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

Malteser International

Hai Daraja West Residential Area

Next to Oxfam Office

Wau, Western Bahr el Ghazal

South Sudan

Wau, 8 February 2021

**Specification of Budding**

**RFQ-WAU-2021-0045**

For delivery of diesel and petrol for Malteser International (MI) vehicles and motorbikes at a supplier petrol station in Wau under 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis.

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

We look forward to receiving your tenders on **19 February 2021 at or before 4:00pm** 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 tender: **RFQ-WAU-2021-0045 for supply delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Wau under 1-year Framework Agreement**

Yours faithfully,

cid:image001.jpg@01D56ED5.F5A09950

|  |  |  |
| --- | --- | --- |
|  |  | 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 |
| 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**

# A. SPECIFICATION OF BIIDING

Related to our advertised Invitation to Tender RFQ-WAU-2021-0045MI herewith calls for tenders concerning delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Wau under 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis.

Under the following reference number:

Donor project numbers: 1323-JUB and 1357-WAU

Malteser International project number: 1323 and 1357

# 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, 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 Invitation to Tender:** In accordance with the overall targets of above-mentioned operations, MI plans to procure diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Wau under 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis.

The technical specifications and conditions of the bidding process are described below in the Specification of Bidding and in the Annex 2: Bill of Quantity which are part of this Invitation to Tenders.

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

# Tender Presentation

The tender shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) on **19 February 2021 at or before 4:00pm**

* The tender shall be written in English
* The tender should be valid for **30 days after the deadline.**

# General conditions

* The tender 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 tender 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 tenders depending on prevailing condition at the time.

# Technical specification

|  |  |
| --- | --- |
| **Fuel** | |
| Diesel | Excellent quality |
| Petrol | Excellent quality |
| To have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in Wau in case of fuel crisis | Excellent quality |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of offers | 19 February 2019 | 04:00 p.m. |
| Opening of submitted offers | 22 February 2019 |  |
| Notification of award to the successful contractor | 8 March 2019 | - |
| Signature of Framework Agreement | 9 March 2019 | - |

\*Local time in Wau

# 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

# Each tender must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 19 February 2021 at or before 4:00pm

# Content of tender

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 supply of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Wau 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 22 February 2021 after in MI’s Office in Wau by the Evaluation committee. The selection process will be recorded in writing by the 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. 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 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:

* 100% of shall be paid by the MI 10 days after the monthly invoices issuing by the Contractor.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex 2: Bill of Quantity** | | |  | |  | |  |  | |
| No | Description of goods or services | Unit | | Quantity | | Unit price in USD | | |
| 1 | Diesel | Litre | | 1 | |  | | |
| 2 | Petrol | Litre | | 1 | |  | | |
| 3 | To have deposit of 5,000 litres of diesel and 1,000 of petrol at the petrol station in case of fuel crisis | - | | - | | - | | |

Estimated quantity of diesel to be purchased is 24,000 litres and estimated quantity of petrol be purchased is 2,000 litres under 1-year Framework Agreement.

On behalf of Malteser International: Date: 8 February 2021

Yours faithfully,

cid:image001.jpg@01D56ED5.F5A09950

|  |  |  |
| --- | --- | --- |
|  |  | 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 |
| 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**