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

**Malteser International**

**Hai Daraja West Residential Area**

**Next to Oxfam Office**

**Wau, South Sudan**

**Wau, 26 October 2021**

**Request for Quotation**

**RFQ\_WAU\_2021\_0286**

For supply of office supplies in Malteser International (MI) Wau Office for 1-year Framework Agreement (FA).

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

We look forward to receiving your tenders via E-mail to**:** **mb.procurement-juba@malteser-international.org** or in a sealed envelope in Malteser International’s West Residential Area Next to Oxfam CARE International in Hai Draja in Wau from Monday to Friday from 9:00am to 4:00pm on **29 October 2021 at or before 4:00pm**

Please write in the Subject line of your email with tender: **RFQ\_WAU\_2021\_0286 for supply of office supplies** **in Wau Office under 1-year FA**

Thank you for your cooperation.

Yours faithfully,



|  |  |  |
| --- | --- | --- |
|  |   | Nermin 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 QUOTING

Related to our advertised **RFQ\_WAU\_2021\_0286** MI herewith calls for tenders for supply of office supplies to Malteser International in Wau Office under 1-year FA.

# 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, 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 RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order tender for supply of office supplies to MI in Wau Office under 1-year FA.

The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the Annex 2: Bill of Quantity which are part of this RFQ.

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

# Tenders Presentation

The tender 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 **29 October 2021 at or before 4:00pm**

* The offer shall be written in English
* If submitted in an envelope it must state the following information:
* Reference to the Bid Number
* Address to which the offer is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English
* The offer should be valid for **60 days after the deadline**
* The format BoQ can be used or a 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 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

# Office supplies

|  |  |
| --- | --- |
| **No** | **Office supplies** |
|
| 1 | Sugar white color 10 kgs bag |
| 2 | Tea Leave Lipton 25 tea bags |
| 3 | Tea Leave Hibiscus 25 tea bags |
| 4 | Coffee Nescafe 200 grams tin |
| 5 | Toilet paper packaging of 10 rolls |
| 6 | Liquid soap 375 ml bottle |
| 7 | Liquid soap 1 liter for Dish washing |
| 8 | Laundry soap 600 grams bar |
| 9 | Air refreshner 300 ml |
| 10 | Anty Nyamuk Lalat/Kecoa spray 600 ml |
| 11 | Jik liquid (white) 750 ml |
| 12 | Jik liquid (colored) 750 ml |
| 13 | Liquid cleaner for windows & car washing  |
| 14 | Soft touch Facial Tissue (200x2 ply) |
| 15 | Hand gloves (Small size) |
| 16 | Glasses for Drinking water 200 ml |
| 17 | Cups for coffee 200 ml |
| 18 | Furniture Polish 500 ml |
| 19 | Steel wire for washing  |
| 20 | Plastic bucket 20 liter |
| 21 | Plastic bucket 40 liter |
| 22 | Mopper for cleaning with stick |
| 23 | Hard brush with stick |
| 24 | Indoor broom |
| 25 | Garbage bags |
| 26 | Tea leaves Asiley  |
| 27 | Powder soap 5 kgs bag |
| 28 | Powder soap 100 grams sachet |
| 29 | Salt sachet of 100 grams white color |
| 30 | Rice 25 kgs bag |
| 31 | Onion red type Sudanese quality |
| 32 | Beans green type  |
| 33 | Lentil 1 kgs  |
| 34 | Cooking oil  |
| 35 | Charcoal bag of 25 kgs |
| 36 | Milk 2500 tin |
| 37 | Biscuits Glucose |
| 38 | Biscuits  |
| 39 | Vim Powder 500gms |
| 40 | Tomato paste 200gm |
| 41 | Irish potatoes |
| 42 | Mosquito repellent 600g |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 29 October 2021 | 04:00 p.m. |
| Opening of submitted tenders | 30 October 2021 |  |
| Notification of award to the successful contractor | 8 November 2021 | - |
| Signature of service Framework Agreement | 9 November 2021 | - |

\* All times are local time in Wau, South Sudan

# Validity of tenders

Each company is bound to the tender submitted for a period of 60 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

All tenders must conform to the following conditions:

# Each tender must have 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 29 October 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 office supplies to MI in Wau Office under 1-year FA. 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),

# 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 30 October 2021 in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards and technical 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:**
* Evaluation of tenders 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:

* Payment ten days upon received invoices for previous month from the Contractor.

**Annex 2: Bill of Quantity**

Unit prices for supply of office supplies for Wau Office under 1-year Framework Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Office supplies** | **Quantity** | **Unit** | **Unit price USD** |
|
| 1 | Sugar white color 10 kgs bag | 1 | Bag |   |
| 2 | Tea Leave Lipton 25 tea bags | 1 | Packet |   |
| 3 | Tea Leave Hibiscus 25 tea bags | 1 | Packet |   |
| 4 | Coffee Nescafe 200 grams tin | 1 | Tin |   |
| 5 | Toilet paper packaging of 10 rolls | 1 | Pack  |   |
| 6 | Liquid soap 375 ml bottle | 1 | Bottle |   |
| 7 | Liquid soap 1 liter for Dish washing | 1 | Bottle |   |
| 8 | Laundry soap 600 grams bar | 1 | Bar |   |
| 9 | Air refresher 300 ml | 1 | Bottle |   |
| 10 | Anty Nyamuk Lalat/Kecoa spray 600 ml | 1 | Bottle |   |
| 11 | Jik liquid (white) 750 ml | 1 | Bottle |   |
| 12 | Jik liquid (colored) 750 ml | 1 | Bottle |   |
| 13 | Liquid cleaner for windows & car washing  | 1 | Bottle |   |
| 14 | Soft touch Facial Tissue (200x2 ply) | 1 | Packet |   |
| 15 | Hand gloves (Small size) | 1 | Pair |   |
| 16 | Glasses for Drinking water 200 ml | 1 | Pcs |   |
| 17 | Cups for coffee 200 ml | 1 | Pcs |   |
| 18 | Furniture Polish 500 ml | 1 | Tin |   |
| 19 | Steel wire for washing  | 1 | Roll |   |
| 20 | Plastic bucket 20 liter | 1 | Pcs |   |
| 21 | Plastic bucket 40 liter | 1 | Pcs |   |
| 22 | Mapper for cleaning with stick | 1 | Pcs |   |
| 23 | Hard brush with stick | 1 | Pcs |   |
| 24 | Indoor broom | 1 | Pcs |   |
| 25 | Garbage bags | 1 | Packet |   |
| 26 | Tea leaves Asiley  | 1 | Sachet |   |
| 27 | Powder soap 5 kgs bag | 1 | Bag |   |
| 28 | Powder soap 100 grams sachet | 1 | Sachet |   |
| 29 | Salt sachet of 100 grams white color | 1 | Packet |   |
| 30 | Rice 25 kgs bag | 1 | Bag |   |
| 31 | Onion red type Sudanese quality | 1 | Kgs |   |
| 32 | Beans green type  | 1 | Kgs |   |
| 33 | Lentil 1 kgs  | 1 | Kgs |   |
| 34 | Cooking oil  | 1 | Liter |   |
| 35 | Charcoal bag of 25 kgs | 1 | Bag |   |
| 36 | Milk 2500 tin | 1 | Tin |   |
| 37 | Biscuits Glucose | 1 | Pack |   |
| 38 | Biscuits  | 1 | Pcs |   |
| 39 | Vim Powder 500gms | 1 | Bottle |   |
| 40 | Tomato paste 200gm | 1 | Tin |   |
| 41 | Irish potatoes | 1 | Kgs |   |
| 42 | Mosquito repellent 600g | 1 | Pcs |   |

Estimated annual amount for office stationaries is 28,000 USD.

On behalf of Malteser International: Date: 26 October 2021

Yours faithfully,



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| --- | --- | --- |
|  |   | Nermin 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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