



**Malteser  
International**  
Order of Malta Worldwide Relief

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 Town  
South Sudan

17 Jun 2021

**Request for Quotation  
RFQ-JUB-2021-0120**

For delivery of diesel and petrol for Malteser International (MI) vehicles and motorbikes at a supplier petrol station in Juba under 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

- A. Annex 1: Specification of Bidding
- B. Annex 2: Drawings and Bills of Quantities

We look forward to receiving your tenders by or before the submission deadline on **22 Jun 2021 at or before 4:00pm** via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org).

Thank you for your cooperation.

Yours faithfully,



**Malteser  
International**  
Order of Malta Worldwide Relief

  
  
Nermin Silajdzic  
Country Logistics and Security Coordinator  
Plot No. 445, Block 3, Kololo - US Embassy Road  
Central Equitorial State, Juba, South Sudan  
M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949  
[nermin.silajdzic@malteser-international.org](mailto:nermin.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  
4726  
Executive 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. SPECIFICATION OF BIDDING

Related to our advertised Request for Quotation (RFQ) RFQ-JUB-2021-0120 MI herewith calls for delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba under 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

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

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop's Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. 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 and Water Sanitation & Hygiene

**Objective of RFQ:** In accordance with the overall targets of above-mentioned operations, MI plans to order delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba under 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

The technical specifications and conditions of the tendering process are described below in the Specification of tendering and in the Annex 2: Bills of Quantities which are part of this RFQ.

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

##### 2. Tender Presentation

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

**The deadline for delivery of tenders is on or before 4:00pm on 22 Jun 2021.**

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

##### 3. 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 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.

#### 4. Technical specification

Fuel	
Diesel	Excellent quality
Petrol	Excellent quality
To have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in Juba in case of fuel crisis	Excellent quality

#### 5. Timetable

Activities	Date	Time*
Deadline for submission of tenders	22 Jun 2021	04:00 p.m.
Opening of submitted tenders	22 Jun 2021	-
Notification of award to the successful contractor	28 Jun 2021	-
Signature of framework agreement	29 Jun 2021	-

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

#### 6. Validity of tenders

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

#### 7. Language of tenders

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

#### 8. Submission of tenders

All tenders must conform to the following conditions:

8.1. Each tender must have received via E-mail to: **mb.procurement-juba@malteser-international.org** on **22 Jun 2021 at or before 4:00pm.**

#### 9. 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 delivery of diesel and petrol for MI vehicles and motorbikes at a supplier petrol station in Juba under 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis.

#### 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 in USD,
- Average turnover for the past 2 years in USD,
- Company's official address,
- Bank account details (where money would be paid),

#### 10. Ownership of tenders

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

#### 11. Opening of submitted tenders.

The tenders will be opened on 22 Jun 2021 in MI Country Coordination Office in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

#### 12. Tender evaluation

##### Selection criteria

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications and quality standards, delivery time, working capital, average turnover for the past 2 years and the capacity to deliver. The Contract agreement will be awarded to the winning bidder according to the timetable mentioned above.

#### 13) Specific Technical and Financial Evaluation Criteria to standards:

- Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal evaluation committee.
- Contract 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 100% by the Malteser International 10 days after the invoice issuing for previous month by the Contractor.

#### Annex 2: Bill of Quantity

No	Description of goods or services	Unit	Quantity	Unit price in USD
1	Diesel	Litre	1	
2	Petrol	Litre	1	
3	To have deposit of 5,000 litres of diesel and 500 of petrol at the petrol station in case of fuel crisis	-	-	-

Estimated quantities of diesel for delivery to MI vehicles and motorbikes at a supplier petrol station in Juba under 1-year Framework Agreements are 6,000 litres of diesel and 500 litres of petrol.

On behalf of Malteser International:


Date: 17 Jun 2021

Yours faithfully,



**Malteser  
International**

Order of Malta Worldwide Relief

  
Nermin Silajdzic  
Country Logistics and Security Coordinator  
Plot No. 445, Block 3, Kololo - US Embassy Road.  
Central Equitorial State, Juba, South Sudan  
M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949  
[nermin.silajdzic@malteser-international.org](mailto:nermin.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  
4726

Executive 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**