

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

Malteser International  
Country Coordination Office  
Plot No. 246, Block 3k 2<sup>nd</sup> Class Residential,  
Tonging Behind Indian Embassy,  
Central Equatoria State,  
Juba South Sudan

**January 25, 2023**

**Request for Quotation  
RFQ\_JUB\_2023\_0012**

For supply and delivery of office NFI to Malteser International (MI) Country Coordination Office in Juba

- A. Annex 1: Specification of Bidding
- B. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your quotations by or before the submission deadline on **27, January 2023 at or before 12:00pm** 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\_2023\_0012 for supply and delivery of NFI**

Thank you for your cooperation.

Yours faithfully,



**South Sudan Coordination Office**

Malis Edward; Logistics Officer  
Plot No. 246, Block 3k 2<sup>nd</sup> Class Residential,  
Tonging Behind 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](mailto:malis.edward@malteser-international.org)  
[www.malteser-international.org](http://www.malteser-international.org)

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

Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.

**Please consider the environment before printing this email**

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

## 1. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ\_JUB\_2023\_0012 MI herewith calls for supply and delivery of NFI to MI warehouse Bilipam load in Juba.

Under the following reference number: MI project number: 1357-WAU

### 1. Description of the organization and its activities

Malteser International (MI) 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 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 Uujuku and Yei.

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order NFI to MI to be delivered to Malteser International Warehouse in Juba.

The technical specifications and conditions of the bidding process are described below in the Specification of bidding and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

### 2. Quotation Presentation

The quotation shall be Received in Malteser International South Sudan Coordination office Juba: Plot No. 246, Block 3k 2<sup>nd</sup> Class Residential, Tonging Behind Indian Embassy, Central Equatoria State, Juba South Sudan

The deadline for delivery of quotations is **27, January 2023 at or before 12:**

The quotation shall be written in English.

- The quotation should be valid for **60 days after the deadline.**
- The format BoQ can be used or a separate one depending on supplier's choice.

### 3. 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 prices will be considered fixed whereas MI will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by MI,

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

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

#### 4. Technical specification

For supply and delivery of office equipment to MI Country Coordination Office in Juba.

No	Description of goods or services	Quantity	Unit
1	Hand washing Bar Soap (600g/bar) 25 pcs in a box	70	Box
2	Liquid Soap of twenty (20) liters jerrycans	108	Jerrycan
3	Wheelgarbage bin (blue 240 liters)	12	pcs
4	Mopper Squeezer with wooden handle	60	pcs
5	Hard brush with wooden handle	60	pcs
6	Wheelbarrows (Reliance type)	12	pcs
	Rakes with metallic Handle	30	pcs

#### 5. Validity of quotations

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

#### 6. 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.

#### 7. Submission of quotations

All quotations must conform to the following conditions:

- Each quotation must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) on **27, January 2023 at or before 12:00pm.**

#### 8. 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 supply and delivery of office equipment to MI Country Coordination Office in Juba.

#### 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 in USD,
- Company's official address,
- Bank account details (where money would be paid),

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

## **9. Ownership of quotations**

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

## **10. Opening of submitted quotations.**

The quotations will be opened on 30.01.2023 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

## **11. Quotations evaluation**

### **Selection criteria**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards, delivery time, working capital and the capacity to deliver. The Contract agreement will be awarded to the winning bidder according to the timetable mentioned above.

### **12. 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 and**

#### **3. Mathematical error of total bided price $>\pm 2$ %.**

### **13) Specific Technical and Financial Evaluation Criteria to standards:**

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal 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 as specified below:

Payment will be done after 10 working days upon delivery of office equipment to Malteser International (MI) Country Coordination Office in Juba.

### **Annex 2: Bill of Quantity**

For supply and delivery of office equipment to MI Country Coordination Office in Juba

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

No	Description of goods or services	Quantity	Unit	Unit Price USD	Total USD
1	Bar Soap (600g/bar) 25 pcs in à box (white in Colour	70	Box		
2	Liquid Soap of Twenty (20) liters jerrycans	108	Jerrycan		
3	Wheel garbage bein (blue 240 liter	12	Pcs		
4	Mopper Squeezer with wooden Handle	60	Pcs		
5	Hard brush with wooden handle	60	Pcs		
6	Wheel barrows (Reliance type)	12	Pcs		
7	Rakes with metallic Handley	30	Pcs		
<b>Grand Total</b>					

On behalf of Malteser International:

Date: 25.01. 2023

Yours faithfully,



**South Sudan Coordination Office**

Malis Edward; Logistics Officer  
Plot No. 246, Block 3k 2<sup>nd</sup> Class Residential,  
Tonging Behind 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](mailto:malis.edward@malteser-international.org)  
[www.malteser-international.org](http://www.malteser-international.org)

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

Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.

**Please consider the environment before printing this email**