

REQUEST FOR QUOTATION (RFQ)

RFQ Title:	Provision For the Supply Stationaries
RFQ Number	RFQ-JUB- 2023-040 Stationaries
Request for Quotes Issue Date:	August 15, 2023,
Due Date/Time for Questions:	August 17, 2023,
Quote Due Date & Time:	August 18, 2023, by 5:00 pm South Sudan time
<u>Quotes submitted after the deadline (time & date) or that do not include all the information requested will not be eligible for further consideration or contract award</u>	
EDC Point of Contact:	Procurement Team - For Questions/submissions - please quote this RFQ title and send to: YEAProcurement@edc.org

Education Development Center, Inc. (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

Scope of Work

The purpose of this RFQ is to invite you to submit a quotation for Supply of stationaries. EDC invites legitimate registered suppliers to submit offers in accordance with the requirements and specifications listed in this document.

For Printing of book for YEA project implementation health foundations

Item	Quantity	Description of the Commodity	UoM	Unit Price (US\$)	Total Price (US\$)
1	1074	Counter Book (Register) Register used for Youth Corps Members • Register (200 Pages)	Pcs		
2	132	Pair of scissors • Scissors 6" Straight Titanium Bonded Scissors & 3" Straight Titanium Bonded equivalent.	Pcs		
3	2416	Clear bag (Used for Office/Personal Documents) Pattern Plain Size 10x12 Inch Colour Transparent, Green, Blue, Yellow, Pink Thickness 3 mm.	Pcs		
4	270	Pencils (DZ x12) Grade 4B. Pack 12. Ideal for office use	Dozens		
5	20	Rubber (PKTS of 20 each) Eraser, soft, white, synthetic or natural rubber, non-toxic, dimensions are 30 x 20 x 10mm	Pkts		
6	163	Sharpeners (Pkts of 20 each)	Pkts		
7	270	Scale Ruler 30-CM Length: 30cm Scale: 1:100, 1:200, 1:300, 1:400, 1:500, 1:600 Package Contents: 1 x Uchida Triangle Scale Ruler 30cm 3011	Dozens		
8	87	White Boards with stand & metal frame Size 90cmx120cm Have a tray at the bottom to hold the markers & Duster	Pcs		
9	358	White board Marker Pens (Pkts) White board maker	Pkts		

		<ul style="list-style-type: none"> Assorted colours –red, blue, black, green, packet of 10 pcs, Staedtler or similar brand 			
10	185	White Board Duster (Good Quality) Plastic Body Non-Magnetic White Board and chalk board Duster, Light weight Easy to use and handle, assorted body colours, Ideal for use on White boards and Chalk boards surface.	Pcs		
11	50	Flip charts (Booklet) Standard Size) 25 Pages	Pcs		
12	99	Scandisk. SD Cards (16 GB)	Pcs		

Quotations must be submitted via email to: Education Development Centre, Inc., Attention: Procurement Team, E-mail: YEAProcurement@edc.org , before the quotes due date and time; **August 18, 2023, by 5:00 AM South Sudan time.**

In order to be considered quotes must be valid for at least 30 days and must fulfil the below requirement:

- Complete vendor contact information on company letter head, signed – including vendors physical address and full legal names.
- The price offered for the goods and/or services, including associated costs, the pricing of the cost must be a detailed breakdown including unit price, the total price, all pricing must be in United States Dollars.
- Current contact information for at least 3 past customer references (see page 3)
- Delivery time and location. Payment terms including banking details.
- All information relevant to demonstrating the vendor’s ability to meet EDCs Evaluation Criteria below:
- Valid Tax clearance certificate Valid Operational documents
- Valid Registration Certificate Valid certificate of Incorporation

Offer to Comply with Other Conditions and Related Requirements

Information pertaining to our Quotations. are as follows:	Your Responses (Tick appropriately)		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Preferred Currency of Quotation: US\$			
Payment terms: EDC Operates on a standard of 30-day credit. Please confirm that you agree with these terms.			
Payment Mode: Bank transfer			
Delivery Lead Time: 5 working days upon received of purchase order.			
Delivery terms: DDP, Incoterms 2010			
Delivery Location: EDC Head Office			
Validity of Quotation: (30 days)			
Delivery point. Please confirmed that you can deliver to EDC office Juba on 25-08-2023			

EDC shall evaluate all quotations based on the following criteria:

Ability to meet the Description/Scope of Work/Specifications above (Claims settlement capacity and response/settlement time).	
Price and Value	
Acceptable Past Performance	
Delivery Time from receipt of PO & Payment Terms	
Other Factors (if any):	Quote in US\$, specify, indicate separately any applicable taxes.

Price/Value

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conforming to this request offer(s) the greatest value. EDC may also; (a) reject any or all quotations, (b) accept other than the lowest quotation, (c) accept more than one quotation, (d) May issue Contracts for some or all the deliverables.

EDC may award a contract without discussions with offerors; as such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct discussions which may result in revisions to quotations with one or more than one or all offeror(s) if, at its sole discretion EDC determines the discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror. Bidders, who have not received any notification from EDC for one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.

Please complete the following form and submit with your formal quotation.

Full Legal Name of Company	
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Contact Person's full name and phone number	Name: Number:
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Quotation Pricing Validity in Days	Number of Days:
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Authorized Signature:	Date:
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Please complete the following form with references for where your firm has provided similar goods.

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Commodities/Services Provided: _____

Value of Commodities/Services Provided: _____

Month/s and Year During Which Commodities Services were Provided: _____

Reference #2:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Commodities/Services Provided: _____

Value of Commodities/Services Provided: _____

Month/s and Year During Which Commodities/Services were Provided: _____

Reference #3:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Commodities Services Provided: _____

Value of Commodities/Services Provided: _____

Month/s and Year During Which Commodities Services were Provided: _____