

**REQUEST FOR QUOTE No. RFQ083**

**SUPPLY OF STATIONARIES**

<b>Buyer Name:</b>  DT Global South Sudan  Email: shejehsalam-procurement@dt-global.com  Location: Juba, South Sudan		<b>Ship To Name:</b>  Attention: Jill Morris, Chief Of Party Address: Tongping/Juba Nabari Various Locations: Juba, Kapoeta, Wau, Akobo, Pibor, Leer, and Ganyiel.		<b>Vendor Name:</b>  Attention: ..... Address: ..... City/State/Zip: ..... Telephone: ..... Fax: ..... Email: .....	<b>Business Size:</b>
<b>Issue Date:</b>	October 18, 2022	<b>Required Delivery Date</b>  Tentative: December 1, 2022	<b>Commercial Item:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Quote Due Date:</b>	October 31, 2022		<b>Payment Terms:</b>	Wire Transfer	
<b>Questions Due Date:</b>	October 24, 2022		<b>Delivery:</b>	One of DT Global / Shejeh Salam office locations, as specified on your offer	
<b>Quote Valid Until:</b>	Not less than 12 months				

**Background:**

DT Global South Sudan was selected by USAID to implement the 5-Year SHEJEH SALAM Activity in South Sudan, commencing on September 30, 2020. SHEJEH SALAM Activity is helping USAID/South Sudan strengthen the foundation for a more self-reliant South Sudan by empowering citizens and community actors who have been deeply affected by the current conflict.

**Description of Scope:**

DT Global South Sudan is seeking to select the best supplier/vendor for the provision/supply of Stationaries. This RFQ080 will be used to solicit quotes from potential suppliers/vendors for an award(s) of single or multiple Blanket Purchase Agreement (BPA) to the best bidder(s).

**Instructions to Offerors:**

- **Submission Deadline:** Final submissions will be due no later than the date indicated in the “Quote Due Date” section above.
- **Submission method:** All offers should be submitted to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com) only. The email subject should start with the RFQ number, as indicated in the title above, and a short description of the items required. For example: RFQ0083 Stationaries.
- **Question & Answers:** Questions regarding this RFQ could be submitted to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com) no later than the date indicated in the “Questions Due Date” section above. DT Global will ensure that answers to questions are distributed via email to all interested parties within 24 hours of the question’s due date.
- **Hard copy** bids submission in field locations (only areas with limited internet access) i.e. **Kapoeta, Wau, Akobo, Pibor, Leer, and Ganyiel**, will be hand-delivered to DT Global offices. RFQ circulation and quotation submissions hand delivered shall be registered at the time of collection and submission. All bidder located in Juba shall submit their quotation in the official email provided above. Any hard copy submission must be clearly marked with the respective RFQ number and description for the identification or failure to do so will be disqualified.
- All bids submissions from companies located in **Juba** and companies with internet access in other major towns must be submitted electronically to the email address mentioned above.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

**Bid Eligibility Requirements: (Do not assume DT Global/Shejeh Salam has your information already)**

1. Valid Company Certificates
  - a. **Valid Company Registration Certificate**
  - b. **List of directors/MOU**
  - c. **Tax Identification Number Certificate (TIN)**
  - d. **Valid Tax Clearance Certificate**
  - e. **Operation License**
  - f. **Company Profile**
2. Bidder must submit quotation specifying.
  - a. **Delivery Time,**
  - b. **Payment Terms**
  - c. **Price Validity (as this RFQ is related to issuing a Blanket Purchase Agreement, which are valid for 12 months, price validity would have to be valid for the entire duration of the BPA)**
3. Bidder must provide evidence of at least 2 years' experience in South Sudan in provision/supply of furniture subject to this RFQ083. Please provide previous or current contracts or recommendation letters and a contact list of clients, especially INGOs, NGOs, UN, and Corporate Clients.
4. Bidder must submit USD Bank Account Details (Issued on a Bank Letterhead with Company Name, Bank name, Bank Address, Account number, Bank branch name, and swift code)
5. Bidder must submit quotations and the required documents submitted shall be in the English Language.

This request for a quote does not constitute an order. The buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers/quotes (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote, the offeror acknowledges that DT Global reserves the right to reject any or all Quotes for whatever reason DT Global determines, in its sole discretion, to be in its best interests. The offeror further acknowledges that DT Global may for whatever reason waive any or all formalities and terms of this Request for Quote and that nothing in the terms of this Request for Quote shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes in accordance with the terms herein.

The following apply to this Request for Quote:

- Tax Exempt, as provided
- Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

- Terms and Conditions—Commercial

To realize the above objectives, DT Global South Sudan is therefore calling for qualified, competent suppliers/vendors to participate in competitive bidding for the supply of goods and/or services to support the implementation of the SHEJEH SALAM Activity in the Republic of South Sudan.

**Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in United States Dollars (USD). Prices must be inclusive of all costs. Offers must remain valid for not less than 12 months after the offer deadline. If your offer results in an award of a Blanket Purchase Agreement, this price quoted must remain fixed for the entire period of validity of the Blanket Purchase

Agreement (12 months).

Using **Attachment, A**, a supplier/vendor shall submit quotes both (i) in **PDF** format on company letterhead that includes signature and stamp and (ii) in **EXCEL** format, which should both be of the same content and value and in a sequential manner.

Supplier/vendor shall provide **brand/make name** of all commercial products proposed for this procurement, if applicable.

### **Pre-Selection**

The bid committee will examine all the submissions to determine if the bidders met the “submission due date” and the “Bid eligibility requirements” stipulated in this RFQ.

#### **(i) Business Entity Existence and Operations**

Despite suppliers/vendors providing valid legal documents confirming their business registration, DT Global shall conduct an office/facility visit to assess the following.

- Confirm the existence of the physical address of the entity i.e. Office, Shop, Storage facilities.
- Confirm if the business entity has available stock therefore a genuine supplier of goods/services requested under this RFQ.

With the said physical assessment, DT Global will be able to determine which supplier is capable and reliable to supply/provide goods and services in the agreed time and consistently. A business entity that fails to meet the requirements mentioned above will be rated as “**Unreliable**” and will be eliminated from the bidding process, for a business entity that meets the requirements will be rated “**Reliable**” will be considered for further evaluation.

At DT Global's discretion, consideration for further evaluation may be given to the supplier/vendor who will provide MOU with their distributor (s) as proof of being reliable and capable to supply goods and services in a timely manner and consistently

- (ii) Adhere to “**Quote Due Date**”. and,
- (iii) Meets “**Bid Eligibility Requirements**”. DT Global South Sudan at its discretion may or may not request the bidder to submit missing or valid documents for the purpose of achieving competitive bidding.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ as mentioned above, an offer may be deemed “non-responsive” and thereby disqualified from consideration. DT Global South Sudan reserves the right to waive immaterial deficiencies at its discretion.

### **Selection Criteria**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the bid eligibility requirements, and meets or exceeds the minimum evaluation criteria.

### **Evaluation Criteria**

As indicated below, evaluation criteria shall be based on responsiveness/Experience, Product Quality, Stock Availability, and reasonable price.

#### **(i) Responsiveness/Experience:**

- **Experience** of the company in the provision/supply of the above-mentioned goods and/or services to clients, especially INGOs, NGOs, UN Agencies, and Corporate Clients (at least 2 years). Please provide proof of experience i.e. Client List of contacts (contact person's name, title, email, and phone number), Recommendation letter, or Past Contracts.
- **Delivery Lead Time** of the goods/services after the date a Call Order is executed

This section will be rated as indicated in the table below.

Criterion	Rating in Points (1-5)				
	1	2	3	4	5
Experience	N/A	N/A	2 Years	Above 2 up to 4 Years	over 4 Years
Delivery Timeframe	Over 10 days	10 days	7 days	3 days	Under 3 days

**(ii) Product Quality:**

All bidders should meet the specifications provided in **Attachment A** and will be rated as follows:

- **Below Expectation:** Product specification is below the specification provided by DT Global.
- **Meet Expectation:** Product specification is equal to the specification provided by DT Global.
- **Exceed Expectation:** Product specification is higher than the specification provided by DT.

Bidders who proposed substandard products will be eliminated from further evaluation.

**(iii) Price Reasonableness Determination:**

DT Global will evaluate the price reasonableness per line item based on the internal prices list or market research of the goods and services in question. All quotations received will be analyzed for price reasonableness to determine a fair and reasonable price as follows:

- Line-item prices that are within DT Global Price list and competitive market range will be deemed “**Reasonable Prices**” and therefore eligible for the award.
- Line-item prices that are significantly higher than DT Global Price list and the competitive market range will be deemed “**Unreasonable Prices**” and therefore not eligible for the award, or clarifications from the bidders will be requested.

**Product Packaging:** All commercialized products must have appropriate packaging for delivery i.e. package as provided by the manufacturer to avoid: damages, missing parts, refurbished products e.t.c. Specialized packaging instructions may be requested by the buyer in some situations. The cost of the product includes the packaging cost and shall not be charged separately.

**Unique Entity Identifier Number (UEI):** Companies, organizations, or Individuals, whether for-profit or non-profit, shall be requested to provide a UEI number, if selected to receive a contract award in response to this RFQ valued greater than or equal to \$30,000 US (or equivalent in other currency). Therefore, the bidders are advised and encouraged to obtain an UEI number on [www.sam.gov](http://www.sam.gov) and to share it with DT Global.

If awarded a contract, the supplier/vendor will be required to obtain a UEI as soon as possible after award in accordance with the special contract requirement “System for Award Management Registration”.

**Source/Nationality/Manufacture:** All goods and/or services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is South Sudan.

Offerors may not offer or supply goods and/or services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan, Burma (Myanmar).

**Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, charges, tariffs, duties, or levies will be paid under the Service Contract award from this RFQ.

**Privity:** Please note that in submitting a response to this RFQ, the offeror understands that the United States Agency for International Development (USAID) is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to DT Global South Sudan for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. DT Global, at its sole discretion, will make a final decision on the protest for this procurement.

**Whistle Blowing:**

Cases that intentionally mislead, or attempt to mislead, to obtain a benefit, or to avoid an obligation in relation to all procurement done under DT Global Procurement Policy are unethical and unacceptable. If you suspect that fraud has been committed, please contact the DT Global South Sudan Chief of Party, or please use DT Global' anonymous third-party complaint reporting system that can be accessed by phone at +61 2 9053 9285, online at [qrs.ly/DTGlobalEthicsHotline](https://qrs.ly/DTGlobalEthicsHotline), or via email at [speakup@coreintegrity.com.au](mailto:speakup@coreintegrity.com.au)

Your complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of the witnesses. Thereafter, DT Global South Sudan Management or their designee will undertake a full and effective investigation of the allegations. This investigation will be completed, and a summary of the findings will be made and communicated to you as soon as practical.

**Notwithstanding the terms of this RFQ083, the supplier/vendor acknowledges that DT Global South Sudan reserves the right to reject any or all quotes or cancel this tender process for whatever reason DT Global South Sudan determines, in its sole discretion, to be in its best interests. The supplier/vendor further acknowledges that DT Global South Sudan may for whatever reason waive any or all formalities and terms of this RFQ and that nothing in the terms of this RFQ shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat quotes the terms herein.**