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

**Malteser International**

**Wau Office**

**Hai Daraja West Residential Area**

**Next to Oxfam Office**

**Northeast of WFP Office**

**North of St. Joseph Church, Wau North**

**Wau, South Sudan**

**6 July 2021**

**Request for Quotation**

**RFQ-WAU-2021-0193**

For office stationaries under 1-year Framework Agreement in Wau.

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

We look forward to receiving your tenders by or before the submission deadline on **12 July 2021 at or before 4:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

Thank you for your cooperation.

Yours faithfully,



|  |  |  |
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# A. SPECIFICATION OF BIIDING

Related to our advertised Request for Quotation (RFQ) RFQ-JUB-2021-0193MI herewith calls for office stationaries under 1-year Framework Agreement in 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, 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 office stationaries under 1-year Framework Agreement in Wau.

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.

# Tender Presentation

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

**The deadline for delivery of tenders is on or before 4:00pm on 12 July 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.

# 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

|  |  |
| --- | --- |
| No. | Office stationaries |
| 1 | A4 Plastic sheet protector (100 pieces) |
| 2 | Badge Case |
| 3 | Badge String |
| 4 | Ball point pen Black |
| 5 | Ball point pen Blue  |
| 6 | Ball point pen Red |
| 7 | Brown Adhesive Tape - Large  |
| 8 | Button Cell Battery – 20 mm |
| 9 | Cartridge 17 A Black color |
| 10 | Cartridge 205 A color set of 4 pieces |
| 11 | Cartridge color 410 A |
| 12 | Cartridge LaserJet 05 A |
| 13 | Cello tape (different sizes) |
| 14 | Clear bag plastic |
| 15 | Counter book (different Sizes) |
| 16 | Cutter |
| 17 | Diary Book with calendar (different sizes) |
| 18 | Dry cell battery Size AA 1,5V |
| 19 | Dry cell battery Size AAA 1,5V |
| 20 | Dry cell battery Size C, 1.5V |
| 21 | Dry cell battery Size D, 1.5V |
| 22 | Electric blower for cleaning laptops (600W) |
| 23 | Envelope A4 brown color |
| 24 | Envelope A5 brown color |
| 25 | Erasable Marker Whiteboard various colors |
| 26 | Erasing pen  |
| 27 | File splitter |
| 28 | Flip chart papers 20 pages each |
| 29 | Flip chart stand  |
| 30 | Highlighting pen |
| 31 | Hole puncher big size |
| 32 | Hole puncher small size |
| 33 | ID Card holder (capable of holding plastic ID card 8.5cm X 5.4cm) |
| 34 | Ink for stamp |
| 35 | In-tray |
| 36 | Key Ring |
| 37 | Laminating machine A4 Metallic |
| 38 | Laminating machine A4 Plastic |
| 39 | Laminating papers |
| 40 | Lanyards with MI Logo |
| 41 | Laptop Bag |
| 42 | Laptop liquid cleaner |
| 43 | Marker pen Permanent various colors |
| 44 | Microfiber towel for cleaning laptops |
| 45 | Notebook A4 70/100 sheet |
| 46 | Notebook A5 70/100 sheet |
| 47 | Office Flat File Folder (black A4) |
| 48 | Office Flat File Folder (Red A4) |
| 49 | Pad for stamp |
| 50 | Paper Adhesive Tape – Small |
| 51 | Paper clips, 50MM (Box of 10pkts) |
| 52 | Paper Clips, 28MM (Box of 10 pkts) |
| 53 | Payment Voucher MI specific  |
| 54 | Pencil |
| 55 | Permanent Marker pens various colors (pack of 12 pcs per box) |
| 56 | Pin remover |
| 57 | Plastic Blank ID cards (pack of 500 pcs) |
| 58 | Post-it / Medium Size |
| 59 | Ream of paper A4 |
| 60 | Rechargeable Megaphone |
| 61 | School ruler (medium size) 100 cm |
| 62 | Scientific Calculator  |
| 63 | Scissors – big |
| 64 | Scissors – Small |
| 65 | Self –inking stamp |
| 66 | Self-Adhesive Labels Big |
| 67 | Stapler N100/100 |
| 68 | Stapler N50/100 |
| 69 | Staples N.100 |
| 70 | Staples N.50 |
| 71 | Sticky note papers of different colors |
| 72 | Toner kit cartridge T1150 Black |
| 73 | Triplite 4 port extension cable |
| 74 | Triplite 6 port Extension cable |
| 75 | Universal Power Supply Cable |
| 76 | White board (6ft X 3ft) |
| 77 | White board cleaner |
| 78 | White board eraser |
| 79 | White board marker pen various colors (pack of 12 pcs per box) |

# Timetable

|  |  |  |
| --- | --- | --- |
| Activities | Date  | Time\* |
| Deadline for submission of tenders | 12 July 2021  | 04:00 p.m. |
| Opening of submitted tenders | 13 July 2021 | - |
| Notification of award to the successful contractor | 22 July 2021 | - |
| Signature of framework agreement | 23 July 2021 | - |

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

# 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’s request will be in English.

# Submission of tenders

All tenders must conform to the following conditions:

# Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on 12 July 2021 at or before 4:00pm.

# 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 office stationaries under 1-year Framework Agreement in Wau.

**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 (April, May and Jun) in USD,
* Average turnover for the past 2 years (2019 and 2020) in USD,
* Company’s official address in Wau,
* Bank account details (where money would be paid),

# 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 13 July 2021 in MI Office in Wau, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the evaluation committee.

# 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 Framework agreement will be awarded to the winning bidder 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 evaluation committee.
* Contract 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 100% by the Malteser International 10 days after the invoice issuing for previous month by the Contractor.

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| **Annex 2: Bill of Quantity**  |  |  |  |  |

For office stationaries under 1-year Framework Agreement in Wau.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Office stationaries | Quantity | Unit | Unit Price USD |
| 1 | A4 Plastic sheet protector (100 pieces) | 1 | Packet |  |
| 2 | Badge Case | 1 | Pcs |  |
| 3 | Badge String | 1 | Pcs |  |
| 4 | Ball point pen Black | 1 | Box |  |
| 5 | Ball point pen Blue  | 1 | Box |  |
| 6 | Ball point pen Red | 1 | Packet |  |
| 7 | Brown Adhesive Tape - Large  | 1 | Pcs |  |
| 8 | Button Cell Battery – 20 mm | 1 | Pair |  |
| 9 | Cartridge 17 A Black color | 1 | Pcs |  |
| 10 | Cartridge 205 A color set of 4 pieces | 1 | Set |  |
| 11 | Cartridge color 410 A | 1 | Pcs |  |
| 12 | Cartridge LaserJet 05 A | 1 | Pcs |  |
| 13 | Cello tape (different sizes) | 1 | roll |  |
| 14 | Clear bag plastic | 1 | Pcs |  |
| 15 | Counter book (different Sizes) | 1 | Pcs |  |
| 16 | Cutter | 1 | Pcs |  |
| 17 | Diary Book with calendar (different sizes) | 1 | pcs |  |
| 18 | Dry cell battery Size AA 1,5V | 1 | Pair |  |
| 19 | Dry cell battery Size AAA 1,5V | 1 | Pair |  |
| 20 | Dry cell battery Size C, 1.5V | 1 | Pair |  |
| 21 | Dry cell battery Size D, 1.5V | 1 | Pair |  |
| 22 | Electric blower for cleaning laptops (600W) | 1 | Pcs |  |
| 23 | Envelope A4 brown color | 1 | Packet |  |
| 24 | Envelope A5 brown color | 1 | Packet |  |
| 25 | Erasable Marker Whiteboard various colors | 1 | Packet |  |
| 26 | Erasing pen  | 1 | Pcs |  |
| 27 | File splitter | 1 | Pcs |  |
| 28 | Flip chart papers 20 pages each | 1 | Pcs |  |
| 29 | Flip chart stand  | 1 | Pc |  |
| 30 | Highlighting pen | 1 | Packet |  |
| 31 | Hole puncher big size | 1 | Pcs |  |
| 32 | Hole puncher small size | 1 | Pcs |  |
| 33 | ID Card holder (capable of holding plastic ID card 8.5cm X 5.4cm) | 1 | Pcs |  |
| 34 | Ink for stamp | 1 | Pcs |  |
| 35 | In-tray | 1 | Packet |  |
| 36 | Key Ring | 1 | Pkts |  |
| 37 | Laminating machine A4 Metallic | 1 | Pcs |  |
| 38 | Laminating machine A4 Plastic | 1 | Pc |  |
| 39 | Laminating papers | 1 | Ream |  |
| 40 | Lanyards with MI Logo | 1 | Pcs |  |
| 41 | Laptop Bag | 1 | Pcs |  |
| 42 | Laptop liquid cleaner | 1 | Pcs |  |
| 43 | Marker pen Permanent various colors | 1 | Packet |  |
| 44 | Microfiber towel for cleaning laptops | 1 | Pcs |  |
| 45 | Notebook A4 70/100 sheet | 1 | Pcs |  |
| 46 | Notebook A5 70/100 sheet | 1 | Pcs |  |
| 47 | Office Flat File Folder (black A4) | 1 | Pcs |  |
| 48 | Office Flat File Folder (Red A4) | 1 | Pcs |  |
| 49 | Pad for stamp | 1 | Pcs |  |
| 50 | Paper Adhesive Tape – Small | 1 | Pcs |  |
| 51 | Paper clips, 50MM (Box of 10pkts) | 1 | Box |  |
| 52 | Paper Clips, 28MM (Box of 10 pkts) | 1 | Box |  |
| 53 | Payment Voucher MI specific  | 1 | Pcs |  |
| 54 | Pencil | 1 | Pcs |  |
| 55 | Permanent Marker pens various colors (pack of 12 pcs per box) | 1 | Box |  |
| 56 | Pin remover | 1 | Pcs |  |
| 57 | Plastic Blank ID cards (pack of 500 pcs) | 1 | Pcs |  |
| 58 | Post-it / Medium Size | 1 | Pcs |  |
| 59 | Ream of paper A4 | 1 | Ream |  |
| 60 | Rechargeable Megaphone | 1 | Pc |  |
| 61 | School ruler (medium size) 100 cm | 1 | Pcs |  |
| 62 | Scientific Calculator  | 1 | Pcs |  |
| 63 | Scissors – big | 1 | Pcs |  |
| 64 | Scissors – Small | 1 | Pcs |  |
| 65 | Self –inking stamp | 1 | Pcs |  |
| 66 | Self-Adhesive Labels Big | 1 | Roll |  |
| 67 | Stapler N100/100 | 1 | Pcs |  |
| 68 | Stapler N50/100 | 1 | Pcs |  |
| 69 | Staples N.100 | 1 | Box |  |
| 70 | Staples N.50 | 1 | Box |  |
| 71 | Sticky note papers of different colors | 1 | Packet |  |
| 72 | Toner kit cartridge T1150 Black | 1 | Pcs |  |
| 73 | Triplite 4 port extension cable | 1 | Pcs |  |
| 74 | Triplite 6 port Extension cable | 1 | Pcs |  |
| 75 | Universal Power Supply Cable | 1 | Pc |  |
| 76 | White board (6ft X 3ft) | 1 | Pc |  |
| 77 | White board cleaner | 1 | Pc |  |
| 78 | White board eraser | 1 | Pc |  |
| 79 | White board marker pen various colors (pack of 12 pcs per box) | 1 | Box |  |

Estimated quantities of office stationaries to be ordered under 1-year Framework Agreements is 3,000 USD.

On behalf of Malteser International: Date: 6 July 2021

Yours faithfully,



|  |  |  |
| --- | --- | --- |
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