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

**Hai Daraja West Residential Area**

**Next to Oxfam Office**

**Wau, South Sudan**

**Wau, 27 October 2020**

**Request for quotations**

**RFQ-WAU-2020-0280**

For supply of office stationaries in Wau Office under 1-year Framework Agreement.

1. Annex 1: Specification of Bidding
2. Annex 2: Bills of Quantity

We look forward to receiving your tenders via E-mail to**:** **mb.procurement-juba@malteser-international.org** or in a sealed envelope in Malteser International’s West Residential Area Next to Oxfam Office from Monday from 9:00am to 4:00pm from Monday to Friday in Wau in South Sudan by or before the submission deadline on **2 November 2020 at or before 4:00pm**

Please write in the Subject line of your email with tender: **RFQ-WAU-2020-0280 for supply of office stationaries in Wau Office under 1-year Framework Agreement**

Thank you for your cooperation.

Yours faithfully,



|  |  |  |
| --- | --- | --- |
|  |   | Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive 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-WAU-2020-0280** MI herewith calls for tenders for supply of office stationaries in Wau Office under 1-year Framework Agreement.

# 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 Request for Quotations:** In accordance with the overall targets of above-mentioned operations, MI plans to order tender for supply of office stationaries in Wau Office under 1-year 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 Request for Quotations.

Companies are invited to present tenders complying with the requirements here below specified.

# Tenders Presentation

The tender shall be received via E-mail to**:** **mb.procurement-juba@malteser-international.org** or in a sealed envelope in Malteser International’s West Residential Area Next to Oxfam Office from Monday from 9:00am to 4:00pm from Monday to Friday in Wau in South Sudan by or before the submission deadline on **2 November 2020 at or before 4:00pm**

* The offer shall be written in English
* If submitted in an envelope it must state the following information:
* Reference to the Bid Number
* Address to which the offer is being submitted (see above)
* The words ***“Not to be opened before deadline”*** 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 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.

# Technical specification

# Office stationeries

|  |  |  |
| --- | --- | --- |
| **No** | **Description of office stationaries**  | **Quantity** |
|
| 1 | Hole puncher big size | 1 |
| 2 | Hole puncher small size | 1 |
| 3 | Erasing pen  | 1 |
| 4 | Pin remover | 1 |
| 5 | Pad for stamp | 1 |
| 6 | Ink for stamp | 1 |
| 7 | Stapler N50/100 | 1 |
| 8 | Staples N.50 | 1 |
| 9 | Stapler N100/100 | 1 |
| 10 | Staples N.50 | 1 |
| 11 | Ball point pen Blue  | 1 |
| 12 | Ball point pen Black | 1 |
| 13 | A4 Plastic sheet protector (100 pieces) | 1 |
| 14 | Notebook A5 70/100 sheet | 1 |
| 15 | Notebook A4 70/100 sheet | 1 |
| 16 | Scientific Calculator  | 1 |
| 17 | Battery Size AA 1,5V | 1 |
| 18 | Battery Size AAA 1,5V | 1 |
| 19 | Office Flat File Folder (black A4) | 1 |
| 20 | Office Flat File Folder (Red A4) | 1 |
| 21 | Ream of paper A4 | 1 |
| 22 | Highlighting pen | 1 |
| 23 | Envelope A4 brown color | 1 |
| 24 | Envelope A5 brown color | 1 |
| 25 | Cutter | 1 |
| 26 | Scissors - Small | 1 |
| 27 | Scissors - big | 1 |
| 28 | Cartridge 17 A Black color | 1 |
| 29 | Cartridge 205 A color set of 4 pieces | 1 |
| 30 | Toner kit cartridge T1150 Black | 1 |
| 31 | Cartridge color 410 A | 1 |
| 32 | Cartridge LaserJet 05 A | 1 |
| 33 | sticky note papers of different colors | 1 |
| 34 | Flip chart papers 20 pages each | 1 |
| 35 | Marker pen Permanent various colors | 1 |
| 36 | Erasable Marker Whiteboard various colors | 1 |
| 37 | In-tray | 1 |
| 38 | Self-Adhesive Labels Big | 1 |
| 39 | Clear bag plastic | 1 |
| 40 | Post-it / Medium Size | 1 |
| 41 | Brown Adhesive Tape - Large  | 1 |
| 42 | Paper Adhesive Tape - Small | 1 |
| 43 | Laptop Bag | 1 |
| 44 | Badge Case | 1 |
| 45 | Badge String | 1 |
| 46 | Paper Clips | 1 |
| 47 | Key Ring | 1 |
| 48 | Button Cell Battery – 20 mm | 1 |
| 49 | Laminating machine | 1 |
| 50 | Laminating papers | 1 |
| 51 | Extension cable | 1 |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 2 November 2020 | 04:00 p.m. |
| Opening of submitted tenders | 3 November 2020 |  |
| Notification of award to the successful contractor | 11 November 2020 | - |
| Signature of service Framework Agreement | 13 November 2020 | - |

\* All times are local time in Wau, 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 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 or in a sealed envelope in Malteser International’s West Residential Area Next to Oxfam Office from Monday from 9:00am to 4:00pm from Monday to Friday in Wau in South Sudan by or before the submission deadline on 2 November 2020 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 of office stationaries in Wau Office under 1-year 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 Financial 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. As a consequence, 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 3 November 2020 in MI Office in Wau, South Sudan, 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 and technical capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
* Framework Agreement 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 ten days upon received invoices for previous month from the Contractor.

**Annex 2: Bill of Quantity**

Unit prices of office stationaries for Wau Office under 1-year Framework Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description of office stationaries**  | **Quantity** | **Unit** | **Unit price USD** |
|
| 1 | Hole puncher big size | 1 | Pcs |  |
| 2 | Hole puncher small size | 1 | Pcs |  |
| 3 | Erasing pen  | 1 | Pcs |  |
| 4 | Pin remover | 1 | Pcs |  |
| 5 | Pad for stamp | 1 | Pcs |  |
| 6 | Ink for stamp | 1 | Pcs |  |
| 7 | Stapler N50/100 | 1 | Pcs |  |
| 8 | Staples N.50 | 1 | Box |  |
| 9 | Stapler N100/100 | 1 | Pcs |  |
| 10 | Staples N.50 | 1 | Box |  |
| 11 | Ball point pen Blue  | 1 | Box |  |
| 12 | Ball point pen Black | 1 | Box |  |
| 13 | A4 Plastic sheet protector (100 pieces) | 1 | Packet |  |
| 14 | Notebook A5 70/100 sheet | 1 | Pcs |  |
| 15 | Notebook A4 70/100 sheet | 1 | Pcs |  |
| 16 | Scientific Calculator  | 1 | Pcs |  |
| 17 | Battery Size AA 1,5V | 1 | Packet |  |
| 18 | Battery Size AAA 1,5V | 1 | Packet |  |
| 19 | Office Flat File Folder (black A4) | 1 | Pcs |  |
| 20 | Office Flat File Folder (Red A4) | 1 | Pcs |  |
| 21 | Ream of paper A4 | 1 | Ream |  |
| 22 | Highlighting pen | 1 | Packet |  |
| 23 | Envelope A4 brown color | 1 | Packet |  |
| 24 | Envelope A5 brown color | 1 | Packet |  |
| 25 | Cutter | 1 | Pcs |  |
| 26 | Scissors - Small | 1 | Pcs |  |
| 27 | Scissors - big | 1 | Pcs |  |
| 28 | Cartridge 17 A Black color | 1 | Pcs |  |
| 29 | Cartridge 205 A color set of 4 pieces | 1 | Set |  |
| 30 | Toner kit cartridge T1150 Black | 1 | Pcs |  |
| 31 | Cartridge color 410 A | 1 | Pcs |  |
| 32 | Cartridge LaserJet 05 A | 1 | Pcs |  |
| 33 | sticky note papers of different colors | 1 | Packet |  |
| 34 | Flip chart papers 20 pages each | 1 | Pcs |  |
| 35 | Marker pen Permanent various colors | 1 | Packet |  |
| 36 | Erasable Marker Whiteboard various colors | 1 | Packet |  |
| 37 | In-tray | 1 | Packet |  |
| 38 | Self-Adhesive Labels Big | 1 | roll |  |
| 39 | Clear bag plastic | 1 | Pcs |  |
| 40 | Post-it / Medium Size | 1 | Pcs |  |
| 41 | Brown Adhesive Tape - Large  | 1 | Pcs |  |
| 42 | Paper Adhesive Tape - Small | 1 | Pcs |  |
| 43 | Laptop Bag | 1 | Pcs |  |
| 44 | Badge Case | 1 | Pcs |  |
| 45 | Badge String | 1 | Pcs |  |
| 46 | Paper Clips | 1 | Box |  |
| 47 | Key Ring | 1 | Pkts |  |
| 48 | Button Cell Battery – 20 mm | 1 | pair |  |
| 49 | Laminating machine | 1 | Pcs |  |
| 50 | Laminating papers | 1 | Ream |  |
| 51 | Extension cable | 1 | Pcs |  |

Estimated annual amount for office stationaries to be supplied is 2,900 USD.

On behalf of Malteser International: Date: 27 October 2020

Yours faithfully,



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| --- | --- | --- |
|  |   | Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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