

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, German

**Malteser International,
South Sudan Coordination office
Plot No. 246, Block 3k 2nd Class Residential,
Tonging Behind Indian Embassy,
Central Equatoria State,
Juba South Sudan**

17th May 2024

**Request for quotations.
RFQ_YEI_2024_0129**

For the supply and delivery of Furniture to Malteser Internation Yei Field Office in Central Equatoria State.

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

We look forward to receiving your tenders via E-mail: mb.procurement-juba@malteser-international.org before the deadline before deadline on **21st May before or at 12:00pm.**

Please write in the Subject line of your email with tender: **RFQ_YEI_2024_0129** for the supply and delivery of Furniture.

Yours faithfully,

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, German

A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ_YEI_2024_0129** Malteser International herewith calls for the supply and delivery of Furniture to MI Yei Field Office in Central Equatoria State.

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 Request for Quotations: In accordance with the overall targets of above-mentioned operations, Malteser International plans to order Furniture for Yei.

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.

1. Tenders Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org before the submission deadline on **21st May before or at 12:00pm.**

The offer shall be 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.

2. 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 Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
- Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

3. Technical specification

For the supply and delivery of Furniture to Malteser Internation Yei Field Office in Central Equatoria State.

Sn	Item descriptions	Units	Quantity
1	Office Workstation (4 sitter)	Pcs	2
2	Office Executive chair with rollers	Pcs	8

4. Validity of tenders

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

5. Language of tenders

All tenders, official correspondence between companies and Malteser International, as well as all documents associated with the tender request will be in English.

6. Submission of tenders

All tenders must conform to the following conditions:

- 6.1. Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org before the submission deadline on **21st May before or at 12:00pm.**

7. 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 the supply and delivery of Furniture to Malteser International Yei Field Office in Central Equatoria State.

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 of company registered 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,
- Company's Financial Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

8. Ownership of tenders

Malteser International reserves/funds ownership of all tenders received. Therefore, 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 21st May 2024 in Malteser International Office in Malteser International Juba office by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

10. 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 of the items and technical capacity to deliver. The contract will be awarded to the winning bidder.

12) Exclusion criteria

The following are exclusion criteria:

- Not submitted the following company registration documents in South Sudan:
- Copy of the company's certificate of incorporation,

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- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation and
- Not bided according to the specification.
- Mathematical error $\pm 2\%$

Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
- The contract Agreement will directly be issued to the selected supplier upon approval.

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

For the supply and delivery of Furniture to Malteser Internation Yei Field Office in Central Equatoria State.

No	Item descriptions	Units	Quantity	Unit Price USD	Total Price USD
1	Office Workstation (4 sitter)	Pcs	2		
2	Office Executive chair with rollers	Pcs	8		
3	Transport	1	Trip		

On behalf of Malteser International:

Yours faithfully,

South Sudan Coordination Office

Emmanuel Mogga ; Logistics officer
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