

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, German

**Malteser International
Country Coordination Office
Plot No. 246, Block 3k, 2nd Class Residential,
Tongping Behind Indian Embassy
Central Equatorial State, Juba.**

23rd April 2024

Request for quotations.

RFQ_YEI_2024_0117

Provision of Comprehensive Insurance for MI Yei & Wau Fleet

- A. Annex 1: Specification of Bidding**
- B. Annex 2: List of Fleet to be insured.**

We look forward to receiving your tenders via E-mail to: mb.procurement-juba@malteser-international.org by or before the submission deadline on **26th April 2024 at or before 12:00PM**

Please write in the Subject line of your email with tender: **RFQ_YEI_2024_0117 Provision of Comprehensive Insurance for MI, Yei & Wau Fleet**

Yours faithfully,



South Sudan Coordination Office
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A. SPECIFICATION OF QUOTING

Related to our advertised Request for quotation **RFQ_YEI_2024_0117**

Malteser International herewith calls for Quotations for Provision of Comprehensive Insurance for MI Yei and Wau Fleet under 1 year cover.

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 Uyujuku and Yei.

Objective of Request for Quotations: In accordance with the overall targets of above-mentioned operations, Malteser International plans to request tenders for Provision of comprehensive Insurance for MI Yei & Wau Fleet under 1 year cover.

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 Request for Quotations.

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

1. Tenders Presentation

The tender shall be received via E-mail to: mb.procurement-juba@malteser-international.org before the submission deadline on **26th April 2024 at or before 12:00PM.**

- The offer shall be written in English.
- The offer should be valid for **30 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier’s choice.

2. 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 the Truck for Inspection of mechanical Condition.
- 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 Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

3. Technical specification

Provision of comprehensive insurance for Yei & Wau Fleet

No	Description wooden canoes	Quantity	Unit
1	Comprehensive Insurance for MI Vehicle in Yei Toyota Land Cruiser ST Wagon - White color - Model, 2018 Value= 42,085 USD.	1	Veh

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2	Comprehensive Insurance for MI Vehicle in Yei Toyota Land Cruiser Pick Up Double Cabin - White color - Model, 2021 Value= 48,000 USD.	1	Veh
3	Comprehensive Insurance for MI Vehicle in Wau Toyota Land Cruiser Pick-Up - White color - Model, 2018 Value= 45,850 USD.	1	Veh
4	Comprehensive Insurance for MI Vehicle in Wau Toyota Land Cruiser Pick-Up - White color - Model, 2020 Value= 35,565 USD.	1	Veh
5	Comprehensive Insurance for MI M. bike in Yei Yamaha DT - White color - Model, 2020 Value= 4,250 USD.	1	M. Bike
6	Comprehensive Insurance for MI M. bike in Yei Honda XL - Red/White color - Model, 2022 Value= 4,800 USD.	1	M. Bike

4. Validity of tenders

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

5. Language of tenders

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

6. Submission of tenders

All tenders must conform to the following conditions:

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a. Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org before the submission deadline on **26th April 2024 at or before 12:00PM**

7. Content of tender

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

Part 1 - Tender:

A tender for provision of comprehensive insurance for MI Yei & Wau Fleet

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 – Documents to submit.

- 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),

8. Exclusion criteria

The following are exclusion criteria:

- Not submitted the following company registration documents in South Sudan:
- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Not bided according to the specification,
- Mathematical error of total bided price $> \pm 2\%$.

9. 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.

10. Opening of submitted tenders

The tenders will be opened on 29th April 2024 in Malteser International Country Coordination Office in Juba by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. 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, references. The work will be service will be awarded to the winning bidder according to the timetable mentioned above.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee,
- Contract Agreement/ PO 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:

- Payment will be made in ten working days upon received invoices for month from the Supplier/Contractor.

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Annex 2: Bill of Quantity

For provision of Comprehensive Insurance for MI Yei and Wau Fleet.

No	Description	Quantity	Unit	Unit Price USD	Total USD
1	Comprehensive Insurance for MI Vehicle in Yei Toyota Land Cruiser ST Wagon - White color - Model, 2018 Value= 42,085 USD.	1	Year		
2	Comprehensive Insurance for MI Vehicle in Yei Toyota Land Cruiser Pick Up Double Cabin - White color - Model, 2021 Value= 48,000 USD.	1	Year		
3	Comprehensive Insurance for MI Vehicle in Wau Toyota Land Cruiser Pick-Up - White color - Model, 2018 Value= 45,850 USD.	1	Year		
4	Comprehensive Insurance for MI Vehicle in Wau Toyota Land Cruiser Pick-Up - White color - Model, 2020 Value= 35,565 USD.	1	Year		
5	Comprehensive Insurance for MI M. bike in Yei Yamaha DT - White color - Model, 2020 Value= 4,250 USD.	1	Year		
6	Comprehensive Insurance for MI M. bike in Yei Honda XL - Red/White color - Model, 2022 Value= 4,800 USD.	1	Year		

Yours faithfully,