

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, 25th September 2023

Malteser International Request for Quotations RFQ-JUB-2023_0182 for printing of Visibility

RFQ_JUB_2023_0182

Malteser International Request for Quotations RFQ-JUB-2023_0182 for printing of visibilities

Annex 1: Specification of Tendering

A. Annex 2: Bill of Quantity

We look forward to receiving your tenders by via email mb.procurement-juba@malteser-international.org or before the submission deadline on 27th September 12:00 PM : reference Number **RFQ_JUB-2023_182** for printing of Visibilities.

Thank you for your cooperation.

Sincerely Yours,

South Sudan Coordination Office

Plot No. 246, Block 3k 2nd Class Residential,
Tonging Bhind Indian Embassy,
Central Equatoria State,
Juba South Sudan

Tel : +211 (0) 914 992 287 / Tel : +211 (0) 926 595 060

malis.edward@malteser-international.org

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

SPECIFICATION OF BIDDING

Related to our advertised Request for Quotations (RFQs) RFQ-JUB -2023_0182 for printing of visibilities. Malteser International herewith calls for tenders for visibilities, T-shirt, Caps and Banners.

Under the following reference number:

Donor project numbers: 1385-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, it's 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, Malteser International plans to order Portable Solar Water Pump to be delivered to Malteser International Juba office.

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.

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

2. Tenders Presentation

The tender shall be Submitted: via email mb.procurement-juba@malteser-international.org

The deadline for the delivery of the tenders is: Thursday 27th September 2023 before 12:00PM

- 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 tender 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. Technical specification

No	Description	Unit	Quantity
1	170 Round-neck T-Shirts Specifications: 50 blue small sizes and 50 blue medium sizes. 40 white small sizes and 30 white medium sizes. Theme in front: "Clean Hands are within Reach" and Behind message "Global Handwashing Day". 15th, October 2023, with Logos of SMPIPU on top and MI at the left and UNICEF at the right.	Pcs	170
2	230 Collared T-Shirts Specifications: 100 blue medium sizes, 20 blue larges sizes, 15 blue XL, 15 blue XXL. 50 white larges sizes, 25 XXL, 5XXXL. Theme in front: "Clean Hands are within Reach" and Behind message "Global Handwashing Day". 15th, October 2023, with Logos of SMPIPU on top and MI at the left and UNICEF at the right.	PC	230
3	Caps (100 Blue and 100 White) for the Celebration of Global Handwashing Day	Pcs	200
4	Banner 3.5*1.5m with South Sudan Flag up, under the flag is Central Equatoria State Logo at the right and SMPIPU logo at the left with front message "Clean Hands are within Reach". Below the theme should be MI logo at the left and UNICEF logo at the Right. Artwork will be provided	Pcs	2
5	Banner 2.0*1.0m with South Sudan Flag up, under the flag is Central Equatoria State Logo at the right and SMPIPU logo at the left with front message "Clean Hands are within Reach". Below the theme should be MI logo at the left and UNICEF logo at the Right. Artwork will be provided	Pc	12

All times are local time in Juba, - South Sudan Slandered Time

5. Validity of tenders

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

6. 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.

7. Submission of tender

The tender shall be Submitted:

Plot No. 246, Block 3k 2nd Class Residential, Tonging Behind Indian Embassy, Central Equatoria State, Juba South Sudan in a seule Enveloppe

The deadline for the delivery of the tenders is: Thursday 28September before 12:00PM

8. 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: 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,
- Sample Must be provided before purchase order for verification by the supervisor together with the tender.
- Bank account details (where money would be paid),

9. Ownership of tender

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

10. Opening of submitted tenders

The tenders will be opened on 14th October in Malteser International Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

11. 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 work will be awarded to the winning bidder according to the timetable mentioned above.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee
- Contract will directly be issued to the selected supplier upon approval

14) 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 10 business days after receipt of goods and invoice, by electronic bank transfer.

The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities used.

No.	Description	Unit	Quantity	Unit Price USD	Total USD
1	170 Round-neck T-Shirts Specifications: 50 blue small sizes and 50 blue medium sizes. 40 white small sizes and 30 white medium sizes. Theme in front: "Clean Hands are within Reach" and Behind message "Global Handwashing Day". 15th, October 2023, with Logos of SMPIPU on top and MI at the left and UNICEF at the right.	Pcs	170		
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Total					

On behalf of Malteser International:

Date: 25th September 2023

Sincerely,