# Malteser International Europe · Grüner Weg 14 · 50825 Cologne · Germany

Malteser International

Wau Office

Hai Daraja West Residential Area

Next to Oxfam Office

Northeast of WFP Office

North of St. Joseph Church, Wau North

Wau, South Sudan

E-Mail: nermin.silajdzic@malteser-international.org

**6 March 2021**

**Request for quotations**

For an IT consultant for IT consulting services at Wau Office

The IT consultant agrees to provide the following services to Malteser International (MI):

* Provide IT trainings to MI staff on:
	+ Email and Outlook,
	+ Office applications and
	+ Hardware/software maintenance and upgrades,
* Replacement of laptop batteries, fans, HDD, keyboard, motherboard repair, power jack repair,
* Software reinstallation,
* Speed up laptop,
* System administration tasks (setup emails, internet and wireless connectivity etc.)
* General IT User support to ensure that all software and hardware installed are functioning well and as per MI standards,
* Security and anti-virus updates on all MI laptops,
* Preventive maintenance of all laptop equipment and peripherals,
* On-call services for hardware/software problems,
* Provide the services with all due care, skills and ability,
* Support the logs department in the procurement of IT equipment and defining specifications.

at MI Wau Office under Memorandum of Understanding.

IT consultants are invited to bid above IT consulting services per an hour in USD.

We look forward to receiving your quotation by or before the submission deadline on **15 March 2021 at or before 4:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

# 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, Maridi and Rumbek. 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 hire a IT consultant under the MOU for IT consulting according to the needs in its Wau Office.

# Quotation Presentation

We look forward to receiving your quotation by or before the submission deadline on **15 March 2021 at or before 4:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

* The quotation shall be written in English,
* The quotation should be valid for **60 days after the deadline,**

# General conditions

* 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,

# Timetable

|  |  |  |
| --- | --- | --- |
| **Activities** | **DATE** | **TIME\*** |
| Deadline for submission of quotations | 15 March 2021 | 04:00 p.m. |
| Opening of submitted quotations | 16 March 2021 |  |
| Notification of award to the successful contractor | 25 March 2021 | - |
| Signature of a MOU | 26 March 2021 | - |

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

1. **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 seven days after received invoices for previous month from the Contractor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Description of goods or services | Unit | Quantity | Unit price USD |
| 1 | ·         Provide IT trainings to MI staff on: | Working hour  | 1 |   |
| o   Email and Outlook, |
| o   Office applications and |
| o   Hardware/software maintenance and upgrades, |
| ·         Replacement of laptop batteries, fans, HDD, keyboard, motherboard repair, power jack repair,  |
| ·         Software reinstallation,  |
| ·         Speed up laptop,  |
| ·         System administration tasks (setup emails, internet and wireless connectivity etc.) |
| ·         General IT User support to ensure that all software and hardware installed are functioning well and as per MI standards, |
| ·         Security and anti-virus updates on all MI laptops, |
| ·         Preventive maintenance of all laptop equipment and peripherals, |
| ·         On-call services for hardware/software problems, |
| ·         Provide the services with all due care, skills and ability, |
| ·         Support the logs department in the procurement of IT equipment and defining specifications. |

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| Logo Malteser International |   | **South Sudan Coordination Office** Nermin Silajdzic. Country Logistics & Security Manager – South SudanPlot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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