**Malteser International**

**Hai Daraja West Residential Area**

**Next to CARE International Office**

**Northeast of WFP Office**

**North of St. Joseph Church, Wau North**

**Wau, South Sudan**

**30 May 2022**

**Request for Quotation**

**RFQ\_WAU\_2022\_0091**

For supply of office stationaries to Wau Office for 1-year framework agreement.

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

We look forward to receiving your quotations by **3 Jun 2022 at or before 12:00 pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org** in a sealed envelope addressed to: Malteser International Wau Office, Hai Daraja West Residential Area, Next to CARE International Office, Northeast of WFP Office, North of St. Joseph Church, Wau North, Wau, South Sudan.

Please write in the Subject line of your email with quotation: **RFQ\_WAU\_2022\_0091 for office stationaries**

Thank you for your cooperation.

Yours faithfully,



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| --- | --- | --- |
|  |   | South Sudan Coordination OfficeNermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation (RFQ) RFQ\_JUB\_2022\_0091MI herewith calls for supply of office stationaries for 1-year Framework Agreement to Wau Office.

# Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop’s Secretariat and 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 and Uyujuku. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood and Water Sanitation & Hygiene

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order office stationaries for 1-year Framework Agreement for Wau Office.

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.

# Quotation Presentation

The quotation shall be received via E-mail to**:** **mb.procurement-juba@malteser-international.org** or in a sealed envelope in Malteser International West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on **3 Jun 2022 at or before 12:00 pm**

* The quotation shall be written in English.
* The quotation 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 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,
* MI reserves the right to accept or reject all quotations depending on prevailing condition at the time.

# Technical specification

For office stationaries for Wau Office for 1-year framework agreement.

|  |  |  |
| --- | --- | --- |
| **No.** | **Office stationaries** | **Unit** |
| 1 | Rim of paper A4 | Rim |
| 2 | A4 Plastic sheet protector (100 pieces) | Packet |
| 3 | File splitter (a-z or 0-10) | Pcs |
| 4 | Notebook A4 70/100 sheet | Pcs |
| 5 | Notebook A5 70/100 sheet | Pcs |
| 6 | Office Flat File Folder (black A4) | Pcs |
| 7 | Office Flat File Folder (Red A4) | Pcs |
| 8 | Diary Book with calendar (different sizes) | pcs |
| 9 | Envelope A4 brown colour | Packet |
| 10 | Envelope A5 brown colour | Packet |
| 11 | Ball point pen Black | Box |
| 12 | Ball point pen Blue  | Box |
| 13 | Ball point pen Red | Packet |
| 14 | Pencil | Pcs |
| 15 | Erasing pen  | Pcs |
| 16 | Highlighting pen | Packet |
| 17 | Brown Adhesive Tape - Large  | Pcs |
| 18 | Cellotape | roll |
| 19 | Paper Adhesive Tape – Small | Pcs |
| 20 | Payment Voucher MI specific  | Pcs |
| 21 | Counter book (200 pages) | Pcs |
| 22 | Clear bag plastic | Pcs |
| 23 | Hole puncher big size | Pcs |
| 24 | Hole puncher small size | Pcs |
| 25 | ID Card holder (capable of holding plastic ID card 8.5cm X 5.4cm) | Pcs |
| 26 | Plastic Blank ID cards (pack of 500 pcs) | Pcs |
| 27 | In-tray | Packet |
| 28 | Key Ring | Packet |
| 29 | Lanyards with MI Logo | Pcs |
| 30 | Microfiber towel for cleaning laptops | Pcs |
| 31 | Post-it / Medium Size | Pcs |
| 32 | Sticky note papers of different colours | Packet |
| 33 | Laptop Bag | Pcs |
| 34 | Laptop liquid cleaner | Pcs |
| 35 | Button Cell Battery – 20 mm | Pair |
| 36 | Dry cell battery Size AA 1,5V | Pair |
| 37 | Dry cell battery Size AAA 1,5V | Pair |
| 38 | Dry cell battery Size C, 1.5V | Pair |
| 39 | Dry cell battery Size D , 1.5V | Pair |
| 40 | Toner kit cartridge 17 A Black | Pcs |
| 41 | Toner kit cartridge 59 A Black | Pcs |
| 42 | Toner kit cartridge T1150 Black | set |
| 43 | Pin remover | Pcs |
| 44 | School ruler (medium size) 100 cm | Pcs |
| 45 | Cutter | Pcs |
| 46 | Scissors – big | Pcs |
| 47 | Scissors – Small | Pcs |
| 48 | Paper clips , 50MM (Box of 10 pkts) | Box |
| 49 | Paper Clips, 28MM (Box of 10 pkts) | Box |
| 50 | Self–inking stamp | Pcs |
| 51 | Ink for stamp | Pcs |
| 52 | Pad for stamp | Pcs |
| 53 | Self-Adhesive Labels Big | Roll |
| 54 | Stapler N100/100 | Pcs |
| 55 | Rechargeable Megaphone | Pcs |
| 56 | Calculator basic | Pcs |
| 57 | Flash Disk 16 GB | Pcs |
| 58 | External Key boards  | Pcs |
| 59 | cable for printer to connect to laptop via USB | Pcs |
| 60 | Triplet 4 port extension cable | Pcs |
| 61 | Triplet 6 port Extension cable | Pcs |
| 62 | Flip chart stand  | Pcs |
| 63 | Flip chart papers 20 pages each | Pcs |
| 64 | White board (6ft X 3ft) | Pcs |
| 65 | White board cleaner | Pcs |
| 66 | White board eraser | Pcs |
| 67 | White board marker pen various colours (pack of 12 pcs per box) - non erasable | Packet |
| 68 | White board marker pen various colours (pack of 12 pcs per box) - erasable | Packet |

# Validity of quotations

Each supplier is bound to the tender submitted for a period of 30 days from the deadline for submission of quotation.

# 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 shall be received via E-mail to: mb.procurement-juba@malteser-international.org or in a sealed envelope in Malteser International’s West Residential Area Next to CARE International Office in Hai Daraja in Wau from Monday from 9:00am to 4:00pm on 3 Jun 2022 at or before 12:00pm.

# 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 if office stationaries for 1-year Framework Agreement in Wau.

**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,
* Average turnover for the past 2 years in USD,
* Company’s official address,
* Bank account details (where money would be paid),

# Ownership of quotations

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

1. **Opening of submitted quotations**

The quotations will be opened on 3 Jun 2022 in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

# Quotation evaluation

**Selection criteria**

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, average turnover for the past 2 years and the capacity to deliver. The Framework agreement will be awarded to the winning bidder according to the timetable mentioned above.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
	* 1. **Copy of the company’s certificate of incorporation,**
		2. **Copy of Chamber of Commerce registration,**
		3. **Copy Tax Identification Certificate,**
		4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification and**
3. **Mathematical error of total bided price >±2 %.**
4. **Bidders, who have not received any notification from MI one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.**
5. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal evaluation 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 100% by the Malteser International 10 days after the invoice issuing for previous month by the Contractor.

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| **Annex 2: Bill of Quantity**  |  |  |  |  |

For supply of office stationaries for 1-year Framework Agreement in Wau Office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Office stationaries** | **Unit** | **Quantity** | **Unit price USD** |
| 1 | Rim of paper A4 | Rim | 1 |  |
| 2 | A4 Plastic sheet protector (100 pieces) | Packet | 1 |  |
| 3 | File splitter (a-z or 0-10) | Pcs | 1 |  |
| 4 | Notebook A4 70/100 sheet | Pcs | 1 |  |
| 5 | Notebook A5 70/100 sheet | Pcs | 1 |  |
| 6 | Office Flat File Folder (black A4) | Pcs | 1 |  |
| 7 | Office Flat File Folder (Red A4) | Pcs | 1 |  |
| 8 | Diary Book with calendar (different sizes) | pcs | 1 |  |
| 9 | Envelope A4 brown colour | Packet | 1 |  |
| 10 | Envelope A5 brown colour | Packet | 1 |  |
| 11 | Ball point pen Black | Box | 1 |  |
| 12 | Ball point pen Blue  | Box | 1 |  |
| 13 | Ball point pen Red | Packet | 1 |  |
| 14 | Pencil | Pcs | 1 |  |
| 15 | Erasing pen  | Pcs | 1 |  |
| 16 | Highlighting pen | Packet | 1 |  |
| 17 | Brown Adhesive Tape - Large  | Pcs | 1 |  |
| 18 | Cellotape | roll | 1 |  |
| 19 | Paper Adhesive Tape – Small | Pcs | 1 |  |
| 20 | Payment Voucher MI specific  | Pcs | 1 |  |
| 21 | Counter book (200 pages) | Pcs | 1 |  |
| 22 | Clear bag plastic | Pcs | 1 |  |
| 23 | Hole puncher big size | Pcs | 1 |  |
| 24 | Hole puncher small size | Pcs | 1 |  |
| 25 | ID Card holder (capable of holding plastic ID card 8.5cm X 5.4cm) | Pcs | 1 |  |
| 26 | Plastic Blank ID cards (pack of 500 pcs) | Pcs | 1 |  |
| 27 | In-tray | Packet | 1 |  |
| 28 | Key Ring | Packet | 1 |  |
| 29 | Lanyards with MI Logo | Pcs | 1 |  |
| 30 | Microfiber towel for cleaning laptops | Pcs | 1 |  |
| 31 | Post-it / Medium Size | Pcs | 1 |  |
| 32 | Sticky note papers of different colours | Packet | 1 |  |
| 33 | Laptop Bag | Pcs | 1 |  |
| 34 | Laptop liquid cleaner | Pcs | 1 |  |
| 35 | Button Cell Battery – 20 mm | Pair | 1 |  |
| 36 | Dry cell battery Size AA 1,5V | Pair | 1 |  |
| 37 | Dry cell battery Size AAA 1,5V | Pair | 1 |  |
| 38 | Dry cell battery Size C, 1.5V | Pair | 1 |  |
| 39 | Dry cell battery Size D , 1.5V | Pair | 1 |  |
| 40 | Toner kit cartridge 17 A Black | Pcs | 1 |  |
| 41 | Toner kit cartridge 59 A Black | Pcs | 1 |  |
| 42 | Toner kit cartridge T1150 Black | set | 1 |  |
| 43 | Pin remover | Pcs | 1 |  |
| 44 | School ruler (medium size) 100 cm | Pcs | 1 |  |
| 45 | Cutter | Pcs | 1 |  |
| 46 | Scissors – big | Pcs | 1 |  |
| 47 | Scissors – Small | Pcs | 1 |  |
| 48 | Paper clips , 50MM (Box of 10 pkts) | Box | 1 |  |
| 49 | Paper Clips, 28MM (Box of 10 pkts) | Box | 1 |  |
| 50 | Self–inking stamp | Pcs | 1 |  |
| 51 | Ink for stamp | Pcs | 1 |  |
| 52 | Pad for stamp | Pcs | 1 |  |
| 53 | Self-Adhesive Labels Big | Roll | 1 |  |
| 54 | Stapler N100/100 | Pcs | 1 |  |
| 55 | Rechargeable Megaphone | Pcs | 1 |  |
| 56 | Calculator basic | Pcs | 1 |  |
| 57 | Flash Disk 16 GB | Pcs | 1 |  |
| 58 | External Key boards  | Pcs | 1 |  |
| 59 | cable for printer to connect to laptop via USB | Pcs | 1 |  |
| 60 | Triplet 4 port extension cable | Pcs | 1 |  |
| 61 | Triplet 6 port Extension cable | Pcs | 1 |  |
| 62 | Flip chart stand  | Pcs | 1 |  |
| 63 | Flip chart papers 20 pages each | Pcs | 1 |  |
| 64 | White board (6ft X 3ft) | Pcs | 1 |  |
| 65 | White board cleaner | Pcs | 1 |  |
| 66 | White board eraser | Pcs | 1 |  |
| 67 | White board marker pen various colours (pack of 12 pcs per box) - non erasable | Packet | 1 |  |
| 68 | White board marker pen various colours (pack of 12 pcs per box) - erasable | Packet | 1 |  |

Estimated quantities of office stationaries to be ordered under 1-year Framework Agreements is 3,000 USD.

On behalf of Malteser International: 30 May 2022

Yours faithfully,



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|  |   | South Sudan Coordination OfficeNermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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