# Malteser International Europe · 51103 Cologne · Germany

**Country Coordination Office**

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

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 19 February 2020**

**Request for quotations**

**RFQ/JUB/2020/0037**

For repairs and services of Malteser International (MI) vehicles and motorbikes in Juba under 1-year Framework Agreement.

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

The whole Specification for bidding dossier (digital version) can be down loaded here on the South Sudan NGO Forum’s website.

We look forward to receiving your quotes by or before the **submission deadline on 13 March 2020 at or before 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Yours faithfully,

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| --- | --- | --- |
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# A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ/JUB/2020/0037 MI** herewith calls for repairs and services of MI vehicles and motorbikes in Juba under 1-year Framework Agreement.

# Description of the organization and its activities

MI is a worldwide humanitarian relief service of the Sovereign Order of Malta and legally a division of Malteser Hilfsdienst e. V. based in Cologne, Germany. Malteser International is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, Malteser International is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau are focusing on food security and livelihood and WASH.

**Objective of Request for Quotations:** In accordance with the overall targets of above mentioned operations, MI plans to order repair and service of Malteser International (MI) vehicles and motorbikes in Juba under the Framework Agreement.

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.

# Tenders Presentation

The tender shall be delivered in a sealed envelope to Malteser International - Country Coordination Office, Plot No: 445 Kololo Road 3k South, Tong Ping, Juba Town, South Sudan.

**The deadline for the delivery of the tenders** **is: on 13 March 2020 at or before 4:00 PM**

* The tenders shall be written in English
* The envelope must state the following information:
* Reference to the Quote Number
* Address to which the quotation is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English
* The tender should be valid for **30 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 quotations depending on prevailing condition at the time.

# Technical specification

Chassis numbers of vehicles Land Cruisers and motorbikes Yamaha and Bajaj are provided in table below:

Vehicles Land Cruiser

|  |  |
| --- | --- |
| No. | Chassis Number |
| 1 | JTEEB71J3K7046315 |
| 2 | JTERB71J500048011 |
| 3 | JTGRB71J20005112 |
| 4 | JTEBB71J904322868 |

Motorcycles Yamaha and Bajaj

|  |  |  |
| --- | --- | --- |
| No. | Motorcycle / Brand | Chassis No. / Engine no. |
| 1 | Yamaha AG 100 | 3HA-185102/3HA-185222 |
| 2 | Yamaha DT 125 | DEO2X-098743 / 3TT-221492 |
| 3 | Yamaha DT 125 | DEO2X-098747 / 3TT-221496 |
| 4 | Yamaha DT 125 | DX O2X-098737-3TT-221486 |
| 5 | Bajaj 100 | MD2A18AZ3EWG285998 |
| 6 | Bajaj 100 | MS2A18AZOEWG28682 |
| 7 | Bajaj 100 | MS2A18AZOEWG28597 |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of quotations | 13 March 2020 | 04:00 p.m. |
| Opening of submitted quotations | 16 March 2020 |  |
| Notification of award to the successful contractor | 23 March 2020 | - |
| Signature of service Framework Agreement | 24 March 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 30 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 have arrived at the address stated below within the deadline on 13 March 2020, at or before 04:00 p.m. (local time).

Malteser International

Coordination office

Plot No. 445, Block 3K Tong Ping

Juba, South Sudan

# Each tender, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:

1. the above-mentioned address;
2. the reference code of the tender;
3. the instruction "Do not open before comparative quotation analysis";
4. The name of the bidder.

Technical and financial quotations must be placed in a sealed envelope.

# 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 - Tender:** A tender for repairs and services of MI vehicles and motorbikes in Juba under 1-year Framework 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 Financial Statement of last three months,
* 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 16 March 2020 in MI Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Quotations 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, certificate of genuine spare parts, 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 Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
* Framework 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 ten days upon received invoices for previous month from the Contractor.

**Annex 2: Bill of Quantity**

Bills of Quantities for vehicle Land Cruisers and motorbikes Yamaha and Bajaj are attached to this RFQ.

Estimated annual amount for repairs and services of Land Cruisers is 14,000 USD and for motorbikes Yamaha and Bajaj is 2,000 USD.

On behalf of Malteser International: Date: 19 February 2020

Yours faithfully,

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