

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

**Malteser International  
WAU Office  
Plot No: 183 Next to  
CARE International Office  
Wau, South Sudan**

**25<sup>th</sup> MAY 2023**

**Request for quotations  
RFQ/WAU/2023/0072**

For Supply and delivery of office Printer, Printer Cartridges, Switched Extension Cables, and Office point Voltage Protector AVS -30T to Juba Office.

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

We look forward to receiving your tenders by **submission deadline on 31<sup>st</sup> May 2023 at or before 4:00pm** via E-mail: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelope to Malteser International Office, Plot No. 183 Hai Daraja Next to Care international Office in Wau in South Sudan

Please write in the Subject line behind your Envelope with tender: **RFQ-WAU-2023-0072** For Supply and delivery of office Printer, Printer Cartridges, Switched Extension cables and Office point Voltage Protector AVS -30T to Juba Office.

Thank you for your cooperation.

Yours faithfully,



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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 Request for quotation RFQ\_WAU\_2023\_0072 for Supply and delivery of office Printer, Printer cartridges, Switched Extension Cables and Office point Voltage Protector AVS -30T.

### **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 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 Uyujuju and Yei.

**Objective of Request for Quotations:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to order Office Printer, Printer Cartridges, Switched Extension cables and Office point Voltage Protector AVS -30T to Juba Office.

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 Request for Quotations.

Companies are invited to present tenders complying with the requirements here below specified.

### **1. Tenders Presentation**

The tender shall be received by or before **submission deadline on 31<sup>st</sup> May 2023 at or before 4:00 pm** via E-mail: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelope to Malteser International Office, Plot No. 183 Hai Daraja Next to Care international Office in Wau in South Sudan.

The offer 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 envelope must state the following information:
  - Reference to the RFQ number
  - Address to which the offer is being submitted.

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➤ The words “*Not to be opened before deadline*” written in English.

- The offer should be valid for **30 days after the deadline**.
- The format BoQ can be used or a separate one depending on supplier’s choice.

## **2. 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,
- 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 Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

## **3. Validity of tenders**

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

## **4. Language of tenders**

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

## **5. Submission of tenders**

All tenders must conform to the following conditions:

Each tender must be received by or before **Submission deadline on 31<sup>st</sup> May 2023 at or before 4:00 pm** via E-mail: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelope to Malteser International Office, Plot No. 183 Hai Daraja Next to Care international Office in Wau in South Sudan

## **6. Content of tender**

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

Part 1 - Tender: for Supply and delivery of office Printer, Printer cartridges, Switched Extension cables, and office point Voltage Protector AVS -30T.

The format BoQ can be use or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

### **Part 2 – Documents to submit.**

- 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,

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- Bank account details (where money would be paid),

**7. 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,**

**8. Ownership of tenders**

MI reserves/funds ownership of all tenders received. Therefore, bidders will not be able to stipulate requirements that their tenders are to be returned.

**9. Opening of submitted tenders.**

The tenders will be open on **1<sup>st</sup> June 2023** in Malteser International Office in Wau by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

**10. Tenders' evaluation**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards of IT equipment's and technical 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 internal committee,
- PO 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 made in ten working days upon receipt of invoices from the supplier/contractor.

**Annex 2: Bill of Quantity**

for Supply and delivery of office Printer, Print cartridges, Switched Extension and Office point Voltage Protector AVS -30T.

S #	Item Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
1.	HP Laserjet Pro MFP M428fdw (W1A30A) Printer	pcs	1		
2	Cartridge for HP Laserjet MFP M428fdw (W1A30A) printer	pcs	4		

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3	Cartridge (HP Laserjet Pro MFP M26a – 79A CF279A)	pcs	1		
4	Switched Extension Lead 4 gang 2mm	pcs	2		
5	Office point Voltage Protector AVS -30T	pcs	4		

On behalf of Malteser International:

**25<sup>th</sup> May 2023**

Yours faithfully,



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Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,  
Douglas Graf von Saurma-Jeltsch



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