

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 Town
South Sudan

26 August 2022

Request for Quotations
RFQ_JUB_2022_0281

For delivery of hygiene kits to Malteser International warehouse on Bilpam Road in Juba in South Sudan

- A. Annex 1: Specification of Bidding
- B. Annex 2: Bill of Quantity

We look forward to receiving your quotations **on 2 September 2022 at or before 4:00 pm** via E-mail to: **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with quotation: **RFQ_JUB-2022_0281 for hygiene kits**

Thank you for your cooperation.

Sincerely Yours,




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



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A. SPECIFICATION OF BIDDING

Related to our advertised the Request for Quotations (RFQs) RFQ_JUB_2022_0281 Malteser International (MI) herewith calls for quotations for delivery of hygiene kits to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

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

1. 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 Ujyuku and Yei.

Objective of RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to order quotations for delivery of hygiene kits to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

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 is part of this RFQ.

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

2. Quotation Presentation

The quotation shall be via E-mail to: **mb.procurement-juba@malteser-international.org**

The deadline for the delivery of the quotations is: 2 September 2022 at or before 4:00pm

- The quotation shall be written in English
- The quotation 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 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 quotations 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,

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- MI reserves the right to accept or reject all quotations depending on prevailing condition at the time.

4. Technical specification

For hygiene kits for Malteser International with delivery to the warehouse on Bilpam Road in Juba in South Sudan

No	Supplies	Quantity	Unit	Quality
1	Reusable Facemasks with Malteser's logo	100	Pcs	Good
2	Gumboot (assorted-Size-40-47)	75	Pcs	Good
3	Wheel garbage Dustbin (blue)-240 ltrs.	5	Pcs	Good
4	Hard brush with wooden handle	75	Pcs	Good
5	Mopper Squizzer with wooden handle	75	Pcs	Good
6	Cleaning gloves	75	Pcs	Good
7	Local brooms	150	Pcs	Good
8	Rakes with metallic handle	75	Pcs	Good
9	Wheelbarrow Reliance type-well assembled	15	Pcs	Good
11	Hoes and Handles	75	Pcs	Good
12	Spades with mettalic handle	30	Pcs	Good
13	Slashes with plastic handle	215	Pcs	Good
14	Buckets for menstrual hygiene of 20 litres capacity with lids-it will be used for washing and bathing	120	Pcs	Good

5. Validity of quotations

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

All quotations must conform to the following conditions:

- 7.1. Each quotation must submitted via E-mail to: **mb.procurement-juba@malteser-international.org** on 2 September 2022, at or before 04:00 pm.

8. Content of quotations

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 the bided delivery of hygiene kits MI warehouse on Bilpam Road in Juba in South Sudan. 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

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- 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 2 September 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

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 bidder according to the timetable mentioned above.

12. Exclusion criteria

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 $>\pm 2\%$.**

13) 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.

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 goods and invoice, by Electronic bank transfer.

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Annex 2: Bill of Quantity

For delivery of hygiene kits to Malteser International warehouse on Bilpam Road in Juba in South Sudan

No	Supplies	Quantity	Unit	Unit price USD	Total USD
1	Reusable Facemasks with Malteser's logo	100	Pcs		
2	Gumboot (assorted-Size-40-47)	75	Pcs		
3	Wheel garbage Dustbin (blue)-240 ltrs.	5	Pcs		
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14	Buckets for menstrual hygiene of 20 litres capacity with lids-it will be used for washing and bathing	120	Pcs		

On behalf of Malteser International:

Sincerely,



Nermin Silajdzic

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