Malteser International

Country Coordination Office

Plot No: 445 Kololo Road 3k South

Tong Ping, Juba

South Sudan

**28th September 2021**

Specification of Bidding

**SOB-JUB-2021-0194**

For supply and delivery of Tricycle- (Rickshaw for carrying Goods) to Malteser International Coordination Office in Juba in South Sudan

1. Annex 1: Specification of Tendering( Separate Attachment)
2. Annex 2: Bill of Quantity

We look forward to receiving your tender only on **05th Octobers 2021 at or before 4:00pm** 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 tender: **ITT-JUB-2021-0194** for of Tricycle - (Rickshaw for carrying Goods) to Malteser International Coordination Office in Juba in South Sudan

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| [cid:image001.jpg@01D6A229.A4CFF7E0](http://www.malteser-international.org/) |  | **South Sudan Coordination Office**  Malis Edward; Logistics Officer  Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitoria State, Juba. Tel: +211 (0) 914 992 287 / Tel: +211 (0) 926 595 060 [malis.edward@malteser-international.org](mailto:malis.edward@malteser-international.org)  [www.malteser-international.org](http://www.malteser-international.org/) |
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# A. SPECIFICATION OF BIIDING

Related to our advertised Invitation to Tender **ITB\_JUB\_2021\_0194** Malteser International herewith calls for tenders for supply and delivery of Tricycle (Rickshaw for carrying Goods) to Malteser International Coordination Office in Juba in South Sudan.

Under the following reference number:

Donor project numbers: 1345-JUB

# 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, Water Sanitation and Hygiene and Health Programs

**Objective of Call for Tenders:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to order Tricycle - (Rickshaw for carrying Goods) to Malteser International Coordination Office in Juba in South Sudan.

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

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

# Tender Presentation

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

**5th October 2021 at or before 4:00pm.**

* The tender shall be written in English
* The tender should be valid for **60 days after the deadline**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# 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. No additional change of whatsoever nature and type will be accepted by Malteser International,
* Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.
* Malteser International is not responsible for paying taxies

# Annex (I)Technical Specification-Separate Attached

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | DATE | TIME\* |
| Deadline for submission of tenders | 5th October 2021 | 04:00 pm |
| Opening of submitted tenders | 6th October 2021 |  |
| Notification of award to the successful contractor | 11th October 2021 | - |
| Signature of contract agreement | 12 October 2021 | - |

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

# Validity of tenders

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

# 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.

# 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 5th Octobers 2021 at or before 4:00pm

# Content of tender

The format BoQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

# 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.

1. **Opening of submitted tenders**

The tenders will be opened on 6th October2021 1in Malteser International Country Coordination Office in Juba, South Sudan, 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, delivery time and meet timeframes as specified. The work will be awarded to the winning tenderer according to the timetable mentioned above.

1. **Specific Technical and Financial Evaluation Criteria to standards:**

* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee
* Contract 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:

* Payment terms will be within 10 business days after receipt of goods and invoice, by electronic bank transfer.

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| **Annex 2: Bill of Quantity** |  |  |  |  |
| The quantities stated against each item of the Bill of Quantities (BOQ) are the estimated quantities and are therefore provisional. The contractor shall be paid for actual quantities used. | | | | |

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| --- | --- | --- | --- | --- | --- |
| No. | **Category** | **Detailed specifications** | **Quantity** | **Unit price in USD duty** | **Total in USD duty** |
| 1 | supply and delivery of Tricycle- (Rickshaw for carrying Goods) | | 19 |  |  |

On behalf of Malteser International: 28th September 2021

Sincerely,

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