

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

**Malteser International**  
**WAU Office**  
**Plot No: 183**  
**Next to CARE International Office**  
**Wau, South Sudan**

**13<sup>th</sup> March 2023**

**Request for quotations**  
**RFQ/WAU/2023/0039**

Supply and Delivery of Borehole Spare parts for the operation and maintenance of handpumps for the three parishes in Wau County.

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

We look forward to receiving your tenders by or before the **Submission deadline on 22<sup>nd</sup> March 2023 at or before 4:00 pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan.

Please write in the Subject line behind your Envelope with tender: **RFQ/WAU/2023/0039** Supply and Delivery of Borehole Spare parts for the operation and maintenance of handpumps for the Parishes in Wau County.

Thank you for your cooperation.

Yours faithfully,



**Clement Bazia · Logistics Manager**  
**Wau field office, South Sudan**

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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726

Executive Board: Verena Hölken, Dr. Elmar Pankau (Chair), Ulf Reermann,

Douglas Graf von Saurma-Jeltsch



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## A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ/WAU/2023/0039** Supply and Delivery of Borehole Spare parts for the operation and maintenance of handpumps for the three parishes in Wau County.

### 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, and Uyujuju. In these locations, its activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Request for Quotations:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to order for Supply and Delivery of borehole spare parts.

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.

### 2. Tenders Presentation

The tender shall be received by or before the **submission deadline on 22<sup>nd</sup> March 2023 at or before 4:00 pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan.

- The offer shall be written in English
- If submitted in an envelope it must state, the following information:
  - Reference to the Bid Number
  - Address to which the offer is being submitted (see above)
- The envelope must state the following information:
  - Reference to the RFQ number
  - Address to which the offer is being submitted
  - The words ***“Not to be opened before deadline”*** 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.

### 3. 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,

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- 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,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time

#### 4. Technical specification

Supply and Delivery of Borehole Spare parts for the operation and maintenance of handpumps for the three parishes in Wau County.

Sn	Item descriptions	Units	Quantity
1	GI pipes Indian Mark II (3 meters long)	pieces	45
2	Connecting rods Indian Mark II (3 meters long)	pieces	45
3	Indian Mark II Pump Cylinder	pieces	12
4	Fast moving kit for replacement	kit	15
5	Special toolbox (complete with accessories)	kit	3
6	Standard toolbox (complete with accessories)	kit	3
7	Indian Mark II fishing rod (for Galvanized Iron pipes)	piece	3
8	Indian Mark II fishing rod (for connecting rods)	piece	3
9	Double end open type Spanner (19mm X 17mm)- German made	piece	6
10	Double end open type Spanner (18mm X 16mm)- German made	piece	6
11	Adjustable pipe wrench tool-size 280 and size 279 Germany made (smallest type)	pieces	3
12	Adjustable pipe wrench Tool- size 279 Germany made (smallest type)	pieces	3

#### 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 tenders

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

#### 7. Submission of tenders

All tenders must conform to the following conditions:

7.1 We look forward to receiving your tenders by or before the **submission deadline on 22<sup>nd</sup> March 2023 at or before 4:00 pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelopes to Malteser International Office in Wau in Hai Daraja West Residential Area, Next to CARE International Office, North of St. Joseph Church, North Wau, Wau, South Sudan.

#### 8. Content of tender

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

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Part 1 - Tender: A tender Supply and Delivery of Borehole Spare parts for the operation and maintenance of handpumps for the three parishes in Wau County.

The format BoQ can be use or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

## **Part 2 – Documents to submit**

- 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),

## **9. 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  $>\pm 2\%$ .**

## **10. Ownership of tenders**

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

## **11. Opening of submitted tenders**

The tenders will be open on **24<sup>th</sup> March 2023** in Malteser International Office in Wau by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

## **12. 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 tools and technical capacity to deliver. 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 Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
- Contract Agreement 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 will be made within ten working days upon receipt of invoices from the supplier/contractor

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## Annex 2: Bill of Quantity

For Supply and Delivery of Borehole Spare parts for the operation and maintenance of handpumps for the three parishes in Wau County.

Sn	Item descriptions	Units	Qty	Unit Price	Total Price
1	GI pipes Indian Mark II (3 meters long)	pieces	45		
2	Connecting rods Indian Mark II (3 meters long)	pieces	45		
3	Indian Mark II Pump Cylinder	pieces	12		
4	Fast moving kit for replacement	kit	15		
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12	Adjustable pipe wrench Tool- size 279 Germany made (smallest type)	pieces	3		

On behalf of Malteser International:  
Yours faithfully,

13<sup>th</sup> March 2023



**Clement Bazia · Logistics Manager**

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**Billing Address:** Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

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