**Malteser International**

**Hai Daraja West Residential Area**

**Next to CARE International Office**

**Northeast of WFP Office**

**North of St. Joseph Church, Wau North**

**Wau, South Sudan**

**30 May 2022**

**Request for Quotation**

**RFQ\_WAU\_2022\_0087**

For supply of household items for 1-year framework agreement to Malteser International Office in Wau.

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

We look forward to receiving your quotations by **3 Jun 2022 at or before 12:00 pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) in a sealed envelope addressed to: Malteser International Wau Office, Hai Daraja West Residential Area, Next to CARE International Office, Northeast of WFP Office, North of St. Joseph Church, Wau North, Wau, South Sudan.

Please write in the Subject line of your email with quotation: **RFQ\_WAU\_2022\_0087 for household items**

Thank you for your cooperation.

Yours faithfully,

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|  |  |  |
| --- | --- | --- |
|  |  | South Sudan Coordination Office  Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba, South Sudan M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [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 |
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# A. SPECIFICATION OF QUOTING

Related to our advertised **RFQ\_WAU\_2022\_00087** MI herewith calls for quotations for supply of household items to Malteser International in Wau Office for 1-year FA.

Under the following reference number: MI project numbers: 1357-WAU and 1323-JUB.

# Description of the organization and its activities

Malteser International, the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid, has more than 50 years of experience in humanitarian relief and covers around 100 projects in some 20 countries in Africa, Asia and the Americas, annually. 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 Uyujuku. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order quotations for supply of household items to MI in Wau Office for 1-year FA.

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.

# Quotations Presentation

The quotation shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on **3 Jun 2022 at or before 12:00 pm**

* The quotation shall be written in English
* If submitted in an envelope it must state the following information:
* Reference to the Bid 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.

# 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.

# Technical specification

# For supply of household items for 1-framework agreement

|  |  |  |
| --- | --- | --- |
| **No** | **Household items** | **Unit** |
| 1 | Sugar white color 10 kgs | Bag |
| 2 | Tea Leave Lipton 25 tea | Bag |
| 3 | Tea Leave Hibiscus 25 tea | Bag |
| 4 | Tea leaves Asiley | Sachet |
| 5 | Coffee Nescafe 200 grams | Tin |
| 6 | Salt sachet of 100 grams white color | Sachet |
| 7 | Rice 25 kgs | Bag |
| 8 | Onion red type Sudanese quality | Kg |
| 9 | Beans green type | Kg |
| 10 | Lentil | Kg |
| 11 | Irish potatoes | Kg |
| 12 | Tomato paste 200 gr | Tin |
| 13 | Cooking oil 5 l | Jerry can |
| 14 | Charcoal bag of 25 kgs | Bag |
| 15 | Powdered Milk 2500 gr | Tin |
| 16 | Biscuits Glucose (small pack) | Pack |
| 17 | Biscuits Crème (small pack) | Pack |
| 18 | Toilet paper packaging of 10 rolls | Pack |
| 19 | Dettol liquid soap 500 ml | Bottle |
| 20 | Liquid soap 375 ml | Bottle |
| 21 | Powder soap 5 kgs bag | Bag |
| 22 | Powder soap 100 grams | Sachet |
| 23 | Dish washing soap paste 500 gr | Packet |
| 24 | Laundry soap box (25 bars each 600 grams) | Box |
| 25 | Jik liquid (white) 750 ml | Bottle |
| 26 | Jik liquid (colored) 750 ml | Bottle |
| 27 | Liquid cleaner for windows & car washing | Bottle |
| 28 | Vim Powder 500gms | Bottle |
| 29 | Air refresher 300 ml | Bottle |
| 30 | Mosquito repellent 600g | Pc |
| 31 | Anti-insect spray 600 ml (insectide) | Bottle |
| 32 | Soft touch Facial Tissue (200x2 ply) | Packet |
| 33 | Hand gloves (Small size) | Pair |
| 34 | Glasses for Drinking water 200 ml | Pc |
| 35 | Cups for coffee 200 ml | Pc |
| 36 | Furniture Polish 500 ml | Tin |
| 37 | Steel wire for washing | Roll |
| 38 | Plastic bucket 20 liter | Pc |
| 39 | Plastic bucket 40 liter | Pc |
| 40 | Mopper for cleaning with stick | Pc |
| 41 | Hard brush with stick | Pc |
| 42 | Indoor broom | Pc |
| 43 | Garbage bags | Pc |

# Validity of quotations

Each supplier is bound to the quotation submitted for a period of 60 days from the deadline for submission of quotation.

# Language of quotations

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

# Submission of quotations

All quotations must conform to the following conditions:

# Each tender must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International’s West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on 3 Jun 2022 at or before 12:00pm.

# Content of quotations

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

**Part 1 - Quotation:** A quotation for supply of household items to MI in Wau Office under 1-year FA. 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,
* Company’s official address,
* Bank account details (where money would be paid),

# 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.

1. **Opening of submitted quotations**

The quotation will be opened on 3 Jun 2022 in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Quotations evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards and technical capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
   * 1. **Copy of the company’s certificate of incorporation,**
     2. **Copy of Chamber of Commerce registration,**
     3. **Copy Tax Identification Certificate,**
     4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification and**
3. **Mathematical error of total bided price >±2 %.**
4. **Bidders, who have not received any notification from MI one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.**
5. **Specific Technical and Financial Evaluation Criteria to standards:**

* Evaluation of quotations and justification basing on responsiveness of the selected supplier by internal committee,
* Framework Agreement will directly be issued to the selected supplier upon approval.

1. **Terms of payment**

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

* Payment ten days upon received invoices for previous month from the Contractor.

**Annex 2: Bill of Quantity**

Unit prices for supply of household items for Wau Office for 1-year Framework Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Household items** | **Quantity** | **Unit** | **Unit price USD** |
|
| 1 | Sugar white color 10 kgs | 1 | Bag |  |
| 2 | Tea Leave Lipton 25 tea | 1 | Bag |  |
| 3 | Tea Leave Hibiscus 25 tea | 1 | Bag |  |
| 4 | Tea leaves Asiley | 1 | Sachet |  |
| 5 | Coffee Nescafe 200 grams | 1 | Tin |  |
| 6 | Salt sachet of 100 grams white color | 1 | Sachet |  |
| 7 | Rice 25 kgs | 1 | Bag |  |
| 8 | Onion red type Sudanese quality | 1 | Kg |  |
| 9 | Beans green type | 1 | Kg |  |
| 10 | Lentil | 1 | Kg |  |
| 11 | Irish potatoes | 1 | Kg |  |
| 12 | Tomato paste 200 gr | 1 | Tin |  |
| 13 | Cooking oil 5 l | 1 | Jerry can |  |
| 14 | Charcoal bag of 25 kgs | 1 | Bag |  |
| 15 | Powdered Milk 2500 gr | 1 | Tin |  |
| 16 | Biscuits Glucose (small pack) | 1 | Pack |  |
| 17 | Biscuits Crème (small pack) | 1 | Pack |  |
| 18 | Toilet paper packaging of 10 rolls | 1 | Pack |  |
| 19 | Dettol liquid soap 500 ml | 1 | Bottle |  |
| 20 | Liquid soap 375 ml | 1 | Bottle |  |
| 21 | Powder soap 5 kgs bag | 1 | Bag |  |
| 22 | Powder soap 100 grams | 1 | Sachet |  |
| 23 | Dish washing soap paste 500 gr | 1 | Packet |  |
| 24 | Laundry soap box (25 bars each 600 grams) | 1 | Box |  |
| 25 | Jik liquid (white) 750 ml | 1 | Bottle |  |
| 26 | Jik liquid (colored) 750 ml | 1 | Bottle |  |
| 27 | Liquid cleaner for windows & car washing | 1 | Bottle |  |
| 28 | Vim Powder 500gms | 1 | Bottle |  |
| 29 | Air refresher 300 ml | 1 | Bottle |  |
| 30 | Mosquito repellent 600g | 1 | Pc |  |
| 31 | Anti-insect spray 600 ml (insectide) | 1 | Bottle |  |
| 32 | Soft touch Facial Tissue (200x2 ply) | 1 | Packet |  |
| 33 | Hand gloves (Small size) | 1 | Pair |  |
| 34 | Glasses for Drinking water 200 ml | 1 | Pc |  |
| 35 | Cups for coffee 200 ml | 1 | Pc |  |
| 36 | Furniture Polish 500 ml | 1 | Tin |  |
| 37 | Steel wire for washing | 1 | Roll |  |
| 38 | Plastic bucket 20 liter | 1 | Pc |  |
| 39 | Plastic bucket 40 liter | 1 | Pc |  |
| 40 | Mopper for cleaning with stick | 1 | Pc |  |
| 41 | Hard brush with stick | 1 | Pc |  |
| 42 | Indoor broom | 1 | Pc |  |
| 43 | Garbage bags | 1 | Pc |  |

Estimated annual amount for household items is 20,000 USD.

On behalf of Malteser International: 30 May 2022

Yours faithfully,

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| --- | --- | --- |
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