

**Malteser International
Wau Office
Hai Daraja West Residential Area
Next to CARE International Office
Northeast of WFP Office
North of St. Joseph Church, Wau North
Wau, South Sudan**

28th August 2023

REQUEST FOR QUOTATION (RFQ)

RFQ_WAU_2023-0105

For supply of borehole spare parts for repair and rehabilitation of boreholes, delivery in Wau MI Office

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

We look forward to receiving your tenders on **1/09/2023 at or before 4:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with tender: **“Borehole Spare Parts delivery to Wau”**

Thank you for your cooperation.

Yours faithfully,



Clement Bazia · Logistics Manager

Wau field office, South Sudan

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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726
Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,
Douglas Graf von Saurma-Jeltsch



Billing Address: Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, German

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A. SPECIFICATION OF BIDDING

Related to our advertised RFQ_WAU_2023-0104 MI herewith calls for tenders for for supply of borehole spare parts for repair and rehabilitation of boreholes, delivery in Wau MI Office

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Under the following reference number: donor project numbers: 1381-WAU.

1. Description of the organization and its activities

MI 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.

MI 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 Specification of Bidding: In accordance with the overall targets of above-mentioned operations, MI plans to order for supply of borehole spare parts for repair and rehabilitation of boreholes, delivery in Wau MI Office. 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 via E-mail to: mb.procurement-juba@malteser-international.org

The deadline for the delivery of the tenders is: 1/09/ 2023 at or before 4:00pm

- The tender shall be written in English.
- The tender should be valid for **60 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. Validity of tenders

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

5. 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.

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6. Submission of tenders

All tenders must conform to the following conditions:

- 6.1. Each tender must be submitted via E-mail to: mb.procurement-juba@malteser-international.org on **01/09/ 2023**, at or before **04:00PM**.

7. 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 or for supply of borehole spare parts for repair and rehabilitation of boreholes, delivery in Wau MI Office. Under the Contract 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 May, Jun, and July 2023),
- Company's official address,
- Company's phone numbers,
- Bank account details (where money would be paid),

8. 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.

9. Opening of submitted tenders.

The tenders will be opened on **4/09/2023** in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

10. 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, having an office in Wau, having a technician in Wau, arrival time of a technician on call to Wau if not based in Wau, the capacity to deliver and delivery time**. The work will be awarded to the winning bidder according to the timetable mentioned above.

11. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:
 - Copy of the company's certificate of incorporation,
 - Copy of Chamber of Commerce registration,
 - Copy Tax Identification Certificate,
 - Copy of Certificate of Operation,
2. Not bided according to the specification,
3. Not provided questionnaire for tender and
4. Mathematical error of total bided price $>\pm 2\%$.

13) Specific Technical and Financial Evaluation Criteria to standards:

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- Evaluation report and justification basing on responsiveness of the selected supplier by evaluation committee,
- Contract Agreement will directly be issued to the selected supplier upon approval.

14) Terms of payment

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

- Payment will be carried out quarterly upon received invoices from the Contractor.

Annex 2: Bill of Quantity

For supply of borehole spare parts for repair and rehabilitation of boreholes, delivery in Wau MI Office

| No. | Description | Unit | Quantity | Unit price USD | Total USD |
|-----|--------------------------------------|------|----------|----------------|-----------|
| 1 | Head Assemble Indian MK II | pcs | 30 | | |
| 2 | Connecting rods for Indian MKII type | pcs | 150 | | |
| 3 | GI-Pipes Indian MKII | pcs | 150 | | |
| 4 | Fast Moving Kits | pcs | 10 | | |
| 5 | Water tank Indian MKII Type | pcs | 10 | | |
| 6 | Pedestal stand Indian MKII | pcs | 11 | | |
| | | | | | |

On behalf of Malteser International:

Date: 28/08/2023

Yours faithfully,



Clement Bazia · Logistics Manager

Wau field office, South Sudan

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