATION CRITERIA

Basis of Award:

The award will be made to the Bidder whose bid presents the Best Value for money: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score in the technical evaluation will have their Cost/Business Proposal reviewed.

Bidders whose proposals do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

AWARD NOTIFICATION

The bidder is responsible for ensuring and confirming that the emails comprising the proposal are received by Malteser International in the e-mail indicated above.

- a) All proposals submitted will be acknowledged within two (2) days of receipt.
- b) Successful bidders will be notified of selection within fifteen (15) working days following the deadline for submission of proposals.
- c) The successful bidder must confirm the acceptance of the selection within five (5) working days of notification or the selection will be withdrawn and hollered to the next most qualified bidder.

ADDITIONAL INFORMATION

Due to the volume of applications, unsuccessful bidders may not be notified. Once the selection is confirmed, and if appropriate, a final contract will be negotiated and signed with the successful bidders, subject to successful vetting of eligibility. No selection of the bidder is not to be construed as a contract or purchase order.