**Malteser International**

**Country Coordination Office**

**Plot No. 246, Block 3k 2nd Class Residential**

**Tongping (behind Indian Embassy)**

**Central Equatoria State, Juba, South Sudan.**

**19 February 2024**

**Malteser International Request for Quotation**

**RFQ\_JUB\_2024\_0022**

For ordering an external audit for the current project “Strengthening socio-economic resilience of vulnerable women in Juba and Wau, South Sudan” is implemented by two partner organisations, which is AIWE (African Indigenous Empowerment) based in Juba and Salesian Sisters based in Wau with Regional Headquarters in Ethiopia.

Annex 1: Terms of References attached to this RFQ\_JUB\_2024\_0022

Annex 2: Bill of Quantity

We look forward to receiving your quotations on **26 February 2024 at or before 12pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org).

Please write in the Subject line of your email with quotation: “**RFQ\_JUB\_2024\_0022 for an external audit”.**

Thank you for your cooperation.

With regards,

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| Text  Description automatically generated |  | Nermin Silajdzic  Country Logistics Coordinator Plot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping  Central Equitorial State, Juba, South Sudan M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://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 |
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# A. SPECIFICATION OF BIDING

Related to our advertised Request for Quotation RFQ\_JUB\_2024\_0022 MI herewith calls for quotations concerning ordering an external audit for the current project “Strengthening socio-economic resilience of vulnerable women in Juba and Wau, South Sudan” is implemented by two partner organisations, which is AIWE (African Indigenous Empowerment) based in Juba and Salesian Sisters based in Wau with Regional Headquarters in Ethiopia.

Under the following reference number:

Donor project numbers: 7438

MI project number: 1394-JUB Donor:14

# Description of the organization and its activities

Malteser International is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today’s South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuku and Yei.

**Objective of Request for Quotation:**

In accordance with the overall targets of above-mentioned operations, MI plans to order an external audit for the current project “Strengthening socio-economic resilience of vulnerable women in Juba and Wau, South Sudan” is implemented by two partner organisations, which is AIWE (African Indigenous Empowerment) based in Juba and Salesian Sisters based in Wau with Regional Headquarters in Ethiopia.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bill of Quantity which are part of this Request for Quotation.

Consultants are invited to present a quotation complying with the requirements here below specified.

# Quotation Presentation

The quotation shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) on **26 February 2024 at or before 12pm**

* The quotation shall be written in English.
* The quotation should be valid for **60 days after the deadline.**

# General conditions

* The quotation 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 quotation will be expressed in United States Dollars. The prices must be on unit price basis as well as by totals,
* The auditor will verify the compliance with regard to local or national taxes, relevant laws and other relevant financial and reporting requirements of the Government of South Sudan,
* MI reserves the right to accept or reject all quotations depending on prevailing condition at the time.

# Validity of quotations

Each consultant is bound to the quotation submitted for a period of 60 days from the deadline for submission of quotations.

# Language of quotations

All quotations, official correspondence between companies and MI, as well as all documents associated with the quotation’s request will be in English.

# Submission of quotations

# Each quotation must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 26 February 2024 at or before 12pm

# Content of quotation

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

**Part 1 - Quotation:**

A quotation for ordering an external audit for the current project “Strengthening socio-economic resilience of vulnerable women in Juba and Wau, South Sudan” is implemented by two partner organisations, which is AIWE (African Indigenous Empowerment) based in Juba and Salesian Sisters based in Wau with Regional Headquarters in Ethiopia.

The format BoQ can be used or a separate one depending on consultant’s choice. Additional sheets may be attached for further details as requested above.

**Part 2 - Legal documents of company**

* 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 (November and December 2023 and January 2024),
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of quotations

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

1. **Opening of submitted quotations.**

Quotations will be opened on 26 February 2024 in MI Office in Juba by the Evaluation committee.

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

# Quotation’ evaluation

**Technical resources and experience**

* Delivery time
* The technical experiences,
* Capacity to deliver.

**Financial selection criteria**

* Bided price,
* Company’s Bank Statement of last three months (November and December 2023 and January 2024),

Secondly, quotations that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the works and in the context of the project. The evaluation shall be in accordance with the provisions of this RFQs and in accordance with the following weighting:

* The set criteria shall be used to determine the most economically advantageous quotation for framework agreement award,
* The Bidder’s initial proposal should contain the offer’s best terms from a cost or price and technical standpoint,
* If quotations are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
* Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
* The MI will favourably evaluate a schedule, which shows earlier completion than the MI’s required time limit. The Bidder's innovative approaches to accomplish early completion are encouraged.

1. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Bid Analysis and justification basing on responsiveness of the selected consultant by internal committee.
* Contract agreement will directly be issued to the selected consultant upon approval.

1. **Terms of payment**

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

The payment will be done in United States Dollar by bank transfer. The payment terms are as follows:

* 1st payment: 30% upon end of fieldwork
* 2nd payment (final): 70% upon submission of final report

**Framework Agreement for Audit**

Malteser International (MI) is an international Non-Governmental Organization based in Cologne, Germany, providing humanitarian aid worldwide. In South Sudan projects are implemented in Juba, Wau and Yei.

To ensure the quality and accountability of our activities through annual audits, we invite audit companies registered under the Law of the country to apply for a framework agreement.

**Details of the Framework Agreement**

**Project title:** Strengthening equal participation and socio-economic resilience of vulnerable women in South Sudan

**Project duration:** 01.09.2023 – 31.08.2026 (36 months)

**Total project volume:** 534.500 €

**Organisations:** AIWE (African Indigenous Women Empowerment), The Daughters of Mary Help of Christians - Salesian Sisters

**Assignment:** Carry out annual audits

**Deliverables:**

1. Audit report covering all income/expense for the period 01.09.-31.12.2023

* Draft to be submitted by 31.03.2024
* Final (after review of Malteser International) to be submitted by 20.04.2024

1. Audit report covering all income/expense for the period 01.01.-31.12.2024

* Draft to be submitted by 31.03.2025
* Final (after review of Malteser International) to be submitted by 20.04. 2024

1. Audit report covering all income/expense for the period 01.01.-31.12.2025

* Draft to be submitted by 31.03.2026
* Final (after review of Malteser International) to be submitted by 20.04.2026

1. Final Project Audit covering all income/expenses for the period 01.01.- 31.08.2026

* Draft to be submitted by 31.10.2026
* Final (after review of Malteser International) to be submitted by 15.12.2026

**Requirements for the auditor:** Valid qualification (at the time at which the audit report is issued)

**Annex 2: Bill of Quantity**

For an external audit for the current project “Strengthening socio-economic resilience of vulnerable women in Juba and Wau, South Sudan” is implemented by two partner organisations, which is AIWE (African Indigenous Empowerment) based in Juba and Salesian Sisters based in Wau with Regional Headquarters in Ethiopia.

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| |  |  | | --- | --- | | Prices | Amount USD | | An External Audit fee for MI partner Salesian Sisters based in Wau |  | | Reimbursable expenses: |  | | Transport |  | | Accommodation |  | | Others out of pocket expenditure (Pls describe more details) |  | | Total reimbursable expenses |  | | Other tax on services |  | | Total price including taxes |  | | Total |  | |

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| |  |  | | --- | --- | | Prices | Amount USD | | An External Audit fee for MI partner AIWE (African Indigenous Empowerment) based in Juba |  | | Reimbursable expenses: |  | | Transport |  | | Accommodation |  | | Others out of pocket expenditure (Pls describe more details) |  | | Total reimbursable expenses |  | | Other tax on services |  | | Total price including taxes |  | |  |  | |

On behalf of Malteser International: `

19 February 2024

With regards,

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| Text  Description automatically generated |  | Nermin Silajdzic  Country Logistics Coordinator Plot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping  Central Equitorial State, Juba, South Sudan M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://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 |
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