

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

REFERENCE: (PRF:10000352
Subject: (RFQ – 23/4/2024

APRIL 23, 2024

Title: Supply, Delivery & Installation of 2 Joint Prefab Container in Pibor.

Manner of Submission:

Bids to be submitted per e-mail to: procurement.southsudan@zoadorcas.ngo or delivered (in a sealed envelope) to the following address: ZOA Dorcas South Sudan, Hamza Inn Juba South Sudan.
Starting Date: 23 rd ,April 2024.
Closing deadline: 6th, May, 2024 at 4:00 PM.

Important: Offers transmitted after the deadline or in any other manner than those indicated above will not be considered.

Requirements:

ZOA Dorcas invites your company to make a firm offer for the following:

Technical Specifications:

- Installation of 2 prefabs Containers suitable for Office with capacity to accommodate 4 Staff
- Prefabs Measurement of 6.1 meters x 5,0 Meters
- The 2 prefabs Containers be joint together and partition for the following functions.
- 1 Office space for 4 staff
- 1 Office Space for 1 staff
- Tracking the middle and sides
- Build footing for the Joint prefab Containers to the level suitable for installations in Pibor.
- Provide electrical wiring and lighting in the offices, with sockets
- Supply and Installation of 3 Air conditions in the offices.
- Provide rubbers for fixing the areas connections and sections where necessary.
- 1 door for the main Office. 1 Door for small Office, 1 Door for the meeting room.
- The prefabs should have 4 Windows, or where appreciate.

Additional Items to be supplied.

Sno	Description	Unit	Qty
1	Office Chairs	Pcs	4
2	Office Table	Pcs	4

Delivery place: ZOA Dorcas Office, located at Humanitarian Hub Pibor Administrative Areas.

Your offer should clearly indicate:

1. Ex-works unit price
2. Transport cost up to delivery place: by air, sea, land (as applicable)
3. Time of delivery: how many days after order

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4. Maximum capacity of units delivered
5. Total unit price
6. Prices should be net after deduction of discounts
7. Total gross/ net weight
8. Total cubic dimensions
9. Confirmed delivery schedule
10. Validity of the offer
11. Defects liability and guarantee period
12. Detailed specifications (if different from stipulated specifications)
13. Place of manufacture and country of origin
14. Brand of manufacture
15. Expected payment schedule and/or payment details (bank account information) of supplier
16. Previous experience in delivering this service/goods/works (date, size of order, to whom)
17. Signed ZOA Supplier Code of Conduct
18. Example Pictures of the products (for quality comparison)

Information to bidders:

1. This is an obligation free quotation. ZOA Dorcas reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of offer should preferably be in United States Dollars, and your quotation should be specific, Prefab Cost, Transportation Cost, and Labor cost for Installation. And the cost of the additional Office supplies le Office Chairs, and the Office tables.
3. Payment will be made in United States Dollars.
4. Payment details will be in the contract.
5. ZOA Dorcas will not be responsible for any bank service charges.
6. ZOA Dorcas does not undertake to pay by letter of credit or in advance of delivery.
7. (if applicable) Goods supplied for (ZOA Dorcas) are exempt from VAT and all other customs excise duties.
8. Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
9. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the suppliers. (adjust to be in line with contract)
10. Environmental policy: (ZOA Dorcas)'s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of (ZOA Dorcas) evaluation and selection criteria.
11. All vendors doing business with ZOA Dorcas should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the ZOA Dorcas Supplier

Handwritten initials

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Code of Conduct with your offer. ZOA Dorcas reserves the right to reject quotations provided by vendors not meeting these standards.

12. Vendors doing business with ZOA Dorcas will be screened on anti-corruption due diligence before ZOA Dorcas confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA Dorcas ERP software.

Please acknowledge receipt of this enquiry and indicate your interest to bid for the above mentioned items to be supplied with full installation, partitioning, lighting, 3 air-conditions, 4 Office Chairs, 4 office Tables per the technical specification above transported to Pibor by the selected supplier.

Thank you and regards,

Name: Jitendra Panda



ZOAG  **Dorcas**
South Sudan

Position: Country Director

