



REQUEST FOR QUOTATION (RFQ) NO RI/SSD/LONG/OFDA/18/127

RI Procurement department is soliciting information and pricing from responsible and qualified suppliers. **Any offer which doesn't comply with the following RFQ requirements will be automatically considered as not valid and deleted from the bidding process.**

- 1) Provide price quotes as detailed in the Annex No. 1. Response to RFQ can be submitted via by sealed envelopes, addressed to and must be clearly marked as confidential and with RFQ **NO: RI/SSD/LONG/OFDA/18/166**
 - i. **Attn: Francis Aban**
 - ii. **Fax Number: None Or Email Address: tender.southsudan@ri.org**
 - iii. **Bids must be delivered and register at RI reception, no electronic submission will be accepted**

Closing date: November 8th, 2018 @ 2:00 PM. Validity of offer: 60 days

- 2) If RFQ specifications require further clarification, they may be sought prior to 2 days before submission date 12:00 noon local time -on telephone number(s) **0921146910** or thru Email tender.southsudan@ri.org quoting RFQ No: **RI/SSD/LONG/OFDA/18/127**. When requesting clarifications, no reference to prices shall be made. RI is not bound or obliged to respond to queries made after the above date.
- 3) Offers must include: the name, address, telephone/fax/e-mail of the bidder and the name/title of the contact person. Results of the RFQ will not be made public.
- 4) **All companies invited to participate in solicitations are requested to respond either by submitting their firm offers or by indicating their inability to participate. Such acknowledgement should be sent directly to the procurement Officer.**
- 5) RI reserves the right to post details of the award of international tenders /RFQ on the RI website (www.ri.org), including details of the supplier's name and the contract value.

General Conditions:

- 6) Changes from specifications

The specifications are defined in the "Specification Sheet" enclosed overleaf. Alternatives to requested specifications may be considered. Wherever alternatives are offered, it is the Bidders responsibility to provide full descriptive specifications and documentation of such items.
- 7) Delivery terms

Destination: Relief International -Juba.
The offer must provide unit price for items requested and total cost for freight & insurance (if any). RI reserves the right not to accept offers for freight & insurance. The supplier shall bear all risks relating to the delivery of the goods until provisionally accepted by RI at the destination.
- 8) Warranty

Offer should confirm the granting of manufacturer's warranty against defects on goods supplied for a period of at least one year.
- 9) Payment

RI payment terms which is 30 days upon receipt of invoice and shipping documents. No Letters or Credit allowed. Advance payments to be negotiated between RI and the winning bidder. Discounts to be advised if RI effects payment in less than 30 days. Each Commercial Invoice must contain detailed banking instructions. RI will not accept invoices from or instructions to make payment to third parties.

- 10) Surveyor
RI reserves the right to appoint a surveyor to monitor that goods supplied are to specification.
- 11) Reporting
In the event of you being awarded the contract, you may be required to provide a weekly update on the progress of the order. Delay in shipments beyond the stipulated date will result in RI having the option to cancel the complete or partial order without any recourse to RI.
- 12) Origin
Origin of the goods that you will supply is to be stated in offer.
- 13) Adjudication
Evaluation to be made on the basis of lowest price, most technically acceptable. Note that this RFQ contains no contractual offer of any kind. Any offer submitted will be regarded solely as an offer, and does not commit RI to consider any offer or award a contract through a Purchase Order. Furthermore, RI reserves the right to accept all, or part of any Offer.
- 14) Currency of the tender
- 15) Offers are accepted in **United State dollars**. Bids received in any other currency will be deleted from the selection process.
- 16) Packing
The Supplier warrants that the goods are contained or packaged adequately to protect the goods during transport, storage and handling.
- 17) Documentation
The supplier will provide the following documentation before or at delivery of the goods.
 - a. Commercial invoice
 - b. Packing list
 - c. Certificate of origin
 - d. Certificate of Analysis
 - e. Performance guarantee
 - f. Warranty

Annex1- SPECIFICATION AND BID SHEET

RFQ NUMBER: RI/SSD/LONG/OFDA/18/127

Item No	Item Description	Unit	Quantity	Lead Time	Unit Cost (USD)	Total Cost (USD)
1	Diesel Generator with capacity of 10 KVA, AC Single /three Phase. Engine : 4-cycle Water-cooled Diesel Speed :3000/3600rpm Frequency : 50/60HZ	PC	3			
2	Diesel Generator with capacity of 5.5 KVA, AC Single/Three Phase. Engine : Single cylinder,4-stroke,air-cooled,vertical Frequency : 50/60HZ	PC	3			
Grand Total (Specify Currency)						
VAT (Please specify VAT %, if any)						
Handling, Shipping, Transport						
GRAND TOTAL (Specify Currency)						

Signature of Supplier representative

Official Stamp of Supplier.