



24th March 2023

Request for Quotation (RFQ)

**Request for Quotation for Office Consumable and non-consumable items for CAFOD &
Trocaire in Partnership.**

Request for Quotation Reference No: 598/23/IPPASJ

Opening Date: 24th March 2023

Closing Date: 31st March 2023

**CAFOD & Trocaire in Partnership (CTP)
CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Next to Save the Children International
Juba, South Sudan**

CAFOD Request for Quotation for Provision of Office Consumable Items to CAFOD & Trocaire in Partnership.

Section 1: Background

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable **Supplier for Purchase of Office Consumable Items**, and the successful Supplier will enter into framework agreement with CAFOD for **one (1) calendar year**.

Please tender your proposal as per specifications below:

Section 2: Specification Details

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
Descriptions of Consumable Items					
1	Sugar, brown of 50 kgs per bag	Bag of 50 kgs	1		
2	Green Tea Bag of 25 bag per Pack	Pack of 25 bag	1		
3	Hibiscus Tea Bag of 25 bag per Pack	Pack of 25 bag	1		
4	Nescafe Coffee 200 grams per tin	Tin	1		
5	Tea Masala 100 grams per plastic	Pack of 100gms	1		
6	Tea Bag (Black Tea) 200 grams	Pack	1		
7	JIK 750ml	Bottle	1		
8	Powder Soap (King or any) of 5kgs per Packet	Packet	1		
9	VIM 750ml	Bottle	1		
10	Dettol (Liquid) 500ml	Bottle	1		
11	Air Fresher 300ml	Bottle	1		
12	Handwash Liquid Soap, 500ml	Bottle	1		
13	Glass cleaner Liquid 750ml	Bottle	1		
14	Toilet Paper (soft) packet of 10 rolls per Bale.	Bale of 10 Rolls	1		
15	Serviette, 100 sheets per pack	Pack of 100 sheets	1		
16	Supa Brite Premium Scouring Pad 12 Pieces	Pack of 12pcs	1		
17	Harpic, Toilet Cleaner, 500ml	Bottle	1		
18	Axion Soap, Dish Washing detergent of 400 grams	Pack of 2	1		
19	Ariel Washing Powder (detergent) pack of 5 kgs	Pack	1		
20	Mortein Doom, 600ml (Mosquito Spray)	Tin	1		
21	Toilet Balls, pack of 5 pieces	Pack of 5pcs	1		

22	Doormat (Standard) 90cm x 60cm	Piece	1		
23	Sweeping Brush, with wooden handle	Piece	1		
24	Hand Sanitizer (Saraya) 500ml	Bottle	1		
25	Hand Sanitizer (Saraya), 20 Litre	Jerrycan	1		
26	Electric Kettle (Tea), 2 Litre capacity	Piece	1		
27	Glass (Tumbler) for drinking water set of 12 glasses	Set of 12 pcs	1		
28	Spoon, Forks	Set	1		
29	Mopper, with plastic handle	Piece	1		
30	Scouring Pads, 12 pieces per pack	Pack of 12pcs	1		
31	Face Mask (Non-Surgical), 50 pieces per Box	Box of 50 pcs	1		
32	Teacups (Demitasse)	Set	1		

Section 3: Other Information Pertaining of our Quotation are as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	
Location of Delivery	Juba, South Sudan.

Section 4: Instructions to Suppliers

When submitting your Request for Quotation proposal for Provision of Office Consumable Items, please include a completed document: -

- a. CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. CAFOD Supplier Code of Conduct - attached in the Appendix section of this document.
- c. CAFOD Safeguarding Policy – attached in the Appendix section of this document.

- d. CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation e.g., attached the stamp copies indicating the renewal date, month, and year.
- f. Tax registration certificate
- g. Valid tax clearance certificate e.g., electronic Tax Clearance Certificate.
- h. Valid operation licence
- i. Trade references (latest) from other INGOs or UN agencies and attached contract samples as an evidence to your engagement for Supply and Delivery for Office Consumable Items:

Section 5: Request for Quotation Instructions

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to contract reputable Supplier for Supply and Delivery of Office Consumable Items under Framework Agreement within Juba, South Sudan. The Request for Quotation is open to eligible Suppliers as indicated in the instructions.

Section 6: Language of Request for Quotation

All the information requested for Request for Quotation process shall be provided in English language.

Section 7: Experience

Prospective Suppliers must have carried out successful Supply and Delivery of Consumable Items for similar goods to INGOs and UN Agencies.

Section 8: Terms and Conditions

Eligible and interested Suppliers shall be required to read and be willing to abide by CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Clause 19**.

Section 9: Eligible Suppliers

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the Request for Quotation process.

Section 10: Submission and Deadline for tender documents

A sealed hard copy of Request for Quotation application containing all the requirements shall be submitted to address provided above clearly marked with the Request for Quotation reference number.

The deadline for the submission of the quotation will be on **Wednesday the 31st March 2023, at 4:00 pm Local Time.**

Section 11: Questions Arising from Tender Documents

Questions and clarification that may arise from the Request for Quotation documents should be addressed to the email address; ctpsupply@cafod.org.uk.

Section 12: Additional Information

CAFOD reserves the right to request the submission of additional information from prospective Suppliers.

Section 13: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notified the successful bidder/Supplier for the Request for Quotation for Provision of Consumable Items outcome in writing, and this will be done after three (3) weeks to closure of tender deadline.

Section 14: Tender Guidelines/Regulations and Criteria

i. Incomplete Application

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.

ii. The RFQ Data

It is understood and agreed that the RFQ data for the prospective Supplier is to be used by CAFOD in selection of Supplier to perform the contract in respect items as described by the client in **clause 2** in this document.

iii. RFQ Requirements

Prospective Supplier will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.

Section 15: Essential Criteria for RFQ

i. Experience

The prospective bidder shall have at least three (3) years' experience in the supply of similar goods. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations.

Prospective suppliers should have special experience and capability to organize, supply and deliver items at short notice.

ii. Financial Condition

The supplier's financial condition will be determined by latest bank statements submitted with the tender documents as well as latest bank statement for the last three (3) months. Reference letters from the bank should also be provided as a proven of financial viability. Potential Suppliers will be awarded based on the satisfactory information given.

iii. Declaration

Application **MUST** include a declaration certifying the accuracy for the information given.

iv. Withdrawal of Tender

CAFOD has the right to reject the RFQ from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

Section 16: - Declaration

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation for tender we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for RFQ, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other Tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date

Applicant's Name

Represented by

Signature

Designation

(Full name and designation of the person signing and stamp or seal.).

Section 17: Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful.

We, the undersigned, hereby accept in full the CAFOD & Trocaire General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	

Section 18: Disclaimer

This is only a call for tender and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers. The decision of the CAFOD & Trocaire in Partnership Bid Evaluation Committee shall be final and the Bid Evaluation Committee are exercising the right vested to them by CAFOD Supply Chain Policy.

Section 19: Appendix – CAFOD Policies

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Supplier Code of Conduct
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy