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

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 13 April 2021**

**Request for Quotation**

**RFQ-WAU-2021-0078**

For supply and delivery of textbooks to Malteser International Office in Wau in Western Bahr el Ghazal

1. Annex 1: Specification of Bidding
2. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your tenders by or before the submission deadline on **14 May 2021 at or before 4:00pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org).

Thank you for your cooperation.

Yours faithfully,

cid:image001.jpg@01D56ED5.F5A09950

|  |  |  |
| --- | --- | --- |
|  |  | 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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# 1. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation (RFQ) RFQ-WAU-2021-0078MI herewith calls for supply and delivery of textbooks to Malteser International Office in Wau in Western Bahr el Ghazal.

Under the following reference number:

MI project number: JUB-1323

# 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 order for supply and delivery of textbooks to Malteser International Office in Wau in Western Bahr el Ghazal.

The technical specifications and conditions of the tendering process are described below in the Specification of tendering and in the Annex 2: Bills of Quantities which are part of this RFQ.

Suppliers are invited to present a tender complying with the requirements here below specified.

# Tender Presentation

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

**The deadline for delivery of tenders is on or before 4:00pm on 14 May 2021.**

* The tender shall be written in English.
* The tender 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 winning supplier 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 as well as by totals,
* 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 textbooks to Malteser International Office in Wau in Western Bahr el Ghazal State

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **University level agricultural Science textbooks for Catholic University of South Sudan** | | | |
| **No.** | **Title of book** | **Edition** | **Author** | **Year** |
| 1 | A textbook of Agricultural Economics | 1st Edition | C.B. Singh (Author), R.K. Singh (Author) | 1 Jan 2011 |
| 2 | Agricultural Extension and Rural Development (Breaking out of Knowledge Transfer Traditions) | 1st Edition | Ray Ison (Author) | 1999 |
| 3 | Agronomy and Crop Production |  | Alabaster Jenkins (Editor) | June 2 2016 |
| 4 | An Introduction to Agricultural Economics |  | Bilgrami S.A.R. (Author) | 2 May 2017 |
| 5 | Crop Production and Horticulture |  | Shirley Doy (Editor) | Aug. 5 2016 |
| 6 | Crop Rotation and Cover Cropping: Soil Resiliency and Health on the Organic Farm |  | Seth Kroeck (Author), Jocelyn Langer (Illustrator) | April 15 2011 |
| 7 | Diseases of Field Crops and Their Integrated Management |  | Sanjeev Kumar (Author) | May 30 2016 |
| 8 | Extension Communication and Management |  | G.L. Ray (Author) | 1 January 2015 |
| 9 | Extension Programme Planning |  | Sandhu (Author) | 1 Jan 2003 |
| 10 | Fundamental Of Agricultural Economics |  | Singh (Author) | 1 Jan 2015 |
| 11 | Introduction To Agricultural Economics And Agri Business Management |  | Talathi Naik (Author) | 2 April 2008 |
| 12 | Introduction to Agronomy |  | Cassius Foster (Editor) | 7th June 2017 |
| 13 | Introduction To Principles Of Plant Pathology |  | R S Singh (Author) | 10 Jul 2017 |
| 14 | Mass Media in Agricultural Extension |  | B. Lahiri (Author) | 1 Dec 2013 |
| 15 | Pests, Diseases and Disorders of Garden Plants: | 4th Edition | Stefan Buczacki  (Author), Keith Harris (Author | 11 Sept. 2014 |
| 16 | Plant Pathology and Plant Diseases |  | Anne Marte Tronsmo (Author), David B Collinge (Author), Annika Djurle (Author), & 3 mores | 16 Oct. 2020 |
| 17 | Plant Protection in Horticulture: Vol. 1-3 |  | P. Parvatha Reddy (Author) | Jan. 30 2010 |
| 18 | Principles and Practices of Weed Management |  | SS Rana and MC Rana | 2016 |
| 19 | Principles and Procedures of Plant Protection |  | S.B. Chattopadhyay (Author) | Jan. 30 2018 |
| 20 | Principles Of Agronomy |  | T. Yellamanda Reddy & G.H. Sankara Reddy | 01-Jan-15 |
| 21 | Principles of Crop Production: Theory, Techniques, and Technology | 2nd Edition | Acquaah, George's | July 24, 2004 |
| 22 | Principles of Field Crop Production | 4th Edition | Jim Pratley (Author) | 2013 |
| 23 | Principles of Plant Pathology |  | R.S. Singh (Author) | 6 Jul 2017 |
| 24 | Principles of Vegetables Production Hardcover |  | M. A. Alam (Author) | 1 January 2014 |
| 25 | Seed Technology |  | Dr. Vivek Kumar Singh (Author), Green Leaf Publication (Contributor) | 1 Jan 2018 |
| 26 | Textbook of Field Crops Production Vol 1 : Foodgrain Crops |  | ICAR (Author) | January 1, 2017 |
| 27 | Textbook of Field Crops Production Vol 2 : Commercial Crops |  | Rajendra Prasad (Author) | Jan. 1 2017 |
| 28 | Tropical Vegetable Production |  | G Jahir Hussain (Author) | 21 Feb 2012 |
| 29 | Vegetable Diseases: A Colour Handbook |  | Steven T. Koike (Author), Peter Gladders (Author), Albert Paulus (Author) | 14 Dec. 2006 |
| 30 | Vegetable Production and Practices |  | Gregory E. Welbaum | (2015-01-29) Paperback – Jan. 1 1859 |
| 31 | Weed Management Principles And Practices |  | Gupta (Author), O. P. (Author) | 1 Jan 2011 |
| 32 | Weed Science Basics And Applications |  | Das T. K. | 1 Jan 2008 |
| **2** | **Agronomy textbooks for MI FNS staff use** | | | |
|  | **Title of book** | **Edition** | **Author** | **Year** |
| 1 | Crop Rotation and Cover Cropping: Soil Resiliency and Health on the Organic Farm |  | Seth Kroeck (Author), Jocelyn Langer (Illustrator) | April 15 2011 |
| 2 | Plant Protection in Horticulture: Vol. 1-3 |  | P. Parvatha Reddy (Author) | Jan. 30 2010 |
| 3 | Vegetable Diseases: A Colour Handbook |  | Steven T. Koike (Author), Peter Gladders (Author), Albert Paulus (Author) | 14 Dec. 2006 |
| **3** | Transport from Juba to Wau | N/A | N/A | N/A |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date | Time\* |
| Deadline for submission of tenders | 12 March 2021 | 04:00 p.m. |
| Opening of submitted tenders | 13 March 2021 | - |
| Notification of award to the successful contractor | 18 March 2021 | - |
| Signature of service contract | 19 March 2021 | - |

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

# 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 MI, as well as all documents associated with the tender’s 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.orga) on 14 May 2021 at or before 4:00pm.

# Content of tender

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

**Part 1 - Tender:** A tender for supply and delivery of textbooks to Malteser International Office in Wau in Western Bahr el Ghazal.

**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 in USD,
* Average turnover for the past 2 years in USD,
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of tenders

MI reserves/funds ownership of all tenders received. As a consequence, tenderers 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 17 May 2021 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

# Tender evaluation

**Selection criteria**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, average turnover for the past 2 years and the capacity to deliver. The Contract agreement will be awarded to the winning bidder according to the timetable mentioned above.

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

* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee
* Contract 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 as specified below:

Payment will ne done after 10 working days upon delivery of the textbooks to Malteser International Office in Wau in Western Bahr el Ghazal.

**Annex 2: Bill of Quantity**

Supply and delivery of textbooks to Malteser International Office in Wau in Western Bahr el Ghazal

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **University level agricultural Science textbooks for Catholic University of South Sudan** | | | | | | | |
| **No.** | **Title of book** | **Edition** | **Author** | **Year** | **Unit** | **Qty** | **Unit Price (USD)** | **Total Price (USD)** |
| 1 | A textbook of Agricultural Economics | 1st Edition | C.B. Singh (Author), R.K. Singh (Author) | 1 Jan 2011 | Pcs | 2 |  |  |
| 2 | Agricultural Extension and Rural Development (Breaking out of Knowledge Transfer Traditions) | 1st Edition | Ray Ison (Author) | 1999 | Pcs | 2 |  |  |
| 3 | Agronomy and Crop Production |  | Alabaster Jenkins (Editor) | June 2 2016 | Pcs | 2 |  |  |
| 4 | An Introduction to Agricultural Economics |  | Bilgrami S.A.R. (Author) | 2 May 2017 | Pcs | 2 |  |  |
| 5 | Crop Production and Horticulture |  | Shirley Doy (Editor) | Aug. 5 2016 | Pcs | 2 |  |  |
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| 8 | Extension Communication and Management |  | G.L. Ray (Author) | 1 January 2015 | Pcs | 2 |  |  |
| 9 | Extension Programme Planning |  | Sandhu (Author) | 1 Jan 2003 | Pcs | 2 |  |  |
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| 26 | Textbook of Field Crops Production Vol 1: Foodgrain Crops |  | ICAR (Author) | January 1, 2017 | Pcs | 2 |  |  |
| 27 | Textbook of Field Crops Production Vol 2: Commercial Crops |  | Rajendra Prasad (Author) | Jan. 1 2017 | Pcs | 2 |  |  |
| 28 | Tropical Vegetable Production |  | G Jahir Hussain (Author) | 21 Feb 2012 | Pcs | 2 |  |  |
| 29 | Vegetable Diseases: A Colour Handbook |  | Steven T. Koike (Author), Peter Gladders (Author), Albert Paulus (Author) | 14 Dec. 2006 | Pcs | 2 |  |  |
| 30 | Vegetable Production and Practices |  | Gregory E. Welbaum | (2015-01-29) Paperback – Jan. 1 1859 | Pcs | 2 |  |  |
| 31 | Weed Management Principles And Practices |  | Gupta (Author), O. P. (Author) | 1 Jan 2011 | Pcs | 2 |  |  |
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| **2** | **Agronomy textbooks for MI FNS staff use** | | | | | | | |
|  | **Title of book** | **Edition** | **Author** | **Year** | **Unit** | **Qty** | **Unit Price (USD)** | **Total Price (USD)** |
| 1 | Crop Rotation and Cover Cropping: Soil Resiliency and Health on the Organic Farm |  | Seth Kroeck (Author), Jocelyn Langer (Illustrator) | April 15 2011 | Pcs | 2 |  |  |
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| 3 | Vegetable Diseases : A Colour Handbook |  | Steven T. Koike (Author), Peter Gladders (Author), Albert Paulus (Author) | 14 Dec. 2006 | Pcs | 2 |  |  |
| **3** | Transport from Juba to Wau | N/A | N/A | N/A | Trip | 1 |  |  |

On behalf of Malteser International: Date: 13 April 2021

Yours faithfully,

cid:image001.jpg@01D56ED5.F5A09950

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|  |  | 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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