Malteser International Europe, Grüner Weg 14, 50825 Cologne, Germany

**Malteser International**

**Wau Office, Hai Daraja,**

**Block 21, Plot No. 183,**

**Wau, South Sudan**

 **18 May 2020**

**Request for Quotations**

**RFQ/WAU/2019/0334**

Supply and delivery of breeding materials with delivery to Malteser International (MI) Wau Office, Hai Daraja, Block 21, Plot No. 183 in Wau in South Sudan.

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

We look forward to receiving your tenders by or before the submission deadline on **25 May 2020 at or before 4:00pm** via E-mail to: **mb.procurement-wau@malteser-international.org**

Thank you for your cooperation.

Yours faithfully,



|  |  |  |
| --- | --- | --- |
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# A. SPECIFICATION OF THE TENDERS

Related to our RFQ/WAU/2019/0334MI herewith calls for supply and delivery of breeding materials with delivery to MI Wau Office in Wau Office, Hai Daraja, Block 21, Plot No. 183 in Wau in South Sudan.

# Description of the organization and its activities

MI is a worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. MI is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, MI is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau are focusing on food security, livelihood, and WASH.

**Objective of the RFQ:** In accordance with the overall targets of the above-mentioned operations, MI plans to order breeding materials under project JUB\_1323 with supply and delivery of breeding materials to MI Wau Office in Wau Office, Hai Daraja, Block 21, Plot No. 183 in Wau in South Sudan. The technical specifications and conditions of the tender is fully described in Annex 2:

Competent and qualified companies are therefore invited to present tenders complying with the requirements specified.

# Tender Presentation

The tender shall be sent via E-mail to: **mb.procurement-wau@malteser-international.org****.**

**The deadline for the submission of the tender is** **25 May 2020 at or before 4:00pm**

* The tender shall be written in English
* The tender should be valid for **60 days after the deadline**
* The formatted BOQ can be used or a clear separate one depending on supplier’s choice.

# 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 and total 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,

# Technical specification

# Supply and delivery of breeding materials to MI Wau Office in Wau Office, Hai Daraja, Block 21, Plot No. 183 in Wau in South Sudan.

|  |  |  |
| --- | --- | --- |
| **No.** | **Description** | **Quality** |
| 1 | Breeding tool kit (A Set of tools comprising of forceps, needle, scissors … etc) | Good and new |
| 2 | Breeding Envelope size 20x15 | Good and new  |
| 3 | Breeding Envelope size 25x10 | Good and new  |
| 4 | Breeding Envelope size 10x5 | Good and new |
| 5 | Soil testing kit  | Good and new |
| 6 | PH-probe | Good and new |
| 7 | Soil Auger | Good and new |
| 8 | Soil sieve 2mm | Good and new |
| 9 | Distilled water  | Good and unused |
| 10 | Measuring cylinder 1 litre | Good and new |
| 11 | Soil munsell color chart | Good and new |
| 12 | Hydrometer | Good and new |
| 13 | Plunger | Good and new |
| 14 | Electric stirrer | Good and new |
| 15 | Electric shaker | Good and new |
| 16 | 10% Calgon (sodium hexamataphate | Good and unused |
| 17 | Transportation to Wau Office | With insurance |

# Timetable

|  |  |  |
| --- | --- | --- |
| **Activities** | **Date** | **Time\*** |
| Deadline for submission of tenders | 25 May 2020 | 04:00 p.m. |
| Opening of submitted tenders | 26 May 2020 | - |
| Notification of award to the successful tenderers | 28 May 2020 | - |
| Signature of Contract Agreement  | 29 May 2020 | - |

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

# Validity of tenders

Each company is bound to the tender submitted for a period of 60 days from the deadline for submission of tenders.

# Language of tender

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

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must be sent via Email to mb.procurement-wau@malteser-international.org within the deadline on 25 May 2020 at or before 4:00 p.m. (local time).

# Content of tender

**Part 1 - Tender:** A tender for supply of breeding materials must be sent via Emailto **mb.procurement-wau@malteser-international.org**. The formatted 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 tenders

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

1. **Opening of submitted tenders**

The Evaluation Committee will open the tenders on 25 May 2020 in MI Office in Wau, South Sudan in the presence of tenderers who chose to attend. The Evaluation Committee will record the selection process in writing.

# 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, and the capacity to deliver, delivery time and meet timeframes as specified. The supply will be awarded to the winning tenderer according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee.
* MI will conduct independent seed germination test on the samples provided.
* Contract Agreement will directly be issued to the selected supplier upon passing germination test and approval.
1. **Delivery**

Supply and delivery of breeding materials to MI Wau Office in Wau Office, Hai Daraja, Block 21, Plot No. 183 in Wau in South Sudan.

1. **Terms of payment**

The payment for the breeding materials supplied will be in United States Dollar by bank transfer as specified below:

Payment will be done after 10 working days upon supply and delivery of the breeding materials to MI Wau Office in Wau Office, Hai Daraja, Block 21, Plot No. 183 in Wau in South Sudan.

**Annex 2: Bill of Quantity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOQ for breeding materials** |  |  |  |  |
| **No.** | **Description** | **Quantity** | **Unit** | **Unit price USD** | **Sub-total USD** |
| 1 | Breeding tool kit (A Set of tools comprising of forceps, needle, scissors … etc) | 5 | Box |  |  |
| 2 | Breeding Envelope size 20x15 | 200 | Pcs |  |  |
| 3 | Breeding Envelope size 25x10 | 200 | Pcs |  |  |
| 4 | Breeding Envelope size 10x5 | 200 | Pcs |  |  |
| 5 | Soil testing kit  | 4 | Pcs |  |  |
| 6 | PH-probe | 2 | Pcs |  |  |
| 7 | Soil Auger | 2 | Pcs |  |  |
| 8 | Soil sieve 2mm | 2 | Pcs |  |  |
| 9 | Distilled water  | 2 | Liters |  |  |
| 10 | Measuring cylinder 1 litre | 10 | Pcs |  |  |
| 11 | Soil munsell color chart | 5 | Pcs |  |  |
| 12 | Hydrometer | 3 | Pcs |  |  |
| 13 | Plunger | 3 | Pcs |  |  |
| 14 | Electric stirrer | 3 | Pcs |  |  |
| 15 | Electric shaker | 2 | Pcs |  |  |
| 16 | 10% Calgon (sodium hexamataphate | 1 | Pcs |  |  |
| 17 | Transportation to Wau Office | 1 | Trip |  |  |

On behalf of Malteser International Date: 18 May 2020

Yours faithfully,



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