# Malteser International Europe · 51103 Cologne · Germany

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Wau, 6 November 2019**

**Request for Quotation**

**RFQ/WAU/2019/0642**

**For delivery of spare parts for Indian Mark II hand pumps to Malteser International Office in Wau.**

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

The whole Specification for quotations dossier (digital version) can be downloaded here on the South Sudan NGO Forum’s website.

We look forward to receiving your quotations by or before the **submission deadline on 15 November 2019 at 4:00 PM** at the addresses specified in the documents.

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| cid:image001.jpg@01D56ED5.F5A09950 |   | Nermin SilajdzicActing Program Coordinator in Wau OfficeCountry 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 |
| 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. ANNEX 1: SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation RFQ/WAU/2019/0642Malteser International (MI) herewith calls for quotations concerning delivery of spare parts for Indian Mark II hand pumps to Wau Office.

Under the following reference number:

 Donor project numbers: WAU-1318

Malteser International project number: 1318

# Description of the organization and its activities

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

**Objective of Request for Quotation:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to procure spare parts for Indian Mark II hand pumps for its office in Wau.

The technical specifications and conditions of the quotations process are described below in the Specification of quotations and in the Annex 2: Bill of Quantity which are part of this Request for Quotation.

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

# Quotation Presentation

The quotation shall be delivered in a sealed envelope to Malteser International – Field Office Hai Daraja, Block 21, Plot No. 183, Western Bahr El Ghazal, Wau, South Sudan or Malteser International - Country Coordination Office, Plot No: 445 Kololo Road 3k South, Tong Ping, Juba Town, South Sudan.

**The deadline for the delivery of the quotations is: on 15 November 2019 at 4:00 PM**

* The quotation shall be written in English
* The envelope must state the following information:
* Reference to the Quotation Number
* Address to which the quotation is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English
* The quotation should be valid for **30 days after the deadline**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The quotation 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 quotation 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 Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
* Malteser International reserves the right to accept or reject all quotations depending on prevailing condition at the time.

# Technical specification

|  |  |  |
| --- | --- | --- |
| No. | Food items | Units |
| 1 | Fishing rod (India Mark II type) | Pcs |
| 2 | Connecting Rod (3m long) | Pcs |
| 3 | Pipe for Indian Mark II (3m long) | Pcs |
| 4 | Fast moving kits | Pcs |
| 5 | Bold Nut | Pcs |
| 6 | Head Assemble (India Mark II) | Pcs |
| 7 | Water Tank (India Mark II) | Pcs |
| 8 | Pedestral (Stand) | Pcs |
| 9 | Rod lifter (T\_spanner) | Pcs |
| 10 | Bolt Nut for Chain | Pcs |
| 11 | Cylinder  | Pcs |
| 12 | Chains | Pcs |
| 13 | Spanner chain | Pcs |
| 14 | Bearing | Pcs |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date  | Time\* |
| Deadline for submission of quotations | 15 November 2019 | 4:00 p.m. |
| Opening of submitted quotations | 18 November 2019 | 2:00 p.m. |
| Notification of award to the successful contractor  | 25 November 2019 | - |
| Signature of service contract | 27 November 2019 | - |

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

# Validity of quotations

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

# Language of quotations

All quotations, official correspondence between companies and Malteser International, as well as all documents associated with the quotations request will be in English.

# Submission of quotations

All quotations must conform to the following conditions:

# Each quotation must have arrived at the address stated below within the deadline on 15 November 2019, at before 04:00 p.m. (local time).

Malteser International

Hai Daraja – Wau near to ICRC office

Wau State/Western Bahr el Ghazal State, South Sudan

or

Malteser International

Coordination office

Plot No. 445, Block 3K Tong Ping

Juba, South Sudan

# Each quotation, its annexes, and all supporting documents (specified in point 9) must be placed in a sealed envelope that is marked with the following only:

1. the above-mentioned address;
2. the reference code of the quotation;
3. the instruction "Do not open before comparative quotation analysis";
4. The name of the bidder.

Technical and financial quotations must be placed in a sealed envelope.

# Content of quotation

All submitted quotation must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

**Part 1 - Quotation:** A quotation for delivery spare parts for Indian Mark II hand pumps to Malteser International Office in Wau.

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 quotations

MI reserves/funds ownership of all quotations received. As a consequence, bidder will not be able to stipulate requirements that their quotations are to be returned.

1. **Opening of submitted quotations**

The quotations will be opened on 18 November 2019 at 2:00 pm in Malteser International Office in Wau, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

# Quotation 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.

# Specific Technical and Financial Evaluation Criteria to standards:

* Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee
* Contract will directly be issued to the selected supplier upon approval

# 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 invoice issuing by the Contractor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B. ANNEX 2: BILL OF QUANTITY |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Food items | Quantity | Units | Unit Price USD | Total USD |
| 1 | Fishing rod (india Mark II type) | 5 | Pcs |  |  |
| 2 | Connecting Rod (3m long) | 140 | Pcs |  |  |
| 3 | Pipe for Indian Mark II (3m long) | 140 | Pcs |  |  |
| 4 | Fast moving kits | 5 | Pcs |  |  |
| 5 | Bold Nut | 200 | Pcs |  |  |
| 6 | Head Assemble (India Mark II) | 20 | Pcs |  |  |
| 7 | Water Tank (India Mark II) | 20 | Pcs |  |  |
| 8 | Pedestral (Stand) | 20 | Pcs |  |  |
| 9 | Rod lifter (T\_spanner) | 5 | Pcs |  |  |
| 10 | Bolt Nut for Chain | 20 | Pcs |  |  |
| 11 | Cylinder  | 41 | Pcs |  |  |
| 12 | Chains | 20 | Pcs |  |  |
| 13 | Spanner chain | 2 | Pcs |  |  |
| 14 | Bearing | 20 | Pcs |  |  |

On behalf of Malteser International: Date: 6 November 2019

Sincerely,

|  |  |  |
| --- | --- | --- |
| cid:image001.jpg@01D56ED5.F5A09950 |   | Nermin SilajdzicActing Program Coordinator in Wau OfficeCountry 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 |

**Please consider the environment before printing this document**