**Malteser International**

**Country Coordination Office**

**Plot No. 246, Block 3k, 2nd Class Residential,**

**Tongping Behind Indian Embassy**

**Central Equatorial State, Juba.**

**5th Feb 2024**

**Request for quotations.**

**RFQ\_JUB\_2024\_0015**

**For Supply and Delivery of Assorted Cooking Utensils and Cleaning Items for School feeding program.**

Annex 1: Specification of Bidding

B. Annex 2: Bill of Quantities

We look forward to receiving your quotations by **9th Feb 2024 at or before 4:PM** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org).

Please write in the Subject line of your email with quotation: “**RFQ\_JUB\_2024\_0015 For Supply and deliver of Assorted cooking utensils and cleaning Items for School feeding program.**

Thank you for your cooperation.



|  |  |  |
| --- | --- | --- |
|  |  | South Sudan Coordination Office  Guya Stephen Thomas,  Logistics Assistant Plot No. 246, Block 3k, 2nd Class Residential,  Tongping Behind Indian Embassy  Central Equitorial State, Juba M: +211 (0) 921 638 992 · M: +211(0) 916 748 468·  Email: [stephen.guya@malteser-international.org](mailto:stephen.guya@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 Request for quotation **RFQ\_JUB-2024-0015**

Malteser International herewith calls for Quotations for Supply and delivery of Assorted cooking utensils and cleaning Items for School feeding Program.

**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, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs.

**Objective of Request for Quotations:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to order quotes for Supply and delivery of Assorted cooking utensils and cleaning Items for School feeding Program.

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.

# Tenders Presentation

The tender shall be received through or via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org).

Before the submission the deadline at 4:00 PM, on 9th Feb 2024.

The offer shall be 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.

# General conditions

* The tender shall be typed or written and signed on each page by the legal representative of the supplier,
* 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.

# Technical specification

1. For Supply and delivery of Assorted Cooking utensils and cleaning Items for School feeding Program.

**The Items will be delivered to MI Warehouse, Bilpham Road, after Trinity Petrol Station**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description Items** | **Quantity** | **Unit** |
|
| 1 | Stainless Steel Cooking Saucepan with Lid handles and capacity of 100 Liters. | 3 | Pcs |
| 2 | Plate Stainless Steel, 26cm | 400 | Pcs |
| 3 | High Quality Stainless Steel, Tablespoons | 400 | Pcs |
| 4 | Cups, Stainless Steel brand, 10cm | 200 | Pcs |
| 5 | Metallic bucket, 20L with Lids | 7 | Pcs |
| 6 | Soup Scoop, Stainless spoon (Ladle) | 2 | Pcs |
| 7 | Metallic Basin, Medium size | 3 | Pcs |
| 8 | Scouring Pads, (12 Pcs/dozen) | 24 | Dozens |
| 9 | Flat Stirring Sticks, medium Size | 2 | Pcs |
| 10 | Plastic Water Storage Tank, 250 Liters (blue in Color) | 3 | Pcs |
| 11 | Empty Jerrican, 20 liters capacity with Lids (yellow Color preferred) | 5 | Pcs |
| 12 | Liquid Soap 20 liters, Jerrican, good quality | 55 | Jerricans |
| 13 | Bar Shop, white star, 600g, carton of 25 Bars | 56 | Cartons |

# Validity of tenders

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

# 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.

# Submission of tenders

All tenders 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) before the submission deadline on 9th of Feb 2024 at or before 4:00PM

# 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:

# A tender for Supply and delivery of Assorted Cooking Utensils and Cleaning Items for School Feeding Program.

# 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 – 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,
* Bank account details (where money would be paid),

# Ownership of tenders

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

1. **Opening of submitted tenders.**

The tenders will be opened on 12th Feb 2024 in Malteser International Country Coordination Office in Juba by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# 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, references.

1. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
* Contract Agreement/ PO 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 will be made in ten working days upon received invoices for month from the Supplier/Contractor.

**15)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**

**Annex 2: Bill of Quantity**

# For Supply and delivery of Assorted Cooking utensils and Cleaning Items for School feeding Program.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description | Quantity | Unit | Unit Price USD | Total USD |
| 1 | Stainless Steel Cooking Saucepan with Lid handles and capacity of 100 Liters. | 3 | Pcs |  |  |
| 2 | Plate Stainless Steel, 26cm | 400 | Pcs |  |  |
| 3 | High Quality Stainless Steel, Tablespoons | 400 | Pcs |  |  |
| 4 | Cups, Stainless Steel brand, 10cm | 200 | Pcs |  |  |
| 5 | Metallic bucket, 20L with Lids | 7 | Pcs |  |  |
| 6 | Soup Scoop, Stainless spoon (Ladle) | 2 | Pcs |  |  |
| 7 | Metallic Basin, Medium size | 3 | Pcs |  |  |
| 8 | Scouring Pads, (12 Pcs/dozen) | 24 | Dz |  |  |
| 9 | Flat Stirring Sticks, medium Size | 2 | Pcs |  |  |
| 10 | Plastic Water Storage Tank, 250 Liters (blue in Color) | 3 | Pcs |  |  |
| 11 | Liquid Soap 20 liters, Jerrican, good quality | 5 | Pcs |  |  |
| 12 | Bar Shop, white star, 600g, carton of 25 Bars | 55 | Jerricans |  |  |
| 13 | Bar Shop, white star, 600g, carton of 25 Bars | 56 | Cartons |  |  |

|  |  |
| --- | --- |
| Total Amount, USD |  |

5th Feb 2024

Regards,



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| --- | --- | --- |
|  |  | South Sudan Coordination Office  Guya Stephen Thomas,  Logistics Assistant Plot No. 246, Block 3k, 2nd Class Residential,  Tongping Behind Indian Embassy  Central Equitorial State, Juba M: +211 (0) 921 638 992 · M:+211(0) 916 748 468·  Email: [stephen.guya@malteser-international.org](mailto:stephen.guya@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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