

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, 17th August 2022

Malteser International Request for Quotations for Supply and delivery of **printing of Agricultural Training Booklet on 800 GSM Binded** to be delivered to Malteser International Juba office

RFQ_JUB-2022-0253

For Supply and delivery of water treatment items to Malteser International Juba office

- A. Annex 1: Specification of Tendering B. Annex
- 2: Bill of Quantity

We look forward to receiving your tenders by or before the submission deadline on 22nd August 2022 before 2:00PM via E-mail to: mb.procurement-juba@malteser-international.org printing of Agricultural Training Booklet on 800 GSM Binded to be delivered to Malteser International Juba office

Please write in the Subject line of your email with tender: **RFQ-JUB-2022-0253**

Thank you for your cooperation.

Sincerely Yours,



South Sudan Coordination Office

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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-2022-0065**
Malteser International herewith calls for tenders for printing of Agricultural Training Booklet on 800 GSM Binded to be delivered to Malteser International Juba office

Under the following reference number:

Donor project numbers: 1373-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, Malteser International plans to print agricultural training booklet on 800 GSM paper binded

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

2.1. The tender shall be Submitted:

via E-mail to: mb.procurement-juba@malteser-international.org

2.2. **The deadline for the delivery of the tenders is: 22nd August 2022 before 2:00PM**

- 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.

Annex I

4. Technical specification

No.	Description	Unit	Quantity
1	Crops production Training Manual of (49 Pages Each) 800 GSA	Booklet	1010
2	How to make Compost manure for farmers -Training Manual (12 Pages) 800 GSM	Booklet	1010
3	Composting preparation for schools -Training Manual. (10 Pages) 800 GSM	Booklet	120

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

7.1. Each tender must have submitted via E-mail to: mb.procurement-juba@malteser-international.org on **22nd August 2022. Before 2:00 PM (local time).**

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: A tender for supply of portable solar water pump to Malteser International Juba office, 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

- 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.
- Bank account details (where money would be paid),

Exclusion Criteria

The following are exclusion criteria:

- 1. Not submitted the following company registration documents in South Sudan:**
 - 1.1.1. Copy of the company's certificate of incorporation,**
 - 1.1.2. Copy of Chamber of Commerce registration,**
 - 1.1.3. Copy Tax Identification Certificate,**
 - 1.1.4. Copy of Certificate of Operation,**
- 2. Not bided according to the specification,**
- 3. Mathematical error of total bided price $>\pm 2\%$.**

9. Ownership of tender

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

10. Opening of submitted tenders

The tenders will be open 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 /purchase order 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.

Annex 2: Bill of Quantity

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	Printing - Crops production training manual (49 Pages Each) Well binded	Booklet	1010		
	Printing -how make compost manure for farmers -Training manual (12 Pages) each.	Booklet	1010		
	Printing -Training Manual for Composting preparation. – (10 pages)	Booklet	120		
Total					

NB- if you did not here from us within a period of one Month after Submitting you tender, you should consider you tender unsuccessful

On behalf of Malteser International:

Date: August 17, 2022

Sincerely,



South Sudan Coordination Office

Malis Edward; Logistics Officer

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