

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

30th November 2022

**Request for Quotation,
RFQ_WAU_2022_0147**

For repairs and services of Honda and Senke Motorbikes for 1-year framework agreement for Malteser International Wau and Uyujuku offices.

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

We look forward to receiving your tenders before the **submission deadline on 09th December 2022 at or before 12:00 PM** 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.

Thank you for your cooperation.

Sincerely,



Clement Bazia · Logistics Manager
Wau field office, South Sudan
Hai Daraja, Wau, Western Bahr el Ghazal
MTN: +211 926 981 422 · Zain: +211 919 232 422
clement.bazia@malteser-international.org · Skype: Clement.bazia
www.malteser-international.org
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_2022_0147** Malteser International (MI) herewith calls for tenders for repairs and services of Honda and Senke motorbikes under 1-year Framework Agreement (FA) for Malteser International Wau and Uyujuku offices.

1. Description of the organization and its activities

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 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 Uyujuku and Yei.

Objective of Request for Quotation: In accordance with the overall targets of above-mentioned operations, MI plans to order repairs and services of Honda, and Senke motorbikes for 1-year framework agreement for MI 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.

2. 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: 09th December at or before 12:00PM

- 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.

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,

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- 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.

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 24 November 2022, at or before 04:00 pm (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 repairs and services of Honda and Senke motorbikes 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 (for August September and October 2022),
- Average turnover for the past 2 years in USD (for 2020 and 2021),
- 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,

9. 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.

10. Opening of submitted tenders.

Repairs and services of Honda, and Senke motorbikes for 1-year FA for MI Office in Wau.

The tenders will be opened on **12th December 2022** in MI Office in Wau, 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, having a mechanical workshop with tools and equipment and store with spare parts and consumables in stock 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 repairs and services of Honda, and Senke motorbikes for 1-year framework agreement for Malteser International Office in Wau

Model: Honda XL 125 CC

No	Parts Description	Quantity	Unit	Unit Price USD
1	Brake Light	1	Pc	
2	Indicator lights	1	Pc	
3	Sprocket	1	Set	
4	Brake shoes	1	Pair	
5	Engine oil	1	Ltr	
6	2 T-oil	1	Tin	
7	Side mirror	1	Pair	
8	Piston & rings	1	Pc	
9	Clutching Cylinder	1	Pc	
10	Clutch cable	1	Pc	
11	Tube front and rear	2	Tube	
12	Grease	1	Kg	

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13	Brake Light (Tail Lamb)	1	Pc	
14	Seat	1	Pc	
15	Fuel tank	1	Pc	
16	Engine valve	1	Set	
17	Chain Cover	1	Pc	
18	Side Mirror	1	Pair	
19	Air filter	1	Pc	
20	Welding of stand	1	Pc	
21	Calibrator	1	Pc	
22	Indictor	1	Set	
23	Speed meter cable	1	Cable	
24	Battery	1	Pc	
25	Wiring	1	Pc	
26	Shock absorber seal	1	Pc	
27	Brake shoes	1	Pc	
28	Engine oil	1	Ltr	
29	Piston kit	1	Kit	
30	Brake bulb	1	Pc	
31	Sprocket rear	1	Pc	
32	Sprocket front	1	Pc	
33	Chain	1	Roll	
34	Bulb 12 /6 volt	1	Pc	
35	Clutch Brake cable	1	Pc	
36	Clutch handle	1	Pc	
37	Brake handle	1	Pc	
38	Kickstart Oil seal	1	Pc	
39	Wheel bearing rear/front	1	Pc	
40	Spokes 6/5mm	1	Pc	
41	Tube Valve	1	Pc	
42	Tyre front Size 2.75/ 21	1	Pc	
43	Tyre Rear Size 4.10/ 18	1	Pc	
44	Inner tube Size 2.75-17 - 3.00-17	1	Pc	
45	Inner tube rear 21 - 70/100-21 - 90/90-21	1	Pc	
46	NGK (7090 -4K) Spark plug	1	Pc	
47	Cylinder kit	1	Pc	
48	Head Cylinder	1	Pc	

Model: Senke Leopard SK 125 CC

No	Parts Description	Quantity	Unit	Unit price USD
1	Brake Light	1	Pc	
2	Indictor lights	1	Pc	

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3	Sprocket	1	Set	
4	Brake shoes	1	Pair	
5	Engine oil	1	Ltr	
6	2 T-oil	1	Tin	
7	Side mirror	1	Pair	
8	Piston & rings	1	Pc	
9	Clutching Cylinder	1	Pc	
10	Clutch cable	1	Pc	
11	Tube front and rear	2	Tube	
12	Grease	1	Kg	
13	Brake Light (Tail Lamb)	1	Pc	
14	Seat	1	Pc	
15	Fuel tank	1	Pc	
16	Engine valve	1	Set	
17	Chain Cover	1	Pc	
18	Side Mirror	1	Pair	
19	Air filter	1	Pc	
20	Welding of stand	1	Pc	
21	Calibrator	1	Pc	
22	Indictor	1	Set	
23	Speed meter cable	1	Cable	
24	Battery	1	Pc	
25	Wiring	1	Pc	
26	Shock absorber seal	1	Pc	
27	Brake shoes	1	Pc	
28	Engine oil	1	Ltr	
29	Piston kit	1	Kit	
30	Brake bulb	1	Pc	
31	Sproket rear	1	Pc	
32	Sprocket front	1	Pc	
33	Chain	1	Roll	
34	Bulb 12 /6 volt	1	Pc	
35	Clutch Brake cable	1	Pc	

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36	Clutch handle	1	Pc	
37	Brake handle	1	Pc	
38	Kickstart Oil seal	1	Pc	
39	Wheel bearing rear/front	1	Pc	
40	Spokes 6/5mm	1	Pc	
41	Tube Valve	1	Pc	
42	Tyre front Size 2.75/ 21	1	Pc	
43	Tyre Rear Size 4.10/ 18	1	Pc	
44	Inner tube Size 2.75-17 - 3.00-17	1	Pc	
45	Inner tube rear 21 - 70/100-21 - 90/90-21	1	Pc	
46	NGK (7090 -4K) Spark plug	1	Pc	
47	Cylinder kit	1	Pc	
48	Head Cylinder	1	Pc	

Estimated repairs and services of Honda Senke motorbikes to be ordered under 1-year FA is 12,000 USD.

On behalf of Malteser International:

Date: 30th November 2022

Sincerely,



Clement Bazia · Logistics Manager

Wau field office, South Sudan

Hai Daraja, Wau, Western Bahr el Ghazal

MTN: +211 926 981 422 · Zain: +211 919 232 422

clement.bazia@malteser-international.org · Skype: Clement.bazia

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