Malteser International

Country Coordination Office

Plot No: 445 Kololo Road 3k South

Tong Ping, Juba Town

South Sudan

21 February 2022

**Specification of Budding**

**SOB\_WAU\_2022\_0040**

For delivery of diesel and petrol for Malteser International (MI) vehicles, motorbikes and generators at a supplier petrol station in Wau for 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis.

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

We look forward to receiving your tenders on **25 February 2022 at or before 4:00pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) or in a sealed envelope in Malteser International’s Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau.

Please write in the Subject line of your email with tender: “**SOB\_WAU\_2022\_0040 for supply delivery of diesel and petrol”**

Yours faithfully,

cid:image001.jpg@01D56ED5.F5A09950

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# A. SPECIFICATION OF BIIDING

Related to our advertised Specification of Bidding SOB\_WAU\_2022\_0040MI herewith calls for tenders concerning delivery of diesel and petrol for Malteser International (MI) vehicles, motorbikes and generators at a supplier petrol station in Wau for 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis.

Under the following reference number:

Donor project numbers: 1357-WAU

# 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 and Uyujuku. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Invitation to Tender:** In accordance with the overall targets of above-mentioned operations, MI plans to procure diesel and petrol for Malteser International (MI) vehicles, motorbikes and generators at a supplier petrol station in Wau for 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis.

The technical specifications and conditions of the bidding process are described below in the Specification of Bidding and in the Annex 2: Bill of Quantity which are part of this Invitation to Tenders.

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

# Tender Presentation

The tender shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) on **25 February 2021 at or before 4:00pm** or in a sealed envelope in Malteser International’s Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau,

* The tender shall be written in English
* The tender should be valid for **30 days after the deadline.**
* The envelope must state the following information:
* Reference to the Request for Quotation
* Address to which the quotation is being submitted (see above)
* The words ***“Not to be opened before deadline”*** written in English

# 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.

# Technical specification

|  |  |
| --- | --- |
| **Fuel** | |
| Diesel | Excellent quality |
| Petrol | Excellent quality |
| To have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis | Excellent quality |

# Validity of tenders

Each company is bound to the tender submitted for a period of 30 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

# Each tender must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 25 February 2021 at or before 4:00pm or in a sealed envelope in Malteser International’s Wau Office West Residential Area Next to CARE International Office in Hai Daraja in Wau.

# Content of tender

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

**Part 1 - Tender:** A tender for delivery of diesel and petrol for Malteser International vehicles, motorbikes and generators at a supplier petrol station in Wau for 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis. 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,
* Questionnaire for tender,
* 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 25 February 2022 after in MI’s Office in Juba by the Evaluation committee. The selection process will be recorded in writing by the committee.

# Tender 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. The work will be awarded to the winning bidder according to the timetable mentioned above.

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
   * 1. **Copy of the company’s certificate of incorporation,**
     2. **Copy of Chamber of Commerce registration,**
     3. **Copy Tax Identification Certificate,**
     4. **Copy of Certificate of Operation,**
2. **Not bided according to the specification,**
3. **Not submitted questionnaire to tender,**
4. **Mathematical error of total bided price >±2 %.**
5. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Bid Analysis 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:

* 100% of shall be paid by the MI 10 days after the monthly invoices issuing by the Contractor.

**Annex 2: Bill of Quantity**

For delivery of diesel and petrol for Malteser International (MI) vehicles, motorbikes and generators at a supplier petrol station in Wau for 1-year Framework Agreement and to have deposit of 5,000 litres of diesel and 2,000 of petrol at the petrol station in case of fuel crisis.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 1,000 of petrol at the petrol station in case of fuel crisis | - | - | - |

Estimated quantity of diesel to be purchased is 24,000 litres and estimated quantity of petrol to be purchased is 2,000 litres for 1-year Framework Agreement.

On behalf of Malteser International:

21 February 2022

Yours faithfully,

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|  |  | 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 |
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