

## REQUEST FOR QUOTATION FOR OFFICE FURNITURE



CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls. CARE's operations in South Sudan dates back to the early 1980s, focusing on emergency and disaster relief to the conflict affected populations. Currently, CARE South Sudan works in the six States of; Unity, Jonglei, Eastern Equatoria, Bahr el Ghazel, Central Equatoria and Upper Nile States, addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on five broad areas namely Peace Building, Gender and Protection, Food security and Livelihoods, Nutrition and Health, and Partnership and advocacy.










### Description of Services/Goods









Care International South Sudan will procure goods and services on a regular basis throughout the year, as programme demands dictate. We are now calling for qualified, competent Service Providers-Supplier/Vendor for **Office Furniture** to support a range of upcoming procurement. In most of the procurement processes, Care International South Sudan ensures that competitive prices and value for money is obtained by way of "Competitive Negotiated Procedure". Therefore, Care International South Sudan is calling for Competent reliable registered Supplier/Vendor which will provide Care International South Sudan with the supplies on need basis and with whom Care International South Sudan would contract for the next 7 months to support its project implementation in South Sudan










<b>Issuance Date</b>	Tuesday April 26 <sup>th</sup> 2022
<b>Closing Date</b>	<b>Friday 13<sup>th</sup> May 2022</b>
<b>Activity Title</b>	<b>Office Furniture</b>
<b>Determination of Award</b>	Technically acceptable, reasonable price, best value.
<b>Quotation</b>	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in Annex 2 – Detailed Technical Specifications.
<b>Evaluation Criteria</b>	Award will be made to the offeror that meets the minimum criteria and technical specificity for acceptable award at the lowest reasonable cost or price.
<b>Award Type</b>	<b>Firm Fixed Price Agreement-Framework Agreement for 7 Months</b>
<b>Submission Deadline</b>	<b>Quotations must be received No-Later-Than 4:00PM Juba time, Friday 13<sup>th</sup> May 2022</b>
<b>Submission Address</b>	<b>Hard copies can be delivered IN A SEALED ENVELOPE</b> clearly labeled with the name of the vendor and the RFQ activity Title to Care Office located at NPA Building 3 <sup>rd</sup> Floor Opp Unicef Office-Juba South Sudan . Electronic submission can be sent to: <a href="mailto:SSD.tender@care.org">SSD.tender@care.org</a>  Hard copy Sealed Quotation can be submitted and dropped in CARE Tender Box







## Annex 1- Service Detail specification








No.	Item	Image	Q'ty	Unit Price
1	Wooden Desk (appx 140 x 65 cm) w/ storage space Color Medium to Dark Wood		1	
2	1.8 m steel desk w/ leather/vinyl/soft work surface. Please quote drawers on 1-side & both sides of the desk. Color khaki or gray.		1	
3	1.6 m steel desk w/ leather/vinyl work surface. Please quote drawers on 1-side of the desk. Color khaki or gray.		1	
4	1.4 m steel desk w/ leather/vinyl work surface. Please quote drawers on 1-side of the desk. Color khaki or gray.		1	
5	Non-folding Plastic Chairs with Arms, Color White		1	
6	Folding, Durable Plastic Chairs, Color White		1	
7	Executive Desk Chair, Swivel, Leather, Arm Rest, Wheels, Lumbar Support, Black Color with wood and/or metal finishing, Adjustable height		1	
8	Office Desk Chair, Mesh, Swivel, High Back with Arm Rest, Wheels, Color Black, Adjustable Heights, Lumbar Support		1	

9	High Back Desk Chair, Cloth, Swivel, Wheels, Arm Rest, Durable, Cloth, Lumbar Support		1	
10	3-seat reception area sofa made of wood or steel, cloth fabric, easy-to-clean. Color Blue or Black.		1	
11	Electric Table Fan, 16 inches, 3-5 Speed, Durable, 240 Voltage, Durable, Color White or Black		1	
12	Steel Bed - Single 1900 x 900 x 670mm		1	
13	Mattress - Single Length: 189 cm Width: 92 cm Thickness: 18 cm		1	
14	Steel Padded Chair without arms, high back, cloth material, color Black		1	
15	Steel Padded Chair with arms High Back Chair Black cloth with arm rests		1	
16	Heavy Duty Steel Folding Chair Color Black or Metal		1	
17	Steel Padded Basic Chair, Cloth, Lightweight, Black, Red, Blue, Green or Gray color		1	

18	<p>Waste Bins          Small/Individual Size w/ open face          Medium Size w/ lid</p>		1	
19	<p>Dry Erase White Board.          Size: 550 x 12 x 1000mm</p>		1	
20	<p>Dry Erase White Board.          Size: 550 x 12 x 1200 mm</p>		1	
21	<p>Dry Erase White Board.          Size: 550 x 12 x 2000mm</p>		1	
22	<p>Kitchen Table w/ Chairs, Seats 4,          Square, Durable Wooden, Metal or          Plastic Frame.</p>		1	
23	<p>Wooden Wardrobe with inside drawers          for storage, in medium or dark wood          finish.</p>		1	
24	<p>Loveseat sofa, cloth cushions, wooden          or wicker frame, lightweight but          durable.</p>		1	
25	<p>Sofa chair, cloth cushion, wooden or          wicker frame, lightweight but durable.</p>		1	

26	Coffee table, wooden or other durable material, size small to medium.		1	
27	small to medium size night stand, wooden or other durable material		1	
28	Floor fan (flat or w/ pole), plastic or metal frame, lightweight, 240 V, variable speeds, color white, blue or black.		1	
29	27 kgs Fire Proof Safe with Dial Lock 336 (w) x 325 (l) x 444 (H) in mm		1	
30	51 kgs fire proof safe with either key or dial lock – 480 (w) x 400 (l) x 377 (H) in mm		1	
31	95 KGs fire proof safe with dial locks 463 w x 512 l x 665 x h in mm		1	
32	Steel/Metal Cabinet w/ Lockable Door Steel 78" High Storage Cabinet with Locking Swing Out Doors, 36w x 24d, Light Gray		1	
33	Steel/Metal Cabinet Door (no lock) Steel 78" High Storage Cabinet with Locking Swing Out Doors, 36w x 24d, Light Gray		1	
34	Steel/Metal Cabinet 2-door filing cabinet with lock, Color Light Gray or Khaki		1	

35	Wooden Cabinet w/ Lockable Door, Adjustable Shelves, Durable, Color Dark or Medium Wood		1	
36	Wooden Cabinet w/ Open Case, Adjustable Shelves, Durable, Color Dark or Medium Wood		1	
37	Steel Shelving, Holds 3800 lbs. of evenly distributed weight Assembles with only a rubber mallet Assembles vertically or horizontally to fit most any space Durable black powder coat finish Rugged Particle board shelves		1	
38	Utility Table Non-folding legs for added stability Finish on legs and apron helps resist damage Glides on feet protect floor Enamel finish on apron for protection		1	
39	Single, Durable Locker Heavy gauge, all-steel construction and strong uni-body design stand up to tough conditions; Convenient storage with shelf, bar and double hook; Raised 6" off the floor for easier access and perforated for ventilation GREENGUARD Indoor Air Quality Certified		1	
40	Conference Room table with chairs, Rectangular Shape, seats up to 6 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	

41	Conference Room table with chairs, Rectangular Shape, seats up to 8 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
42	Conference Room table with chairs, Rectangular Shape, seats up to 16 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
43	Conference Room table with chairs, Oval Shape, seats up to 6 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
44	Conference Room table with chairs, Oval Shape, seats up to 8 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
45	Conference Room table with chairs, Oval Shape, seats up to 16 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
46	Round Meeting Table with chairs, seats up to 4 people		1	
47	Round Meeting Table with chairs, seats up to 4 people		1	
48	Curved office Desk with three Drawers		1	

PLEASE SPECIFY and INCLUDE WITH YOUR QUOTATION	
Payment Terms	
Delivery Time	
Payment Schedule	
Availability of stock	
Payment Method	
Price Validity	

### Instructions to Offerors:

#### **Submission Deadline:**

- Final submissions will be due no later than **May 13<sup>th</sup> 2022; 1400hrs. (South Sudanese Local Time)** submitted Electronically via: [SSD.tender@care.org](mailto:SSD.tender@care.org)
- Hard Copy Sealed RFQ can be submitted and dropped in CARE Tender Box
- **Question & Answers:** Questions regarding the **RFQ- FOR OFFICE FURNITURE-** shall be submitted to: [SSD.tender@care.org](mailto:SSD.tender@care.org) no later than **May 13<sup>th</sup> 2022; 1400 hrs. (South Sudanese Local time)**. Care International South Sudan will not respond to questions pertaining to this RFQ over the phone. Care International South Sudan will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

#### **Requirements**

- Submit a quotation in response to this RFQ using the template provided above, all pages should be initiated and stamped officially by the vendor.
- Hard copies quotation: In case of a supplier –Vendor is submitting a hard copy quotation, it shall then be submitted in a sealed envelope, mentioning **RFQ activity Title (for reference)** shall be clearly written on this envelope and shall be registered with Care receptionist during submission.
- **Vendors are to commit to the delivery time after placing the order, which is critical and important to Care Project activities.**
- Quoted Price: Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided for in Annex 1.
- Supplier-Vendors are requested to provide quotations on official letterhead fully stamped
- Supplier-Vendors shall provide contact list of past clients (preferably INGOs and Cooperate Business, at least three (3) they have provided services in the past 3 years, recommendation letters should be attached.
- Suppliers-Vendors are required to submit their business incorporation certificate, and tax clearance certificate updated as per below mandatory submission requirements
- Supplier-Vendors are required to submit cover letter in Annex 3 on an official letterhead, official stamped, signed by an authorized representative of the Supplier-Vendor with company/contact details
- Charges against any of the goods or services will be made against the price quoted in this RFQ in reference with terms and conditions in Annex 1.



**Inspection:** All Goods/ Services will be inspected against conformance to the specifications and technical description attached to this RFQ before approving any payment to the awarded vendor. Care Team will have a site Visit to verify the quality of the goods and their availability at the Supplier’s/Vendor’s premises

**Demonstration of Responsibility:** To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor’s bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ:

**Mandatory Submission Requirements**

S/No	Documents included for vendor set up as a <u>COMPANY</u>
1.	The company profile
2.	Past work experience letter recommendations
3.	Tax identification number
4.	Tax clearance certificate
5.	Membership certificate from the responsible body where the company operates in.
6.	Registration certificate from the Ministry of Justice
7.	Operation license
8.	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.
9.	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)
10.	Vendor’s questionnaire
11.	First page of memorandum and articles of association and the page with shares allocation/board of directors.
12.	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.
13.	A copy of void cheque of the bank account provided to CARE South Sudan

- Completed Supplier-Vendor Cover Letter, signed and stamped by an authorized representative of the Supplier-Vendor with company/contact details.
- Official quotation, including specifications of offered materials/ services (see Annex 1).
- For Organizations: Copy of Supplier-Vendor’s registration or business license.
- Certification of Price Guarantee or Warrantee (12 months).

**Determination for Award:** award will be made to a responsible Supplier-Vendor whose offer follows the RFQ instructions and provides the reasonable-cost, technically acceptable offer.

- Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration.

**Bank Account:** Awarded Bidder should provide a full bank account information for the purpose of wiring payments

<b>CARE</b>					
<b>Vendor/Payee Set-Up and Change Form</b>					
Vendor ID:				Appendix E	
				Page 1 of 2	
<b>Vendor/Payee Type</b>	<b>New</b>	<b>Change</b>	<b>Discontinue</b>	<b>Approval Responsibility</b>	
Procurement Vendor				Procurement Committee	
Consultant				Procurement Committee	
Discontinue Vendor				Procurement Committee	
National Employee				Human Resources	
International Employee				Human Resources	
Sub-Grantee				Program	
Donor				Program	
Utility				Administration	
Landlord				Administration	
Bank				Finance	
<b>Vendor/Payee Details (note some information may not be applicable)</b>					
Vendor/Payee Name					
Vendor/Payee Physical Address					
Vendor/Payee e-mail Address	-				
Vendor/Payee website					
Vendor/Payee Phone/Fax					
Vendor Short Name					
Owner Name if Different					
Trade Class (see list)					
Vendor Nationality					
Persistence	Regular				
Vendor Status	Approved		Inactive		
Currency of Payment					
Payment Method					
Payment Terms					
Vendor/Payee Bank Name					
Vendor/Payee Bank Address					

Bank Account Number					
International Bank Account Number					
Bank Code					
Branch Name & Address					
Swift Code					
Tax ID Number, Sales Tax or VAT					
Business Registration Number					
<b>Sub-Recipient Information</b>					
Employer Identification Number (EIN)					
DUNS Number					
PADOR Number					
				page 2 of 2	
<b>Vendor/Payee Selection Criteria</b>					<b>Ye s</b>
Vendor/Payee Anti-Terror Check Completed (note this is done through the Vendor Set-Up in PeopleSoft)					
Vendor/Payee has the Necessary Goods and/or Services					
Vendor/Payee Credit and Payment Terms					
Vendor/Payee costs and prices are reasonable and competitive					
<b>Procurement Committee Approval (Procurement Vendors and Consultants Only)</b>					
Name	Title		Signature		Dat e
Name	Title		Signature		Dat e
Name	Title		Signature		Dat e
<b>Human Resources, Program, Administration or Finance Approval (As Appropriate)</b>					

Name	Title		Signature		Date
Revised 1 July, 2015					

**Note: CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice.**

**I. REQUIRED INFORMATION (Please Print Clearly)**

<b>CARE Contact Name:</b>					
<b>Company/Individual Name:</b>					
<b>Owner Name (if different from above):</b>				<b>Nationality of Owner:</b>	
<b>Contact Person:</b>					
<b>Full Address (Street/City, etc):</b>					
<b>Phone No:</b>				<b>Fax No:</b>	
<b>E-mail:</b>				<b>Website:</b>	

**II. CUSTOMER REFERENCES**

**Provide 3 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)**

<b>1</b>	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
<b>2</b>	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
<b>3</b>	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			

**III. Indicate below the products or services sold or provided by you**

[a]	[b]
[c]	[d]
[e]	[f]
[g]	[h]

**IV. Registration of Business**

1. Is your firm registered as a business entity with the government?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. If YES, please provide your business registration number		

3. If applicable, please provide Sales Tax Registration Number		
4. Please provide Tax ID number		
5. Indicate how long have you been in this type of business		
6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Are you related to any person currently employed with CARE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. If YES, please provide name and position		
9. Provide here, any additional information regarding your business		
<b>NOTE: Government regulations may require CARE to deduct taxes on any transaction prior to effecting payment to the vendor.</b>		

**V. Certification**

<p>I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.</p> <p><b><i>CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.</i></b></p> <p>Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CARE’s database of clients. I have read the above statement and certify under</p>
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oath that the information contained herein is true and accurate to the best of my knowledge and belief.

**Name of Person Completing Form (Please print clearly)**

**Title:**

**Signature:**

**Date:**

**FOR PROCUREMENT USE ONLY**

Anti-Terrorism Check Completed

Customer References Verified