

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

Malteser International
South Sudan Coordination office
Plot No. 246, Block 3k 2nd Class Résidentiels,
Tonging Bhind Indian Embassy,
Central Equatoria State,
Juba South Sudan

Date : 15th July 2024

Malteser International request for Quotation RFQ_JUB_2024_0125

For delivery of handwashing facilities to Malteser International warehouse on Bilpam Road in Juba in South Sudan

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

We look forward to receiving your tenders by or before the **submission deadline on 19th July 2024 at or before 12:00 pm** via E-mail to: mb.procurement-juba@malteser-international.org.

Please write in the Subject line of your email with tender: **RFQ_JUB-2024_0125 for handwashing facilities**

Thank you for your cooperation.

Sincerely Yours,



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A. SPECIFICATION OF BIDDING

Related to our advertised the Request for Quotations (RFQs) **RFQ_JUB_2024_0125** Malteser International (MI) herewith calls for tenders for delivery of handwashing facilities to Malteser International warehouse on Bilpam Road in Juba in South Sudan.

Under the following reference number:

Donor project numbers: 1385-JUB

1. Description of the organization and its activities

Malteser International, the worldwide relief agency of the Sovereign Order of Malta for humanitarian aid, has more than 50 years of experience in humanitarian relief and covers around 100 projects in some 20 countries in Africa, Asia and the Americas, annually. 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 Uyujuke. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

Objective of RFQ: In accordance with the overall targets of above-mentioned operations, MI plans to order tenders for delivery of handwashing facilities to Malteser International warehouse on Bilpam Road 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 RFQ.

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

2. Tender Presentation

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

The deadline for the delivery of the tenders is: 19th July 2024 at or before 12:00pm

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

4. Technical specification

No	Supplie	Quantity	Unit	Quality
1	50 liters handwashing facility (Rotor type) with metallic stand as per attached specification	63	Pcs	Good

Material schedule for foot pedal operated hand washing station

No	Item description	Unit	Quantity
1	50 Litres Plastic water storage tank (ROTO Type)	Pcs	1
2	Lever/push/pull tap	Pcs	1

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3	MS Flat steel plate for tank, basin and soap dispenser base; 5mm thick and 1m2 size plate	Pcs	1
4	Wash basin/bucket c/w wastewater drainage pipe 1"Ø	Pcs	1
5	MS Square hollow tubes: 2"x2" 6m length for the HWS pedestal (horizontal and vertical members) fabricated on 0.5 - 1m high stand	Pcs	2
6	MS Square rod; 1x1" and 1m long for the HWS foot pedals	Pcs	2
7	Welding rods and other fittings/accessories; coil spring, lubricating grease	Item	1
8	Paint and visibility work	Litres	1

5. Validity of tenders

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

6. 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.

7. Submission of tenders

All tenders must conform to the following conditions:

- 7.1. Each tender must submit via E-mail to: mb.procurement-juba@malteser-international.org on **19th July 2024 at or before 12:00 pm (local time)**.

8. Content of tenders

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 the bided delivery of handwashing facilities 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

- 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 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.

10. Opening of submitted tenders

The tenders will be opened on **19th July 2024** 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. Tenders' 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:

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

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.

Annex 2: Bill of Quantity

For delivery of handwashing facilities to Malteser International warehouse on Bilpam Road in Juba in South Sudan

No	Description	Unit	Quantity	Unit price USD	Total USD
1	50 liters handwashing facility (Rotor type) with metallic stand as per attached specification.	Pcs	63		

On behalf of Malteser International:

Date: 12th July 2024

Sincerely,



Malis Edward
Logistics Officer
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