**Malteser International**

**Hai Daraja West Residential Area**

**Next to CARE International Office**

**Northeast of WFP Office**

**North of St. Joseph Church, Wau North**

**Wau, South Sudan**

**30 May 2022**

**Request for Quotation**

**RFQ\_WAU\_2022\_0088**

For supply of printing and visibility items for 1-year framework agreement.

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

We look forward to receiving your quotations by **3 Jun 2022 at or before 12:00 pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) in a sealed envelope addressed to: 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.

Please write in the Subject line of your email with quotation: **RFQ\_WAU\_2022\_0088 for printing and visibility items**

Thank you for your cooperation.

Yours faithfully,

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| --- | --- | --- | --- |
|  |  | South Sudan Coordination Office  Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  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 | |
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# A. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation (RFQ) RFQ\_JUB\_2022\_0088MI herewith calls for supply of printing and visibility items for 1-year Framework Agreement in Wau.

# Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop’s Secretariat and 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 and Uyujuku. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood and Water Sanitation & Hygiene

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order printing and visibility items for 1-year Framework Agreement in Wau.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

# Quotation Presentation

The quotation shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on **3 Jun 2022 at or before 12:00 pm**

* The quotation shall be 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.

# General conditions

* The quotation shall be typed or written and signed on each page by the legal representative of the service supplier,
* The winning service 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 quotation 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 quotations depending on prevailing condition at the time.

# Technical specification

For supply of printing and visibility items for 1-year framework agreement.

|  |  |  |
| --- | --- | --- |
| No. | Printing and visibility items | Unit |
| 1 | Printing of polo shirts, Size: S, M, L, XL, XXL and XXXL | Pc |
| 2 | Printing of round neck shirt, Size: S, M, L, XL, XXL and XXXL | Pc |
| 3 | Printing of T-shirt, Size: S, M, L, XL, XXL and XXXL | Pc |
| 4 | Printing of vests, Size: S, M, L, XL, XXL and XXXL | Pc |
| 5 | Printing of half jacket with embroidery, Size: S, M, L, XL, XXL and XXXL | Pc |
| 6 | Printing of Multi-Pocket Flat Cotton Vest with embroidery | Pc |
| 7 | Printing of branded reflector florescent vest, Size: S, M, L, XL, XXL and XXXL | Pc |
| 8 | Printing of overalls, Size: S, M, L, XL, XXL and XXXL | Pc |
| 9 | Printing of raincoat, Size: S, M, L, XL, XXL and XXXL | Pc |
| 10 | Printing of cap with embroidery | Pc |
| 11 | Printing of dust coats | Pc |
| 12 | Sign post including paint and message (medium) | Pc |
| 13 | Sign post including paint and message (big) | Pc |
| 14 | Printing of A4 (29.7x21cm) trifold full-colour printing and soft lamination both sided on 180 GSM paper | Pc |
| 15 | Printing of full colour (63X29.7cm) trifold pamphlets and soft lamination both-sided on 300 GSM art-board glossy | Pc |
| 16 | Printing of A4 khaki envelope with MI Logo (Box of 50 pcs) | Pc |
| 17 | Printing of banners clothes 1 x 1.5 meter | Pc |
| 18 | Printing of 70 x 150 cm flex banners | Pc |
| 19 | Printing of 1 x 1.5 m flex banner | Pc |
| 20 | Printing of 1.5 m X 1.5 m flex banner | Pc |
| 21 | Printing of 2 m X 1.5m flex banner | Pc |
| 22 | Printing of 3 x 1.5 m flex banner | Pc |
| 23 | Printing of A4 paper size IEC materials | Pc |
| 24 | Printing of A5 size sample leaflet in full colour on 130 gms gloss paper both side printing | Pc |
| 25 | Printing of stickers on sticker paper in full colour A2 | Pc |
| 26 | Printing of stickers on sticker paper in full colour A3 | Pc |
| 27 | Printing of stickers on sticker paper in full colour A4 | Pc |
| 28 | Printing of stickers on sticker paper in full colour A5 | Pc |
| 29 | Printing of certificates, A4, embossed, Colour, Heavy paper 175-200gsm cardstock | Pc |
| 30 | Ball Pen, Blue Colour, Branding with any agency logo or wordings, 50 pcs box | Pc |
| 31 | Printing of Plastic Staff ID Cards | Pc |
| 32 | ID card holder | Pc |
| 33 | Printing of A4 paper | Pc |
| 34 | Laminating of A4 paper | Pc |
| 35 | Printing of 100 business cards | Pc |

# Validity of quotations

Each company is bound to the quotation submitted for a period of 30 days from the deadline for submission of quotation.

# Language of quotations

All quotations, official correspondence between companies and MI, as well as all documents associated with the quotation’s request will be in English.

# Submission of quotations

# Each quotation shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International’s West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on 3 Jun 2022 at or before 12:00pm.

# Content of quotation

All submitted quotations must conform to the requirements mentioned in the RFQ. Furthermore, they must include the following documents:

**Part 1 - Quotation:** A quotation for supply of printing and visibility for 1-year Framework Agreement in Wau.

**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 in USD,
* Average turnover for the past 2 years in USD,
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of quotations

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

1. **Opening of submitted quotations.**

The quotations will be opened on 3 Jun 2022 in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

# Quotations evaluation

**Selection criteria**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, average turnover for the past 2 years and the capacity to deliver. The Framework agreement will be awarded to the winning bidder according to the timetable mentioned above.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
   * 1. **Copy of the company’s certificate of incorporation,**
     2. **Copy of Chamber of Commerce registration,**
     3. **Copy Tax Identification Certificate,**
     4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification and**
3. **Mathematical error of total bided price >±2 %.**
4. **Bidders, who have not received any notification from MI one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.**
5. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal evaluation committee.
* Framework 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 100% by the Malteser International 10 days after the invoice issuing for previous month by the Contractor.

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| **Annex 2: Bill of Quantity** |  |  |  |  |

For supply of printing and visibility items for 1-year Framework Agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Printing and visibility items | Unit | Quantity | Unit price USD |
| 1 | Printing of polo shirts, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 2 | Printing of round neck shirt, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 3 | Printing of T-shirt, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 4 | Printing of vests, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 5 | Printing of half jacket with embroidery, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 6 | Printing of Multi-Pocket Flat Cotton Vest with embroidery | Pc | 1 |  |
| 7 | Printing of branded reflector florescent vest, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 8 | Printing of overalls, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 9 | Printing of raincoat, Size: S, M, L, XL, XXL and XXXL | Pc | 1 |  |
| 10 | Printing of cap with embroidery | Pc | 1 |  |
| 11 | Printing of dust coats | Pc | 1 |  |
| 12 | Sign post including paint and message (medium) | Pc | 1 |  |
| 13 | Sign post including paint and message (big) | Pc | 1 |  |
| 14 | Printing of A4 (29.7x21cm) trifold full-colour printing and soft lamination both sided on 180 GSM paper | Pc | 1 |  |
| 15 | Printing of full colour (63X29.7cm) trifold pamphlets and soft lamination both-sided on 300 GSM art-board glossy | Pc | 1 |  |
| 16 | Printing of A4 khaki envelope with MI Logo (Box of 50 pcs) | Pc | 1 |  |
| 17 | Printing of banners clothes 1 x 1.5 meter | Pc | 1 |  |
| 18 | Printing of 70 x 150 cm flex banners | Pc | 1 |  |
| 19 | Printing of 1 x 1.5 m flex banner | Pc | 1 |  |
| 20 | Printing of 1.5 m X 1.5 m flex banner | Pc | 1 |  |
| 21 | Printing of 2 m X 1.5m flex banner | Pc | 1 |  |
| 22 | Printing of 3 x 1.5 m flex banner | Pc | 1 |  |
| 23 | Printing of A4 paper size IEC materials | Pc | 1 |  |
| 24 | Printing of A5 size sample leaflet in full colour on 130 gms gloss paper both side printing | Pc | 1 |  |
| 25 | Printing of stickers on sticker paper in full colour A2 | Pc | 1 |  |
| 26 | Printing of stickers on sticker paper in full colour A3 | Pc | 1 |  |
| 27 | Printing of stickers on sticker paper in full colour A4 | Pc | 1 |  |
| 28 | Printing of stickers on sticker paper in full colour A5 | Pc | 1 |  |
| 29 | Printing of certificates, A4, embossed, Colour, Heavy paper 175-200gsm cardstock | Pc | 1 |  |
| 30 | Ball Pen, Blue Colour, Branding with any agency logo or wordings, 50 pcs box | Pc | 1 |  |
| 31 | Printing of Plastic Staff ID Cards | Pc | 1 |  |
| 32 | ID card holder | Pc | 1 |  |
| 33 | Printing of A4 paper | Pc | 1 |  |
| 34 | Laminating of A4 paper | Pc | 1 |  |
| 35 | Printing of 100 business cards | Pc | 1 |  |

Estimated quantities of printing and visibility items to be ordered for 1-year Framework Agreements is 15,000 USD.

On behalf of Malteser International: 30 Jun 2022

Yours faithfully,

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|  |  | South Sudan Coordination Office  Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  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 | |
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