# Malteser International Europe, Grüner Weg 14, 50825 Cologne · Germany

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 28 June 2020**

**Request for Quotation**

**RFQ-WAU-2020-0201**

For 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2020 in Wau Office

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

We look forward to receiving your tenders by or before the **submission deadline on 3 July 2020 at or before 4:00 pm** 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 tender: **RFQ-WAU-2020-0201 for VSAT Internet for Malteser International Wau Office**

Thank you for your cooperation.

Yours faithfully,

cid:image001.jpg@01D56ED5.F5A09950

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|  |  | Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  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 BIDDING

Related to our advertised RFQ-WAU-2020-0201Malteser International (MI) herewith calls for 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2020 in Wau Office.

# Description of the organization and its activities

Malteser International is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Request for Quotation:** In accordance with the overall targets of above mentioned operations, MI plans to order 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2020 in 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 ITB.

Companies are invited to present tenders complying with the requirements here below specified.

# Tender Presentation

The tender shall be via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org)

**The deadline for the delivery of the tenders** **is: 3 July 2020 at or before 4:00pm**

* The tender shall be written in English
* The tender should be valid for **60 days after the deadline**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# 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 MI will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by MI,
* MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

# Technical specification

|  |
| --- |
| VSAT Internet for Wau Office |
| 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year in MI office in Wau starting from 23 August 2019, equipment (without dish of diameter of 1.2 meter, Part No: 3040646, Model 1.2 m-1, Type 122 3394-11-6307 and Internet modem brand Hughes that are available at the location), installation and configuration |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 3 July 2020 | 04:00 p.m. |
| Opening of submitted tenders | 6 July 2020 |  |
| Notification of award to the successful contractor | 16 July 2020 | - |
| Signature of Contract Agreement | 16 July 2020 | - |

\* All times are local time in Juba, South Sudan

# Validity of tenders

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

# Language of tenders

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

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must submitted via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 3 July 2020, at or before 04:00 pm (local time).

# Content of tenders

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 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2020 in Wau Office under the Contract Agreement. 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 (**for** **April, May and Jun 2020**),
* Average turnover for the past 2 years in USD (**for 2018 and 2019**),
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of TENDERS

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

1. **Opening of submitted tenders**

The tenders will be opened on **6 July 2020** in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Tender 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.

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

* Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by evaluation committee,
* Contract Agreement will directly be issued to the selected supplier upon approval.

1. **Terms of payment**

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

* Payment will be carried out quarterly upon received invoices from the Contractor.

**Annex 2: Bill of Quantity**

For 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year starting from 23 August 2020 in Wau Office

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Description | Unit | Quantity | Unit price USD | Total USD |
| 1 | 4096kbps down-1024kbps up, 1:4 of shared bandwidth for one-year in MI office in Wau starting from 23 August 2019, equipment (without dish of diameter of 1.2 meter, Part No: 3040646, Model 1.2 m-1, Type 122 3394-11-6307 and Internet modem brand Hughes that are available at the location), | Subscription per month | 12 months |  |  |
| 2 | Installation and configuration | Lump sum | 1 |  |  |
|  |  |  |  | Total |  |

On behalf of Malteser International: Date: 28 June 2020

Yours faithfully,

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