

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

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

14 Jun 2022

**RFQ\_JUB\_2022\_0210**

**For motorized water systems repaired in Ngiejibi and Langabu primary schools in Juba County**

- A. Annex 1: Specification of Bidding
- B. Annex 2: Two Bill of Quantities attached to this RFQ for
  - Ngiejibi primary school in Lirya Payam, Juba County
  - Langabu primary school in Lokiliri Payam, Juba County
- C. Annex 3: Drawings attached to this RFQ

We look forward to receiving your quotations before the **submission deadline on 20 Jun 2022 at or before 4:00 pm** via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)**.

Please write in the Subject line of your email with quotation: **RFQ\_JUB\_2022\_0210 for motorized water systems**

Thank you for your cooperation.

Sincerely Yours,



**South Sudan Coordination Office**  
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Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,  
Douglas Graf Saurma-Jeltsch, Verena Hölken



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## 1. SPECIFICATION OF BIDDING

Related to our advertised RFQ\_JUB\_2022\_0210 for motorized water systems repaired in Ngiejibi and Langabu primary schools in Juba County.

Under the following reference number: Donor project number: 1373-WAU

### 1. Description of the organization and its activities

Malteser International (MI) 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 multisectoral 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 Uujuku and Yei.

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order motorized water systems repaired in Ngiejibi and Langabu primary schools in Juba County.

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

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

### 2. Quotation Presentation

3. The quotation shall be via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)**.

**The deadline for the delivery of the quotations is: 20 Jun 2022 at or before 4:00pm**

- The quotation shall be written in English
- The quotation 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 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. 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.

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## 5. Validity of quotations

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

## 6. Language of quotation

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

## 7. Submission of quotation

7.1. Each quotation shall be submitted via E-mail to: **mb.procurement-juba@malteser-international.org** on 20 Jun 2022, at or before 04:00 pm (local Juba time).

## 8. Content of quotation

All submitted quotations must conform to the requirements mentioned in the RFQ. Furthermore, they must include the following documents:

**Part 1 - Quotation:** A quotation for motorized water systems repaired in Ngiejibi and Langabu primary schools in Juba County. 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),

## 9. Ownership of quotations

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

## 10. Opening of submitted quotations

The quotations will be opened on 20 Jun 2022 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the committee.

## 11. Quotations' evaluation

### Technical resources and experience

- Work schedule,
- Proposed staff details and CVs of technical staff and site engineer,
- Experiences and Works References and information required includes: provide for project name, value, brief description of scope of works and location of any 2 recent similar projects completed; Provide completion certificate of Works as proof of evidence and provide Referees for recently completed projects mentioned above (Name of contact person, Title and contact details– Telephone & Email),

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- Plant and Equipment: Provide lists of relevant plants and equipment owned or leased to be used for the Works. Provided list of key equipment and
- Preliminary Health and Safety Plan,

#### Financial selection criteria

- The Bill of Quantities received with this document shall not be modified,
- Company's bank statement for the last three months,

#### 12. 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.

#### 13. The following are exclusion criteria:

##### 1. Not submitted the following company registration documents in South Sudan:

- 1.1.1. Copy of the company's certificate of incorporation,
- 1.1.2. Copy of Chamber of Commerce registration,
- 1.1.3. Copy Tax Identification Certificate,
- 1.1.4. Copy of Certificate of Operation,

##### 2. Not bided according to the specification and

##### 3. Mathematical error of total bided price $> \pm 2\%$ .

#### 14. 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 invoice, by electronic bank transfer.

**Annex 2: Bills of Quantities are attached to this RFQ:**

**Bills of Quantities for the Motorised water system repaired in Langabu Primary school including extension of taps to latrines (handwashing, bathroom/urinal)**

**Bills of Quantities for the Motorised water system repaired in Ngiejibi Primary school including extension of taps to latrines (handwashing, bathroom/urinal)**

On behalf of Malteser International:

14 Jun 2022

Sincerely Yours,

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

Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,  
Douglas Graf Saurma-Jeltsch, Verena Hölken



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