



REQUEST FOR QUOTATION
(the "RFQ")

From:

ZOA – South Sudan
P.O. Box 381
Nyakuron West, Juba, South Sudan
Email: recruitment.southsudan@zoa.ngo

Date: Jan. 25, 2021

Subject: REQUEST FOR QUOTATION

File Code: SSD 2101 – WAA – 01/2021

Bids to be submitted via email to: recruitment.southsudan@zoa.ngo or Hand delivered in Sealed envelope to: ZOA Country Office Located at Nyakuron West, Juba-South Sudan.
Closing deadline: Time: 5:00 p.m. (East African Time)
Closing Date: Friday, 29 Jan. 2020

Submission Requirements: ZOA South Sudan ("ZOA") is hereby requesting a quotation for the purchase of a Toyota Landcruiser (HardTop) (the "Vehicle") indicated below. Your company (the "Bidder") is invited to make a quotation (the "Bid") based upon the conditions stated in this RFQ.

Specifications:		Extras
Make	Toyota Landcruiser (HardTop)	Bull Bar
Body	5 Doors	Roof Rack
Fuel	Diesel	Tanganyika Jack
Transmission	Manual	Winch
Drive	LHD	2 Safari Metallic Jerricans (pre-installed)
Colour	White	2 spare tyres
Model	HZ176L-RKMRS SFX:A3	Rear seat belts (If not on)
Year	2019 OR 2020	
Engine Specs	None Turbo (Ordinary)	
Window glasses	Clear (Non-tinted)	
Door/Window operations	Power windows/Central Lock	
Seats	10 Seater	

NB: Make two quotes: (For DUTY FREE and For DUTY PAID).



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Part I: Instructions to Bidders

1. Your Bid must clearly indicate the following:
 - a. Name and address of the Bidder;
 - b. Unit price and total cost for all the Unit including the Extras (Duty Free & Duty paid.
 - c. Confirmed delivery schedule to Juba
 - d. Detailed vehicle specifications (if different from stipulated specifications above);
 - e. Currency in USD;
 - f. The Bid validity and terms period;
 - g. Language of the Bid shall be written in the English Language.
2. Your bid must comply with the Specifications set out in the tables above unless stipulated by you and agreed in writing by ZOA.
3. A bid is the bidder's declaration that it will:
 - a. Deliver the Vehicle in compliance with the Specifications in this RFQ;
 - b. Deliver the Vehicle within the set and mutually agreed delivery period
 - c. Under no circumstances, withdraw its Bid once it has been accepted.
 - d. Accept and sign the ZOA Supplier Code of Conduct once awarded the contract
4. The bidder shall bear all costs associated with the preparation and submission of its quotation and ZOA shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
5. Each bidder will participate in and submit two quotations (For DUTY FREE & For DUTY PAID). This rule applies equally to companies within the same group of companies with the same ownership.
6. Bidders shall prepare and submit quotations independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect, with any other bidder.
7. The bidder is expected to carefully examine the contents of its quotation. Failure to comply with the requirements of the RFQ shall be at the bidder's own risk. Bids not submitted in conformity with the above bidding Conditions shall be rejected.



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8. The bidder must be a fully registered entity or group in South Sudan with all valid legal documents attached to the bid or an internationally recognized Company for this product if outside South Sudan.
9. ZOA has ZERO TOLERANCE TO SEXUAL HARRASMENT, EXPLOITATION & ABUSE. Any bidder known to have indulged in such practice now or during this bidding process will be disqualified with the immediate effect.
10. All bidders shall be subjected to Membercheck.

Part II: Amendment of RFQ Documents

11. At any time prior to the deadline for submission of quotations, ZOA, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFQ documents by the issue of addenda.
12. Any addenda that is issued shall be part of the RFQ documents pursuant to Part II above, and shall be communicated in writing to all bidders who are requested to immediately acknowledge the receipt of each addendum by E-mail to ZOA. To allow prospective bidders reasonable time in which to consider an addendum in preparing their bids ZOA may extend the deadline for submission of quotations.

Part III: Process to be Confidential

13. Information relating to the examination, clarification, evaluation and comparison of Quotations and recommendations for the award of the contract will not be disclosed with the process of evaluation. Any effort by a bidder to influence ZOA's processing of the Quotations or award decisions may result in the rejection of its bid.
14. Information contained in and with the RFQ is considered proprietary in nature and is to remain confidential between ZOA and the bidder. Access to these materials shall not be granted to third parties without the prior written consent of ZOA.

Part IV: Award of Contract

15. Bids must be received by ZOA in the manner specified on or before the deadline date on page 1 of the RFQ.
16. ZOA, in its sole and unfettered discretion, reserves the right to accept your Submission in whole or part.
17. ZOA reserves the right to negotiate with one or more of the bidders, seek clarification from bidders regarding their bids and invite modifications to the bids submitted.

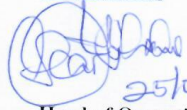


18. ZOA reserves the right to reject any offer before the award of the contract, or to annul the bidding process and reject all offers at any time.
19. ZOA shall notify the successful bidder in writing of the results of the RFQ. Upon notification by the successful bidder, ZOA will promptly inform the other bidders that their bids were unsuccessful.
20. Awards shall be made per full quotation of the above unit + the extras, and ZOA reserves the right not to procure from the lowest bidder.

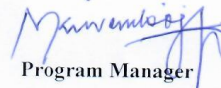
Part V: General Conditions and Disclaimers

21. This RFQ is simply an invitation to bidders to submit a bid in accordance with this RFQ. This RFQ does not constitute an offer of any kind on the part of ZOA.
22. No contractual or other legal obligations arise on the part of ZOA to any bidder by this RFQ or the submission of a bid by a bidder nor is any legal relationship created between ZOA and any bidder until such time as an agreement, if any, is subsequently reached with a bidder.
23. ZOA reserves the unilateral and exclusive right to modify or cancel the RFQ at any time without any obligation to any bidder and makes no guarantee that the process initiated by the RFQ will continue.

Prepared by:


25/07/2021
Head of Operations

Reviewed by:


Program Manager

Approved by:


Country Director

ZOAC
RELIEF | HOPE | RECOVERY