



**REQUEST FOR QUOTATION (RFQ) NO RI/SSD/LONG/OFDA/18/137**

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/18/137**
  - i. **Attn: Lagua Gladys**
  - ii. **Fax Number: None Or Email Address: [francisaban@ri.org](mailto:francisaban@ri.org)**
  - iii. **By hand or courier to: Relief International-South Sudan,P.O Box 281,Tongping**

**Closing date: October 26<sup>th</sup>, 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 [francisaban@ri.org](mailto:francisaban@ri.org) quoting RFQ No: **RI/SSD/LONG/OFDA/18/137**. 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](http://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/18/137**

<b>Item No</b>	<b>Item Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Lead Time</b>	<b>Unit Cost (USD)</b>	<b>Total Cost (USD)</b>
<b>1</b>	Bacteriological Water Quality Testing Kits - SINGLE INCUBATOR-( Barnd -Delagua or wagtech )-with the provision consumables for initial 200 test	<b>pces</b>	<b>1</b>			
<b>2</b>	Sterilized Water for WQTs -1 Lit Bottles	<b>Pces</b>	<b>5</b>			
	Methanol -500 ml	<b>Pces</b>	<b>5</b>			
	Examations Gloves ,latex of 100 pcs	<b>Pces</b>	<b>10</b>			
	Lighter	<b>Pces</b>	<b>10</b>			
<b>Grand Total (Specify Currency)</b>						
<b>VAT (Please specify VAT %, If any)</b>						
<b>Handling, Shipping, Transport</b>						
<b>GRAND TOTAL (Specify Currency)</b>						

Signature of Supplier representative

Official Stamp of Supplier.