

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

Malteser International
Country Coordination Office
Plot No: 445 Kololo Road 3k South
Tong Ping, Juba Town
South Sudan

4 October 2021

Request for Quotation
RFQ-YEI-2021-0005

For supply of stationaries to MI Office in Yei for 18-month framework agreement


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

We look forward to receiving your tenders by or before the **submission deadline on 15 October 2021 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope to (For Malteser International) Director Mr. Michael Loggala, Yei County Health Department in Yei County Hospital in Yei in South Sudan

Please write in the Subject line of your email with tender: **“RFQ-YEI-2021-0005 for stationaries for 18-month FA in Yei”**

Thank you for your cooperation.

Yours faithfully,



Nermin Silajdzic
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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,
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A. SPECIFICATION OF BIDDING

Related to our advertised RFQ-YEI-2021-0005 Malteser International (MI) herewith calls for supply of stationaries to MI Office in Yei for 18-month framework agreement.

1. Description of the organization and its activities

Malteser International is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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 Request for Quotation: In accordance with the overall targets of above-mentioned operations, MI plans to order stationaries to MI Office in Yei for 18-month framework agreement.

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 RFQ.

Internet providers are invited to submit tenders complying with the requirements here below specified.

2. Tender Presentation

The tender shall be sent via E-mail to: **mb.procurement-juba@malteser-international.org** or in a sealed envelope to (For Malteser International) Director Mr. Michael Loggala, Yei County Health Department in Yei County Hospital in Yei in South Sudan

The deadline for the delivery of the tenders is: 15 October 2021 at or before 4:00pm

- The tender shall be written in English
- The envelope must state the following information:
 - Reference to the Request for Quotation
 - Address to which the quotation is being submitted (see above)
 - The words ***“Not to be opened before deadline”*** written in English
- The quotation should be valid for **30 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier's choice.

3. 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 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.

4. Timetable

| Activities | DATE | TIME* |
|--|-----------------|------------|
| Deadline for submission of tenders | 15 October 2021 | 04:00 p.m. |
| Opening of submitted tenders | 19 October 2021 | |
| Notification of award to the successful contractor | 4 November 2021 | - |
| Signature of Framework Agreement | 5 November 2021 | - |

* All times are local time in Juba, South Sudan

5. Validity of tenders

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

6. Language of tenders

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

7. Submission of tenders

All tenders must conform to the following conditions:

- 7.1. Each tender shall be submitted via E-mail to: mb.procurement-juba@malteser-international.org or in sealed envelope to (For Malteser International) Director Mr. Michael Loggala, Yei County Health Department in Yei County Hospital in Yei in South Sudan on 15 October 2021, at or before 04:00 pm.

8. Content of tenders

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 stationaries to MI Office in Yei for 18-month framework agreement. 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 Bank Statement of last three months (for July, August and September 2021),
- Average turnover for the past 2 years in USD (for 2019 and 2020),
- Company's official address,
- Company's phone numbers,
- Bank account details (where money would be paid),

9. Ownership of TENDERS

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

10. Opening of submitted tenders.

The tenders will be opened on **19 October 2021** in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. Tender evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, stationaries in stock and their qualities and the capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee,
- Framework agreement will directly be issued to the selected supplier upon approval.

14) Terms of payment

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

- Payment will be carried out in ten days for previous month upon received invoices from the Contractor.

Annex 2: Bill of Quantity

Supply of stationaries to MI Office in Yei for 18-month framework agreement

| No. | Description of Items | Unit | Quantity | Unit price USD |
|-----|--|---------|----------|-------------------|
| 1 | Transparent Liquid Glue | bottle | 1 | |
| 2 | Erasing Pen | Piece | 1 | |
| 3 | Hole Puncher - Small | Piece | 1 | |
| 4 | Hole Puncher - Large | Piece | 1 | |
| 5 | 2 Rings File – 4” – 650 Sheets | Piece | 1 | |
| 6 | 2 Rings File – 1.5” – 250 Sheets | Piece | 1 | |
| 7 | Pad (for stamp) | Piece | 1 | |
| 8 | Ink for Pad | Piece | 1 | |
| 9 | Stapler N. 50/100 | Piece | 1 | |
| 10 | Staples Pin N. 50 | Box | 1 | |
| 11 | Stapler N. 100/100 | Piece | 1 | |
| 12 | Staples Pin N. 100 | Box | 1 | |
| 13 | Pin Remover | Piece | 1 | |
| 14 | Ballpoint Pen - Black | Boxe | 1 | |
| 15 | Ballpoint Pen - Blue | Box | 1 | |
| 16 | A4 Tabs indexes | package | 1 | |
| 17 | A4 Plastic Sheets Protectors (100 Pcs) | packet | 1 | |

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| | | | | |
|----|---|--------|---|--|
| 18 | Self-Adhesive Labels Big | Piece | 1 | |
| 19 | Year's Pocket Diary A5 | Piece | 1 | |
| 20 | Notebook A5 - 70/100 sheets | Piece | 1 | |
| 21 | Notebook A4 - 70/100 sheets | Piece | 1 | |
| 22 | Exercise Book 32 sheets | Piece | 1 | |
| 23 | Exercise Book 50 sheets | Piece | 1 | |
| 24 | Exercise Book 100 sheets | Piece | 1 | |
| 25 | Scientific Calculator | Piece | 1 | |
| 26 | Battery Size AA 1,5V | Packet | 1 | |
| 27 | Battery Size AAA 1,5V | Packet | 1 | |
| 28 | Button Cell Battery – 20 mm | Packet | 1 | |
| 29 | Office Flat File Folder | Pcs | 1 | |
| 30 | Ream of paper A3 | Ream | 1 | |
| 31 | Ream of paper A4 | Ream | 1 | |
| 32 | Ream of paper A4 | Ream | 1 | |
| 33 | Highlighting pen | Pcs | 1 | |
| 34 | Envelope A4 | Pcs | 1 | |
| 35 | Envelope A5 | Pcs | 1 | |
| 36 | Envelope A3 | Pcs | 1 | |
| 37 | Cutter | Pcs | 1 | |
| 38 | Scissors - Small | Pcs | 1 | |
| 39 | Scissors - Large | Pcs | 1 | |
| 40 | Cartridge TK 1115 | Pcs | 1 | |
| 41 | Post-it / Small Size | Pcs | 1 | |
| 42 | Post-it / Medium Size | Pcs | 1 | |
| 43 | Post-it / Large Size | Pcs | 1 | |
| 44 | Block of Receipt | Pcs | 1 | |
| 45 | Block of Invoice | Pcs | 1 | |
| 46 | Pencil with Eraser | Pcs | 1 | |
| 47 | Rubber | Pcs | 1 | |
| 48 | Flip Chart | Pcs | 1 | |
| 49 | Paper for Flip Chart | Pcs | 1 | |
| 50 | Marker Black/Blue/Red/Green | Pcs | 1 | |
| 51 | Erasable Marker for with board - various colors | Pcs | 1 | |
| 52 | Transparent Adhesive Tape - Small | Pcs | 1 | |
| 53 | Transparent Adhesive Tape - Medium | Pcs | 1 | |
| 54 | Transparent Adhesive Tape - Large | Pcs | 1 | |
| 55 | Brown Adhesive Tape - Medium | Pcs | 1 | |
| 56 | Brown Adhesive Tape - Large | Pcs | 1 | |
| 57 | Paper Adhesive Tape - Small | Pcs | 1 | |
| 58 | Laptop Bag | Pcs | 1 | |
| 59 | Badge Case | Pcs | 1 | |
| 60 | Badge String | Pcs | 1 | |
| 61 | Paper Clips | Pcs | 1 | |
| 62 | Key Ring | Pcs | 1 | |
| 63 | In-tray | Pcs | 1 | |
| 64 | Penholder | Pcs | 1 | |

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| | | | | |
|----|---------------------|-----|---|--|
| 65 | Sharper | Pcs | 1 | |
| 66 | Weighting Scale | Pcs | 1 | |
| 67 | Measurement Tape | Pcs | 1 | |
| 68 | Erasable Whiteboard | Pcs | 1 | |

Estimated annual stationaries to be ordered under 18-month framework agreement is 1,360 USD.

On behalf of Malteser International:

Date: 4 October 2021

Yours faithfully,



Nermin Silajdzic

Country Logistics and Security Coordinator

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