

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

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

**Wau, 8<sup>th</sup> August 2023**

**Request for quotations**

**RFQ\_WAU\_2023\_0102**

For Supply of Post Harvest Materials (Sacks and Tarpaulins) deliver to MI Wau office

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

We look forward to receiving your tenders by or before **Submission dateline on 16<sup>th</sup> Aug 2023 at or before 4:00 pm** via E-mail: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelope to Malteser International Office, Plot No. 183 Hai Daraja Next to Care international Office in Wau in South Sudan

Please write in the Subject line behind your Envelope with tender: **RFQ\_WAU\_2023\_0102** For Supply of Post Harvest Materials (Sacks and Tarpaulins) deliver to MI Wau office.

Thank you for your cooperation.

Yours faithfully,



**Clement Bazia · Logistics Manager**

**Wau field office, South Sudan**

Hai Daraja, Wau, Western Bahr el Ghazal

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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



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

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## **A. SPECIFICATION OF BIDDING**

Related to our advertised Request for quotation **RFQ\_WAU\_2023\_0102** For Supply of Post Harvest Materials (Sacks and Tarpaulins) deliver to MI Wau office.

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

## **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 Uyujuke. 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 of Post Harvest Materials (Sacks and Tarpaulins) deliver to MI Wau office.

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 **Submission dateline on 16<sup>th</sup> August 2023 at or before 4:00 pm** via E-mail: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelope to Malteser International Office, Plot No. 183 Hai Daraja Next to Care international Office in Wau in 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,
- 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,

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

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

#### 4. Timetable

Activistes	Date	Time
Deadline for Subissions of tenders	16th August 2023	4 :00 pm
Opening of Submitted tenders	17th August 2023	-
Notification of Awards to the Successful supplier	21st August 2023	-

#### 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:

Each tender must be received by or before **Submission deadline on 16<sup>th</sup> August 2023 at or before 4:00 pm** via E-mail: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) or in sealed envelope to Malteser International Office, Plot No. 183 Hai Daraja Next to Care international Office in Wau in 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:

Part 1 - For Supply of Post Harvest Materials (Sacks and Tarpaulins) deliver to MI Wau office. 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,**

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- 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 **17<sup>th</sup> August 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 the postharvest materials 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 bid Analysis and justification basing on responsiveness of the selected supplier by internal committee,
- Purchase Order (PO) /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 will be made in ten working days upon receipt of invoices from the supplier/contractor.

**Annex 2: Bill of Quantity**

For Supply and delivery of Post Harvest Materials (Sacks and Tarpaulins) deliver to MI Wau office

Sn #	Item Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
1	Tripple Storage Bag, PIC Bags 100kgs capacity.	Pieces	2,575		
2	Storage Sack ; Nylon 100kg size (A bale of 1000 Pieces)	Bale	9		
3	Tarpaulin white in colour 6M x 4M (packet of 5pcs)	Packet	42		
4	Transport to MI Wau office	Trip	1		

On behalf of Malteser International:  
Yours faithfully,

**8<sup>th</sup> August 2023**

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**Clement Bazia · Logistics Manager**

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