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

South Sudan Coordination office

Plot No. 445, Block 3, Kololo - US Embassy Road.

Central Equatorial State, Juba,

 South Sudan

 **Date; 28th July /2020**

Malteser International Request for Quotations (RFQ/JUB/2020/0156 Supply of Clearing Materials

We look forward to receiving your tenders by or before the submission deadline on

**3rd August 2020, before 1:00 Pm**,

**Hand delivery in a sealed envelope to:**

Malteser International South Sudan Coordination office Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equatorial State, Juba,South Sudan, With the Above refrence Number PRF-JUB-2020-0156

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
|  |   | South Sudan Coordination Office Malis Edward ; Logistics Officers Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba.Tel: +211 (0) 914 992 287 / Tel: +211 (0) 926 595 060malis.edward@malteser-international.org [www.malteser-international.org](http://www.malteser-international.org/) |

# SPECIFICATION OF THE TENDERS

Related to our request for quotation for Supply and delivery of Cleaning Materials to Malteser International South Sudan Coordination office Plot No. 445, Block 3, Kololo - US Embassy Road. Central Equatorial State, Juba,

|  |  |
| --- | --- |
| S/No | Specification  |
| 1 | Mopar Squeezer  |
| 2 | Rubber Gloves for Clearing  |
| 3 | Buckets 10 Litres Capacity  |
| 4 | Dust Bin with Cover 25x 30 |
| 5 | Toilet Brush  |
| 6 | Liquid Soap of 20 litres /Jerrican  |
| 7 | Bar Soap 25 Pcs /Box  |
| 8 | Hard brush with Handle  |
| 9 | Dust Face Mask  |
| 10 | Galaxy pack Garbage Bags 30x 36 |
| 11 | Mopar  |
| 12 | Gumboot of Different Sizes  |

# 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 area focusing on food security, livelihood, and WASH.

**Objective of the RFQ:**

In accordance with the overall targets of the above-mentioned operations Malteser International Request for Quotation for supply and delivery of Cleaning Materials Under Project Number 1345-JUB

**The technical specifications and conditions of the tender is fully described in Annex 2**:

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

# Tender Presentation

**Hand delivery in a sealed envelope to:**

Malteser International South Sudan Coordination office Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equatorial State, Juba,South Sudan, With the Above refrence Number

The deadline for the submission of the tender is **3rd August 2020 before 1:00pm**

* The tender shall be written in English
* The tender should be valid for 30 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,

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date | Time\* |
| Deadline for submission of tenders | 3rd August 2020 | 1:00 P.M. |
| Opening of submitted tenders | 3rd August 2020 | 2.00 P.M |
| Notification of award to the successful tenderers | 4th August 2020 | 3:00 P.PM |
| Signature of Contract Agreement  | 5th August 2020 | 10:00 am  |

# Validity of tenders

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

# Language of tender

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 be Delivered to: **Malteser International South Sudan Coordination office Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equatorial State, Juba,South Sudan, With the Above refrence Number PRF-JUB-2020-0156**

# 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**

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 of 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

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

1. **Opening of submitted tenders**

The Evaluation Committee will evaluate the tenders on 3rd August 2020 in Malteser International Juba office MI Office in Juba, South Sudan in the **tenderers will not attend the tender opening and the evaluation**. The Evaluation Committee will record the selection process in writing indoor.

# 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 Services 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. Contract Agreement will be issued to the selected supplier upon approval.

1. **Delivery**

The Items will be delivered to following Location:

 Malteser International South Sudan Coordination office Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equatorial State, Juba, South Sudan.

**Terms of payment**

The payment would be under project 1345- In United States Dollar by bank transfer or cheque as specified below:

Payment will be done after Complete delivery and Received of delivery Note /GRN

**Annex 2: Bill of Quantity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Category | Unit | Quantity | Unit price USD | Total price USD |
| 1 | Mopar Squeezer  | pc | 20 |  |  |
| 2 | Rubber Gloves for Cleaning  | Pairs  | 20 |  |  |
| 3 | Plastic Bucket 10 Litres Capacity  | pc | 20 |  |  |
| 4 | Dust Bin with Cover 25x30 Cm | pcs | 20 |  |  |
| 5 | Toilet Brush  | pcs | 20 |  |  |
| 6 | Liquid Soap of 20 Litres Jerrican  | Jerrican  | 20 |  |  |
| 7 | Bar Soap 25 Pcs in a Box  | Box  | 20 |  |  |
| 8 | Hard Brush with Handle  | pcs | 20 |  |  |
| 9 | Dust Face Mask  | Packet  | 3 |  |  |
| 10 | Galaxy Pack Garbage bags 30x 36 | Packet  | 10 |  |  |
| 11 | Mopar  | pcs | 20 |  |  |
| 12 | Gumboot of Different sizes  | Pairs  | 10 |  |  |

|  |  |  |
| --- | --- | --- |
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