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

Malteser International

Wau Office

Hai Daraja West Residential Area

Next to Oxfam Office

Northeast of WFP Office

North of St. Joseph Church, Wau North

Wau, South Sudan

**Juba, 17 February 2021**

**Request for quotations**

RFQ-WAU-2021-0051

For supply and delivery of handpump spare parts to Wau and Diem Zubeir in Wester Bahr el Ghazal.

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

We look forward to receiving your tenders by or before the submission deadline on **26 February 2021 at or before 4:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

Thank you for your cooperation.

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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# A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation RFQ-WAU-2021-0051 MI herewith calls for tenders for supply and delivery of handpump spare parts to Wau and Diem Zubeir in Wester Bahr el Ghazal.

# 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 and delivery of handpump spare parts to Wau and Diem Zubeir in Wester Bahr el Ghazal.

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 via E-mail to**:** **mb.procurement-juba@malteser-international.org****.**

**The deadline for the delivery of the tenders** **is: on 26 February 2021 at or before 4:00pm**

* The tenders 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.

# 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

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| BOQ for supply and delivery of handpump spare parts to Wau and Diem Zubeir in Western Bahr el Ghazal\_RFQ-WAU-2021-0051 |
| No. | Supplies and services | Qty | Units |
| 1 | GI pipes Indian Mark II (3 meters long) | 150 | Pcs |
| 2 | Connecting rodes Indian Mark II (3 meters long) | 150 | Pcs |
| 3 | Head assembly Indian mark II | 10 | Pcs |
| 4 | Water tank Indian Mark II | 15 | Pcs |
| 5 | Pedestal Indian Mark II | 10 | Pcs |
| 6 | Bolt/ nuts | 100 | Pcs |
| 7 | Cylinder Indian Mark II | 20 | Pcs |
| 8 | Chains  | 10 | Pcs |
| 9 | Bearing | 50 | Pcs |
| 10 | Fast moving kits | 5 | Pcs |
| 11 | Pipe thread die with die stock 32mm | 5 | Pcs |
| 12 | Connecting rode die | 10 | Pcs |
| 13 | Self-locking clamp for riser pipe | 2 | Pcs |
| 14 | Connecting rod vice | 2 | Pcs |
| 15 | Crank spanner17/ 19 | 5 | Pcs |
| 16 | coupling Spanner | 10 | Pcs |
| 17 | Screwdriver (slotted 8mm diameter, 300mm) | 10 | Pcs |
| 18 | Spanner 17/19 | 10 | Pcs |
| 19 | Hack saw Frame blade (300mm) | 12 | Pcs |
| 20 | Steel Brush/ Wire brush | 5 | Pcs |
| 21 | Clothes working gloves | 30 | Pairs |
| 22 | Oil can (can of 500cc) | 5 | Can |
| 23 | Grease (can of 500g) | 10 | Can |
| 24 | Nylon Rope (4 strung, rolls of at least 74 meters) | 5 | Rolls |
| 25 | GI pipes Indian Mark II (3 meters long) | 150 | Pcs |
| 26 | Connecting rodes Indian Mark II (3 meters long) | 150 | Pcs |
| 27 | Head assembly Indian mark II | 10 | Pcs |
| 28 | Water tank Indian Mark II | 10 | Pcs |
| 29 | Pedestal Indian Mark II | 10 | Pcs |
| 30 | Cylinder Indian Mark II | 10 | Pcs |
| 31 | Fast moving kits | 20 | Pcs |
| 32 | Spanner 17/19 | 5 | Pcs |
| 33 | Spanner rolling type 250mm (10 inch) CR-V-649250 | 5 | Pcs |
| 34 | Leather working gloves | 10 | Pairs |
| 35 | Toolbox (special) | 3 | Set |
| 36 | Toolbox (standard) | 3 | Set |
| 37 | Transport to Wau and Deim Zubeir | 1 | Lump sum |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 26 February 2021 | 04:00 p.m. |
| Opening of submitted tenders | 1 March 2021 |  |
| Notification of award to the successful contractor | 4 March 2021 | - |
| Signature of service Framework Agreement | 5 March 2021 | - |

\* All times are local time in Juba, South Sudan

# 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 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 on 26 February 2021 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 and delivery of handpump spare parts to Wau and Diem Zubeir in Wester Bahr el Ghazal. 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 1 March 2021 in MI Office in Wau Office, 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, certificate of genuine spare parts, delivery time and the 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,
* 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 as specified below:

* Payment ten days upon received invoices from the Contractor.

**Annex 2: Bill of Quantity**

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| BOQ for supply and delivery of handpump spare parts to Wau and Diem Zubeir in Western Bahr el Ghazal\_RFQ-WAU-2021-0051 |
| No. | Supplies and services | Qty | Units | Un it Cost USD | Total USD | Delivery location |
| 1 | GI pipes Indian Mark II (3 meters long) | 150 | Pcs |  |  | To be transported to Diem Zubeir |
| 2 | Connecting rodes Indian Mark II (3 meters long) | 150 | Pcs |  |  |
| 3 | Head assembly Indian mark II | 10 | Pcs |  |  |
| 4 | Water tank Indian Mark II | 15 | Pcs |  |  |
| 5 | Pedestal Indian Mark II | 10 | Pcs |  |  |
| 6 | Bolt/ nuts | 100 | Pcs |  |  |
| 7 | Cylinder Indian Mark II | 20 | Pcs |  |  |
| 8 | Chains  | 10 | Pcs |  |  |
| 9 | Bearing | 50 | Pcs |  |  |
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|  |  |  |  |  |  |  |

On behalf of Malteser International: Date: 17 February 2021

Yours faithfully,



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