

**Malteser International
Country Coordination Office
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Juba, South Sudan**

23 February 2023

**Request for Quotation
RFQ_JUB_2023_0029**

For supply and delivery of refreshment items for 6-month framework agreement to Malteser International (MI) warehouse on Bilpam Road in Juba in South Sudan.

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

We look forward to receiving your quotations by **3 March at or before 12pm** via E-mail to:
mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with quotation: **“RFQ_JUB_2023_00029 for refreshment items”**

Thank you for your cooperation.

Sincerely Yours,




South Sudan Coordination Office
Nermin Silajdzic, Country Logistics & Security Coordinator
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Central Equitorial State, Juba, South Sudan
M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949
nermin.silajdzic@malteser-international.org · Skype: nsilajdzic
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



Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.

please consider the environment before printing this email

A. SPECIFICATION OF QUOTING

Related to our advertised Request for Quotation (RFQ) RFQ_JUB_2023_0029 MI herewith calls for quotations for supply and delivery supply and delivery of refreshment items for 6-month framework agreement to MI warehouse on Bilpam Road in Juba in South Sudan.

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 Ujyuku and Yei.

Objective of RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to order refreshment items for 6-month framework agreement with delivery to MI warehouse on Bilpam Road in Juba in South Sudan.

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.

Companies are invited to present quotations 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 the delivery of the quotations is on **3 March 2023 at or before 12pm.**

- 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 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 quotation 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 quotations depending on prevailing condition at the time.

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

4. Technical specification

Of refreshment items with six time delivery under 6-month framework agreement from 10 March to 9 September 2023 to MI warehouse on Bilpam Road in Juba in South Sudan as per requests from MI staff:

No	Refreshment items	Units	Quantity
1	Drinking water	Cartoon of 24 600 mls/bottles	308
2	Juice (fruity sana-mango guava flavour)	Cartoon of 24 600 mls/bottles	616
3	Biscuits Royal Cream	Cartoon of 24 pcs	288

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 request for quotations will be in English.

7. Submission of quotations

All quotations must conform to the following conditions:

Each quotation must have received via E-mail to: mb.procurement-juba@malteser-international.org on **3 March 2023 at or before 12pm.**

Content of quotation

All submitted quotations must conform to the requirements mentioned in the request for quotations. Furthermore, they must include the following documents:

Part 1 - Quotation

For supply and delivery of refreshment items for 6-month framework agreement to MI warehouse on Bilpam Road in Juba in South Sudan. 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,
- Bank Statement of last three months,
- Company's official address, phone numbers and email address,
- Bank account details (where money would be paid),

8. Ownership of quotations

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

9. Opening of submitted quotations

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

The quotations will be opened on 3 March 2023 at MI Office in Juba office by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

10. Quotation 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, the capacity to deliver, delivery time and meet timeframes as specified. The work will be awarded to the winning bidder according to the timetable mentioned above.

11. 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

12) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee,
- Framework agreement will directly be issued to the selected supplier upon approval.

13) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

Payment will be done by the MI ten days after received invoices for previous month from the Contractor.

Annex 2: Bill of Quantity

Of refreshment items with six time delivery under 6-month framework agreement from 10 March to 9 September 2023 to MI warehouse on Bilpam Road in Juba in South Sudan as per requests from MI staff

No	Refreshment items	Unit	Quantity	Unit price in USD
1	Drinking water	Cartoon of 24 of 600 mls/bottles	1	
2	Juice (fruiti sana-mango guava flavour)	Cartoon of 24 of 600 mls/bottles	1	
3	Biscuits Royal Cream	Cartoon of 24 pcs	1	

It is estimated that 308 cartoon of 24 of 600 mls/bottles drinking water, 616 cartoon of 24 of 600 mls/bottles of Juice (fruiti sana-mango guava flavour) and 288 Cartoon of 24 pcs of Biscuits Royal Cream will be ordered during 6-month framework agreement.

23 February 2023

On behalf of Malteser International:

Sincerely Yours,



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



South Sudan Coordination Office
Nermin Silajdzic, Country Logistics & Security Coordinator
Plot No. 246, Block 3R 2nd Class Residential
Tongping (behind Indian Embassy)
Central Equitorial State, Juba, South Sudan
M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949
nermin.silajdzic@malteser-international.org · Skype: nsilajdzic
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



Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.

[please consider the environment before printing this email](#)