**Malteser International Europe, Grüner Weg 14, 50825 Cologne, Germany**

**Malteser International**

**South Sudan Coordination office**

**Plot No. 445, Block 3, Kololo - US Embassy Road.**

**Central Equitorial State, Juba,**

 **South Sudan**

 **25 March 2020**

**Request for Quotations Provision of Warehouse space in Juba South Sudan,**

Provision of Warehouse Space to MI Coordination Office in Juba in South Sudan. With physical protection (Security)

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

We look forward to receiving your tenders by or before the submission deadline on **31st March 2020 at or before 4:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

Thank you for your cooperation.

Sincerely Yours,

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|  |   | **South Sudan Coordination Office** Edward Malis - Logistics Officer Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 914 992 287 · M: +211 (0) 926 595 060malis.edward@malteser-international.org[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 |

# A

# SPECIFICATION OF THE TENDERS

Related to our request for quotation for provision of Warehouse /Storage facility to MI Coordination Office in Juba, South Sudan.

|  |  |
| --- | --- |
| **s/n** | **Specification**  |
| **1** | Warehouse Space for Three Months (3 Months) to allow the Storage of Project items ; 12m x 10m can ( with Physical Protection/ Security ) |

# Description of the organization and its activities

MI is a worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. MI is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, MI is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau are focusing on food security, livelihood, and WASH.

**Objective of the RFQ:**

In accordance with the overall targets of the above-mentioned operations, MI plans to rent a warehouse space for a period of three months (3) in Juba South Sudan under project 1345-JUB

The technical specifications and conditions of the tender is fully described in Annex 2:

Competent and qualified companies are therefore invited to present bids complying with the requirements specified.

# Tender Presentation

The tender shall be sent via E-mail to: **mb.procurement-juba@malteser-international.org**

**The deadline for the submission of the tender is** **31st March 2020 at or before 4:00pm**

* The tender shall be written in English
* The tender should be valid for **60 days after the deadline**
* The formatted BOQ can be used or a clear 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 and total 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

# Supply of textbooks for a partner university in Wau under project 1323-JUB with delivery to MI Juba office

# South Sudan.

# Timetable

|  |  |  |
| --- | --- | --- |
| **Activities** | **Date** | **Time\*** |
| Deadline for submission of tenders | 31st March 2020 | 04:00 p.m. |
| Opening of submitted tenders | 1st April 2020 | 10:00 am |
| Notification of award to the successful tenderers | 2nd April 2020 | 10:00 am |
| Signature of Contract Agreement  | 3rd April 2020 | 10:00 am  |

# Validity of tenders

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

# Language of tender

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 be sent to mb.procurement-juba@malteser-international.org within the deadline on 31st March 2020 at or before 4:00 p.m. (local time).

# Content of tender

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

**Part 1 - Tender:** A tender for a provision of Warehouse space in Juba South Sudan. The formatted 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 of 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)

# Ownership of tenders

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

1. **Opening of submitted tenders**

The Evaluation Committee will open the tenders on 1st April 2020 in MI Office in Juba, South Sudan in the presence of tenderers who chose to attend. The Evaluation Committee will record the selection process in writing.

# 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, and the capacity to deliver, delivery time and meet timeframes as specified. The supply will be awarded to the winning tenderer according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative bid analysis and justification basing on responsiveness of the selected supplier by evaluation committee.
* Contract Agreement will be issued to the selected supplier upon approval.
1. **Delivery**

Delivery to Malteser International Juba office under project 1345-JUB

Malteser International

South Sudan Coordination office

Plot No. 445, Block 3, Kololo - US Embassy Road.

Central Equitorial State, Juba,

 South Sudan

1. **Terms of payment**

The payment for Wau be under project 1345-JUB In United States Dollar by bank transfer or cheque as specified below:

Payment will be done after 15 working days upon signing of Contract with Malteser international Juba Office.

**Annex 2: Bill of Quantity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Category** | **Unit** | **Quantity/ in Months**  | **Unit price USD** | **Total price USD** |
| 1 | Warehouse Space for 3 Months to allow the Storage of Project items ; 12m x 10m can (with Physical Protection/Security) | 12 X10 Square Metres  | 3 |   |   |

On behalf of Malteser International Date: 25 March 2020

Sincerely Yours,

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| --- | --- | --- |
|  |   | **South Sudan Coordination Office** Edward Malis - Logistics Officer Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 914 992 287 · M: +211 (0) 926 595 060malis.edward@malteser-international.org[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 |