

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

Malteser International
Country Coordination Office
Plot No: 445 Kololo Road 3k South
Tong Ping
Juba, South Sudan

5 November 2021

Request for Quotation
RFQ_JUB_2021_0191

For delivery of agriculture tools to Malteser International warehouse on Bilpam Road in Juba


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

We look forward to receiving your tenders before the submission deadline on 19 November 2021 at or before 4:00 pm via E-mail to: mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with tender: RFQ_JUB_2021_0191 for agriculture tools

Thank you for your cooperation.

Sincerely Yours,



South Sudan Coordination Office
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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,
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1. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ_JUB_2021_0191 for agriculture tools MI herewith calls for tenders for delivery of supply of agriculture tools to MI warehouse on Bilpam Road in Juba.

Under the following reference number:
Donor project numbers: 1345-JUB-2021

1. Description of the organization and its activities

Malteser International, the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid, has more than 50 years of experience in humanitarian relief and covers around 100 projects in some 20 countries in Africa, Asia and the Americas, annually. 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 Rumbek. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

Objective of RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to order agriculture tools with delivery to MI warehouse on Bilpam Road in Juba.

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 SOB.

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

2. Tenders Presentation

3. The tender shall be via E-mail to: **mb.procurement-juba@malteser-international.org**.

The deadline for the delivery of the tenders is: 19 November 2021 at or before 4:00pm

- The tender shall be written in English
- The tender should be valid for **60 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier's choice.

4. 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. No additional change of whatsoever nature and type will be accepted by Malteser International,
- Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

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5. Technical specification

No.	Description	Unit	Quantity	Quality
1	Steel Handle Hand Shovel	Pc	1,400	Good
2	Fork Hoe (big size – wooden handle)	Pc	1,400	Good
3	Tines Rail Steel Garden Hoe	Pc	1,400	Good
4	Wheelbarrow (Alliance brand)	Pc	175	Good

Suggested agriculture tools by the farmers.



Tines Rail Steel Garden Hoe.



Steel Handle Hand Shovel



Fork Hoe.

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6. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	19 November 2021	04:00 pm
Opening of submitted tenders	19 November 2021	-
Notification of award to the successful contractor	25 November 2021	-
Signature of contract agreement	26 November 2021	-

* All times are local time in Juba, South Sudan

7. Validity of tenders

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

8. Language of tender

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

9. Submission of tender

9.1. Each tender shall be submitted via E-mail to: mb.procurement-juba@malteser-international.org on 19 November 2021, at or before 04:00 pm (local Juba time).

10. 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 the bided supply of agriculture tools to MI warehouse on Bilpam Road in Juba. 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 Bank Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

11. 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.

12. Opening of submitted tenders

The tenders will be opened on 19 November 2021 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

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13. Tenders' 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 work will be awarded to the winning bidder according to the timetable mentioned above.

14. Specific Technical and Financial Evaluation Criteria to standards:

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

15. Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment terms will be within 10 business days after receipt of goods and invoice, by electronic bank transfer.

Annex 2: Bill of Quantity

The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities

No.	Description	Unit	Quantity	Unit Price USD	Total USD
1	Steel Handle Hand Shovel	Pc	1,400		
2	Fork Hoe (big size – wooden handle)	Pc	1,400		
3	Tines Rail Steel Garden Hoe	Pc	1,400		
4	Wheelbarrow (Alliance brand)	Pc	175		
Total					

On behalf of Malteser International:

5 November 2021

Sincerely,



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Order of Malta Worldwide Relief



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