

**Malteser International,  
South Sudan Coordination office  
Plot No. 246, Block 3k 2<sup>nd</sup> Class Residential,  
Tonging Behind Indian Embassy,  
Central Equatoria State,  
Juba South Sudan**

**1<sup>st</sup> March 2024**

**Request for quotations.  
RFQ\_YEI\_2024\_014**

For the supply and delivery of Indian Mark II Hand Pump Spare Parts for repair and rehabilitation of boreholes in Yei Central Equatoria State

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

We look forward to receiving your tenders via E-mail to:

[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) before the deadline before deadline on **06<sup>th</sup> March before or at 12:00pm.**

06<sup>th</sup> March before or 12:00pm.

Please write in the Subject line of your email with tender: **RFQ\_YEI\_2024\_014** for the supply and delivery of Indian Mark II Hand Pump Spare Parts for repair and rehabilitation of boreholes in Yei Central Equatoria State.

Yours faithfully,



**South Sudan Coordination Office**  
Malis Edward ; Logistics Officer  
Plot No. 246, Block 3k 2<sup>nd</sup> Class Residential,  
Tonging Behind Indian Embassy,  
Central Equatoria State,  
Juba South Sudan  
Tel: +211 (0) 914 992 287 / Tel: +211 (0) 926 595 060  
[malis.edward@malteser-international.org](mailto:malis.edward@malteser-international.org)  
[www.malteser-international.org](http://www.malteser-international.org)

**A. SPECIFICATION OF QUOTING**

Related to our advertised Request for quotation **RFQ\_YEI\_2024\_014** Malteser International herewith calls for the supply and delivery of Indian Mark II Hand Pump Spare Parts for repair and rehabilitation of boreholes in Yei Central Equatoria State.

**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 Uyuju. 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 Handpump Mark II Spare parts for Wau.

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 via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) before the submission deadline on **06<sup>th</sup> March before or at 12:00pm.**

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.

**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,
- Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

**3. Technical specification**

For the supply and delivery of Indian Mark II Hand Pump Spare Parts for repair and rehabilitation of boreholes in Yei Central Equatoria State.

Sn	Item descriptions	Units	Quantity
1	GI pipes Indian Mark II (3 meters long)	Pieces	336
2	Connecting rods Indian Mark II (3 meters long)	Pieces	336
3	Indian Mark II Pump Cylinder	Pieces	25
4	Multi Purpose Grease for lubrication (500g tin)	Tin	10
5	Head Assembly for India Mark II	Pieces	15
6	India Mark II Pedestal (Stand)	Pieces	15
7	India Mark II Water Tank	Pieces	15
8	Fast Moving kit	Kit	15

9	Hacksaw Frame and blades	Pieces	10
10	Special tool kit for India Mark II	Kit	5
11	Standard tool kit for India Mark II	Kit	5
13	GI Pipe lifters for India Mak II	Pair	5
14	Cement (50Kg)	Bags	35

**4. Validity of tenders**

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

**5. 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.

**6. Submission of tenders**

All tenders must conform to the following conditions:

- 6.1. 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 **06<sup>th</sup> March before or at 12:00pm.**

**7. 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 the supply and delivery of Indian Mark II Hand Pump Spare Parts for repair and rehabilitation of boreholes in Yei Central Equatoria State.

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 - 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 Financial Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

**8. Ownership of tenders**

Malteser International 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 opened on in Malteser International Office in Malteser International Juba office 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 the items and technical capacity to deliver. The contract will be awarded to the winning bidder.

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

- Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
- The contract Agreement will directly be issued to the selected supplier upon approval.

**Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment ten days upon received invoices for previous month from the Contractor.

**Annex 2: Bill of Quantity**

For the supply and delivery of Indian Mark II Hand Pump Spare Parts for repair and rehabilitation of boreholes in Yei Central Equatoria State.

S/No	Item descriptions	Units	Quantity	Unit Price USD	Total Price USD
1	GI pipes Indian Mark II (3 meters long)	336	Pieces		
2	Connecting rods Indian Mark II (3 meters long)	336	Pieces		
3	Indian Mark II Pump Cylinder	25	Pieces		
4	Multi Purpose Grease for lubrication (500g tin)	10	Tin		
5	Head Assembly for India Mark II	15	Pieces		
6	India Mark II Pedestal (Stand)	15	Pieces		
7	India Mark II Water Tank	15	Pieces		
8	Fast Moving kit	15	Kit		
9	Hacksaw Frame and blades	10	Pieces		
10	Special tool kit for India Mark II	5	Kit		
11	Standard tool kit for India Mark II	5	Kit		
12	GI Pipe lifters for India Mak II	5	Pair		
13	Cement (50Kg)	35	Bags		
14	Transport	1	Trip		
	<b>Total Amount IN USD</b>				

On behalf of Malteser International:

Yours faithfully,

1<sup>st</sup> March 2024



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