

Quotation request form



Open Tender on NGO Forum Website

PRF #	2187	Date	15 th May 2019
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Suppliers Business Name:

Registration number:.....Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation (RFQ).

Address/Business Location:.....

Contact Person and Phone Number.....

Bank Account Details.....Branch.....

Contact Person:.....

Please provide FH South Sudan with the cost for the items in below table. **Price to be quoted in USD, Deadline for the submission of quotation is Friday 24-05-2019 at 4:00 PM. Late submission will be rejected.**

Good / Services Required					
No.	Items Description	Unit	Qty.	Unit Price	Total Price
1	Hand hoes with handles	Pieces	133		
2	Spades	Pieces	133		
3	Pick axes with handles	Pieces	133		
4	Watering cans (15 or 20 litre)	Pieces	133		
5	Treadle pumps	Pieces	120		

NOTE:

- ❖ Quotations should be submitted in sealed envelopes, deposited in the bid/tender box provided at FH office, located within the same building with CIC Africa Insurance (SS) Ltd., CIC Plaza, 714B-3K-South, Kololo Airport Road, Juba South Sudan. **Please call +211 925 257 923 / +211 916 723 017 / + 211 926 133 422 for direction in case you don't know our office.**
- ❖ Please refer all questions for clarifications on technical issues to: vmakovere@fh.org & cmashinga@fh.org
- ❖ Please copy: palimamy@fh.org & hemmanuel@fh.org on all messages for clarifications on technical issues

❖ Main evaluation criteria:

Some Evaluation Criteria	
Valid Registration Documents	Cost reasonableness
References and contact details	Quotations with one year validity
Copies of previous contracts	Evidence of good quality Services
Operator’s license (if applicable)	Delivery Lead Time
Payment terms	Warranty Conditions
Professionally written cover letter	Compliance with South Sudan laws
Financial Capacity	Compliance with FH rules

- ❖ Please write the **PRF number 2187** on the sealed envelope
- ❖ Delivery is at FH Office in Mundri, Western Equatoria State, South Sudan. FH would want delivery to happen in May 2019. Specifically, delivery should happen **within five (5) days** after order confirmation (either by signing of contract with supplier or any other means of order confirmation because of urgency).
- ❖ Quotations should include all applicable taxes as per South Sudan laws, and service provider will be responsible for all taxes.

The above prices are valid for day(s)/Month(s)
 Estimated delivery time.....
 Terms of Payment:
 Warranty if applicable:.....

Signature..... Date & Stamp:

Please note that this form is not a purchase order and is not a guarantee of purchase from your company but will allow FH South Sudan to consider your price along with other competitive quotations.