

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffer-Str. 2, 51103 Cologne, Germany

Country Coordination Office
Plot No: 445 Kololo Road 3k South
Tong Ping, Juba Town
South Sudan

Juba, 19th May 2022

Malteser International Request for Supply and delivery of **bar Soap 600gram** and Floor size 1.80 x2.80 Meters (nylon Made to Malteser International Juba office

RFQ_JUB_2022_0244

We look forward to receiving your tenders by or before the submission deadline on 25th July 2022 at or before 12:00 PM via E-mail to mb.procurement-juba@malteser-international.org

Please write in the Subject line of your email with tender: for Supply and delivery of bar Soap 600 gram and Floor size 1.80 x2.80 M (nylon Made)

Exclusion crierai

The following are exclusion criteria:

1. Not submitted the Following company registration documents in South Sudan :
 - 1.1.1.Copy of the company certificat of incorporation,
 - 1.1.2.Copy of Chambers of Commerce registration,
 - 1.1.3.Copy Tax Identification Certificate,
 - 1.1.4.Copy of Certificate of Operations,
2. Not binded accordent to the spécification,
3. Not provider questionnaire for tender,
4. Mathematical error of total bided price $>\pm 2\%$

Thank you for your cooperation.

Sincerely Yours,

South Sudan Coordination Office

Malis Edward; Logistics Officer
Plot No. 445, Block 3, Kololo - US Embassy Road.
Central Equitorial State, Juba.
Tel: +211 (0) 914 992 287 / Tel: +211 (0) 926 595 060
malis.edward@malteser-international.org
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- SPECIFICATION OF BIIDING

Related to our advertised the Request for Quotations (**RFQ-JUB_2022_0244** Supply and delivery of bar Soap 600 gram and Floor mat (size 1.80x 2.80M (nylon Made) to be delivered to Malteser International Juba office.

Under the following reference number:

Donor project number 1345-JUB

1. 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, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

Objective of RfQ:

In accordance with the overall targets of above-mentioned operations, MI plans to Procure bar soap and Floor Mat Aa

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 RFQ. See attached Separate Attachment Suppliers are invited to present tenders complying with the requirements here below specified.

2. Tender Presentation

The tender shall be sent in to: mb.procurement-juba@malteser-international.org

The deadline for the delivery of the tenders is 25th July 2022 Before 12:00 PM

- The tender shall be written in English
- The tender should be valid for 30 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 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 tenders 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. 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.

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 MI, 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:

Each tender must submit to: mb.procurement-juba@malteser-international.org

7. Content of tenders

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

The format of this 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,
- Company's official address,
- Bank account details (where money would be paid),

8. Ownership of tenders

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

9. Opening of submitted tenders

The tenders will be opened on the 25th of July 2022, in MI Country Coordination Office in Juba, South Sudan, by the Evaluation committee.

The selection process will be recorded in writing by the evaluation committee and

[Any bidder who will not hear from us within a period of one Month, should consider their tender not successful](#)

10. Tenders' 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, and the capacity to deliver, delivery time and meet timeframes as specified. The PO/contract he will be awarded to the winning bidder according to the timetable mentioned above.

Specification

S/No	Description of Goods
1	Bar Soap 600grams White Colour 25pc in a Box
2	Floor Mat: Size 1.80 x 2.80m (Nylon Made)

Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee

Contract / PO will directly be issued to the selected supplier upon approval

11. Terms of payment

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

Payment terms will be within 15 business days after receipt of goods and invoice, by electronic bank transfer.

Annex 2: Bill of Quantity Separate attachment

S/NO	Description of Goods/Items	Quantity	Unit	Unit Price	Total Price
1	Bar Soap 600grams White Colour 25pc in a Box	190	Carton		
2	Floor Mat: Size 1.80x2.80m	125	Pcs		
Total Price					

On behalf of Malteser International:
Sincerely,

Date: 19th July 2022



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