

**Malteser International
Country Coordination Office
Plot No. 246, Block 3k 2nd Class Residential
Tongping (behind Indian Embassy)
Central Equatoria State, Juba, South Sudan.**

26 June 2023

**Malteser International Request for Quotation
RFQ_YEI_2023_0108**

For for Supply and delivery of office furniture for Malteser International Yei office Sudan.

- A. Annex 1: Specification of Tendering
- B. Annex 2: Bill of Quantity

We look forward to receiving your tenders on **28 June 2023 at or before 12pm** via E-mail to:
mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with tender: “RFQ YEI 2023 0108 for Supply and delivery of Office furniture for MI Yei office”.

Thank you for your cooperation.

Yours faithfully,

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

A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Tender RFQ_YEI_2023_0108 MI herewith calls for request for Quotation for for Supply and delivery of office furniture Malteser International Yei Office in, South Sudan.

Under the following reference number:

Donor project numbers: 1357-JUB-2023

MI project number: 10_SD

Description of the organization and its activities

Malteser International is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuke and Yei.

Objective of Call for Tenders:

In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure Office furniture to Malteser International Yei office in Central Equatoria State in South Sudan.

The technical specifications and conditions of the tendering process are described below in the Specification of tendering 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.

1. Tender Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org on **28 June 2023 at or before 12pm**

- The tender shall be written in English.
- The tender should be valid for **60 days after the deadline.**

2. 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,

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- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

3. Technical specification

For dignity kits to MI warehouse on Bilpam Road in Juba in South Sudan

No	Dignity kits	Unit	Quantity
1	Office Chair Medium Size	Pc	2
2	Office Table Medium Size 70 CM x160 CM with Lockable Drawers	PCs	2
3	Transport cost for the Furniture Malteser International Yei Office	trip	1

4. Validity of tenders

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

5. Language of tenders

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

6. Submission of tenders

Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on **28 June 2023 at or before 12pm**

7. 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 and delivery of Conference Hall to MI in Juba in South Sudan.

The format BoQ can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details as requested above.

Part 2 - Legal documents

- Copy of the company's registration documents in South Sudan,
- Company's official address and phone number,
- Bank account details (where money would be paid),

8. Ownership of tenders

MI reserves/funds ownership of all tenders received. Therefore, tenderers will not be able to stipulate requirements that their tenders are to be returned.

9. Opening of submitted tenders.

The RFQ will be opened on 28 June 23 in MI Office in Juba by the Evaluation committee.

The selection process will be recorded in writing by the committee.

10. Tenders' evaluation

Technical resources and experience

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- Delivery time
- The technical experiences,
- Quality standards and capacity to deliver.

Financial selection criteria

- Bided price,

11. Company's Bank Statement of last three months including bank account number.

12. Evaluation Method

RFQs shall be evaluated according to the following procedure:

Firstly, tenders shall be evaluated for technical compliance based on:

- Delivery time,
 - Previous experience in similar project and
 - Quality standards of and capacity to deliver.
- Price.

Secondly, tenders that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the works and in the context of the project. The evaluation shall be in accordance with the provisions of this RFQs and in accordance with the following weighting:

- The set criteria shall be used to determine the most economically advantageous tender for contract agreement award,
- The Bidder's initial proposal should contain the offer's best terms from a cost or price and technical standpoint,
- If tenders are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
- Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
- The MI will favourably evaluate a schedule, which shows earlier completion than the MI's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee.
- Contract agreement will directly be issued to the selected supplier upon approval.

14) 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 Malteser International 10 days after the invoices issuing for quarter delivery by the Contractor.

B. Annex 2: Bill of Quantity

For supply and delivery of Water treatment Items to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

NB:

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No	Dignity kits	Unit	Quantity	Unit price USD	Total USD
1	Office Chair Medium Size	Pc	2		
2	Office Table Medium Size 70 CM x160 CM with Lockable Drawers	pc	2		
3	Transport cost for the Furniture Malteser International Yei Office	Lumps am	1		
Grand Total					

On behalf of Malteser International:

6/6/2023



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