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

**Malteser International**

**South Sudan Coordination office**

**Plot No. 445, Block 3, Kololo - US Embassy Road.**

**Central Equatorial State, Juba**

**South Sudan**

**Date; 27/Jan/2022**

**Request for Quotations for Supply and deliver of Face Masks and Sanitizers to MI Juba Office.**

**RFQ-JUB-2022-0003.**

ForSupply and delivery of face Masks and Sanitizers to MI Juba Office

**Annex 2: Bill of Quantity**

Malteser International MI, Coordination Office in Juba South Sudan is requesting quotation for Printing of Training Manuals for Supporting Literatures for Teachers at Schools, Under Project 1357-WAU-2022.

We look forward to receiving your tenders by or before the submission deadline on

**31/Jan/2022, before 4:00PM via E-mail to**:[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)

Kindly Indicate in the Subject line of your email with tender: **Request for Quotations for Supply and Delivery of Face Masks and Sanitizers to MI Juba Office.**

Kind Regards,

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| [Description: Logo Malteser International](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  *Guya Stephen Thomas, Logistics Assistant*  Plot No. 94, 3K, Tong Ping T: +211 (0) 921 638 992; +211(0) 916 748 468 [Stephen.guya@malteser-international.org](mailto:Stephen.guya@malteser-international.org)  [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 THE TENDERS

Related to our request for **Supply and delivery of Face Masks and hand Sanitizers to MI Juba Office U**nder Project 1357-WAU\_2022.

# 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. MI is a charitable organization recognize as a relief organization according to the Geneva Convention. In South Sudan, MI is running basic health care programs, a sleeping sickness control program and supporting people affected by leprosy. The activities implemented in Wau area focusing on food security, livelihood, and WASH.

**Objective of the RFQ:**

In accordance with the overall targets of the above-mentioned operations, MI requests quotations For **Supply and delivery of Face Masks and sanitizers to MI Juba Office**.

For **Supply and delivery of Face masks and Sanitizers to MI Juba Office**.

The technical specifications and conditions of the tender is fully described in Annex 2:

Competent and qualified companies are therefore invited to present bids complying with the requirements specified.

# Tender Presentation.

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

**With the Subject Line RFQ/JUB/2022/0003, For Supply and delivery of Face Masks and Sanitizers to MI Juba Office.**

The deadline for the submission of the tender is **31/Jan/2022/before 4:00PM**

* The tender shall be written in English
* The tender should be valid for 30 days after the deadline
* The formatted BOQ can be used or a clear 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 and total 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

For Supply and delivery of Face Masks and Sanitizers to MI Juba Office.

|  |  |  |
| --- | --- | --- |
| Activities | Date | Time\* |
| Deadline for submission of tenders | 31/Jan/2022 | 4:00 PM |
| Opening of submitted tenders | 1/Feb/2022 |  |
| Notification of award to the successful tenderers | 1/Feb/2022 |  |
| Signature of Contract Agreement / PO | 2/Feb/2022 |  |

# Validity of tenders

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

# Language of tender

All tenders, official correspondence between companies and Malteser International, 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 be sent to [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)

# within the deadline on 31/Jan/2022 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**

The formatted 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 of Tax Identification Certificate,
* Copy of Certificate of Operation,
* Company’s Bank Statement of last three months,
* Company’s official address,
* Bank account details (where money would be paid)

# Ownership of tenders

Malteser International reserves/funds ownership of all tenders received. Consequently, tenderers will not be able to stipulate requirements that their bids are to be returned.

1. **Opening of submitted tenders**

The Evaluation Committee will evaluate the tenders on 28/Jan/2022 in Malteser International Juba office MI Office in Juba, South Sudan and the tenderers will not attend the evaluation. The Evaluation Committee will record the selection process in writing indoor.

# 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 Services will be awarded to the winning tenderer 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.

Soft copies of The Training Manuals will be shared with the selected Supplier for Printing Samples before Contract/ PO is issued.

1. **Delivery location.**

The delivery Location will be MI Ware House, Bilpham Road after Trinity Petrol Station.

**14.Terms of payment**

The payment would be under project 1357-WAU-2022, In United States Dollar by bank transfer or cheque as specified below:

Payment will be done after 30 working days upon completion of work and submission of Invoice.

**Annex 2: Bill of Quantity.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Description of items** | **unity** | **Quantity** | **Unit Price (USD)** | **Total price (USD)** |
| **1** | Face Masks FFP2 | pcs | 1000 |  |  |
| **2** | Face Masks KN95 | pcs | 1000 |  |  |
| **3** | Sanitizer, Bottle of 1 litter Saraya Brand | Bottle | 10 |  |  |
| **4** | Sanitizer Saraya Brand, 20 litres jerrican | Jerricans | 5 |  |  |
|  |  |  |  | **Grand Total, USD** |  |

Date: 27/Jan/2022.

Kind Regards,

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| --- | --- | --- | --- |
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