**Malteser International**

**Country Coordination Office**

**Plot No. 246, Block 3k 2nd Class Residential**

**Tongping (behind Indian Embassy)**

**Central Equatoria State, Juba, South Sudan.**

**19 Jun 2023**

**Malteser International Request for Quotation**

**RFQ\_JUB\_2023\_0120\_2nd round**

For supply and delivery of delivery of crops sSeeds to Malteser International (MI) warehouse on Bilipam Road in Juba in South Sudan.

1. Annex 1: Specification of Tendering
2. Annex 2: Bill of Quantity

We look forward to receiving your tenders on **26 June 2023 at or before 12pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org).

Please write in the Subject line of your email with tender: “**RFQ\_JUB\_2023\_0120\_2nd round for supply and delivery of crops seeds**”.

Thank you for your cooperation.

Sincerely,

|  |  |  |
| --- | --- | --- |
| Text  Description automatically generated |  | Nermin Silajdzic  Country Logistics and Security Coordinator Plot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping  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 |
| Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems. | | |

**Please consider the environment before printing this email**

# A. SPECIFICATION OF BIDING

Related to our advertised Invitation to Tender RFQ\_JUB\_2023\_0120\_2nd round MI herewith calls for tenders concerning supply and delivery of crop seeds to Malteser International warehouse on Bilipam Road in Juba in South Sudan.

Under the following reference number:

Donor project numbers: 1345-JUB

MI project number: 13

# Description of the organization and its activities

Malteser International is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today’s South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuku and Yei.

**Objective of Call for Tenders:**

In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure dignity kits to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

The technical specifications and conditions of the tendering process are described below in the Specification of tendering and in the Annex 2: Bill of Quantity which are part of this Invitation to Tenders.

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

# Tender Presentation

The tender shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) on **26 June 2023 at or before 12pm**

* The tender shall be written in English.
* The tender should be valid for **60 days after the deadline.**

# 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

# For supply and delivery of Crops Seeds to Malteser International warehouse on Bilipam Road in Juba in South Sudan

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Dignity kits** | **Unit** | **Quantity** |
| **1** | **Sorghum (Akourachot variety, white colour) in package of 3 kgs** | **Kgs** | **3,000** |
| **2** | **Maize (Longe 5 variety) pack in 5 kgs** | **kgs** | **5,000** |
| **3** | **Groundnuts (serenut4, White Colour) Shelled Packed in 7 kgs** | **Kgs** | **7,000** |

# Validity of tenders

Each company is bound to the tender submitted for a period of 60 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

# Each tender must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 26 June 2023 at or before 12pm

# 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 Crops Seeds to MI warehouse on Bilipam Road in Juba in South Sudan.

The format BoQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details as requested above.

**Part 2 - Legal documents**

* Copy of the company’s registration documents in South Sudan,
* Company’s official address and phone number,
* Bank account details (where money would be paid),

# Ownership of tenders

MI reserves/funds ownership of all tenders received. Therefore, tenderers will not be able to stipulate requirements that their tenders are to be returned.

1. **Opening of submitted tenders.**

The RFQ will be opened on 27 June 2023 in MI Office in Juba by the Evaluation committee.

The selection process will be recorded in writing by the committee.

# Tenders’ evaluation

**Technical resources and experience**

* Delivery time
* The technical experiences,
* Quality standards of Seed and capacity to deliver.

**Financial selection criteria**

* Bided price,
* Company’s Bank Statement of last three months including bank account number.

1. **Evaluation Method**

RFQs shall be evaluated according to the following procedure:

Firstly, tenders shall be evaluated for technical compliance based on:

* Delivery time,
* Previous experience in similar project and
* Quality standards of crop seeds and capacity to deliver.

Price.

Secondly, tenders that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the works and in the context of the project. The evaluation shall be in accordance with the provisions of this RFQs and in accordance with the following weighting:

* The set criteria shall be used to determine the most economically advantageous tender for contract agreement award,
* The Bidder’s initial proposal should contain the offer’s best terms from a cost or price and technical standpoint,
* If tenders are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
* Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
* The MI will favourably evaluate a schedule, which shows earlier completion than the MI’s required time limit. The Bidder's innovative approaches to accomplish early completion are encouraged.

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

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

* 100% of shall be paid by the Malteser International within 10 working days after the issuing delivery and Invoices by the Contractor.

**B. Annex 2: Bill of Quantity**

For supply and delivery of Crops Seeds to Malteser International warehouse on Bilipam Road in Juba in South Sudan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Dignity kits** | **Unit** | **Quantity** | **Unit price USD** | **Total USD** |
| 1 | Sorghum (Akourachot variety, white colour) in package of 3 Kgs | kgs | 3,000 |  |  |
| 2 | Maize (Longe 5 variety) pack in 5 kgs | Kgs | 5000 |  |  |
| 3 | Groundnuts (serenut4, White Colour) Shelled Packed in 7kgs | kgs | 7,000 |  |  |
| Grand Total | | | | |  |

On behalf of Malteser International: `

19 Jun 2023

Sincerely,

|  |  |  |
| --- | --- | --- |
| Text  Description automatically generated |  | Nermin Silajdzic  Country Logistics and Security Coordinator Plot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping  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 |
| Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems. | | |

**Please consider the environment before printing this email**