

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

ZOA Dorcas is an International Non-Governmental Organisation implementing emergency response, Community development, Peace building, capacity building, vocational education, advocacy support to people with disabilities, Psychosocial support projects, FSL (incl. Cash for Work), Nutrition, WASH, vocational training, and entrepreneurship projects in South Sudan directly and indirectly through local partners.

Our operation areas are Western Bahr El Ghazal State, Northern Bahr El Ghazal, Eastern Equatoria, Warrap State, Jonglei State and GPAA.

Reference: PRF :10001331

Subject: RFQ 9- 6-2025

Purpose: ZOA DORCAS invites bids for a framework agreement for the repair and maintenance of its vehicles in Wau and Juba for a period of 12 months. Companies must have workshops in Wau, Juba, or both. Bidders can submit proposals for either or both locations. Please clearly specify the locations for which you are bidding.

Manner of Submission:

Bids to be submitted per e-mail to: **procurement.southsudan@zoadorcas.ngo**

or delivered (in a sealed envelope) to the following address: ZOA Dorcas office at Hamza Inn compound in Juba

Closing deadline: **27 June,2025 at 4:00 P.M.**

Important: Offers transmitted after the deadline or in any other manner than those indicated above will not be considered.

Additional information: Bidders must specify their capability to provide on-site vehicle repair services in the event of a breakdown. This includes locations such as Aweil and Akon (from the Wau service center), and Bor and Pibor (from the Juba service center). Companies should also indicate whether they can transport vehicles from these locations to their workshops in case towing is required.

Furthermore, bidders must disclose any agreements they have with Toyota company dealer for the provision of original spare parts.

Requirements:

ZOA Dorcas invites your company to make a firm offer for the following for the period of 12 months.

No	Product Description	Quantity	Unit
1	Set of brake shoes	1	Piece
2	Set of brake pads	1	Piece
3	Brake fluid 1L bottle	1	Piece
4	General seal	1	Piece
5	Knuckles seal	1	Piece
6	Grease 5kg tin	1	Piece

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7	Hub seal	1	Piece
8	Pair of shock absorber front	1	Piece
9	Set of leaf spring bushes	1	Piece
10	Pair of shock absorber rear	1	Piece
11	Control arm bushes	1	Piece
12	Control steering bushes	1	Set
13	Set of stabilizer bushes front	1	Piece
14	Set of stabilizer bushes rear	1	Piece
15	Set of stabilizer link front	1	Piece
16	Set of stabilizer link rear	1	Piece
17	Set of tire rod end	1	Piece
18	Screen wiper	1	Piece
19	Hon	1	Piece
20	Rear diff seal	1	Piece
21	Front diff seal	1	Piece
22	Engine oil	1	Liter
23	Side door handle	1	Piece
24	Oil filter	1	Piece
25	Fuel filter	1	Piece
26	Air cleaner	1	Piece
27	Battery N70	1	Piece
28	Hydraulic fluid	1	Liter
29	Coolant water	1	Liter
30	Set of front diff	1	Piece
31	Set of Rear diff	1	Piece
32	Gear oil	1	Liter
33	A/C Compressor	1	Piece
34	AC Belt	1	Piece
35	Set of indicator rear	1	Piece
36	Set of indicator front	1	Piece
37	Set of knuckle bearing	1	Piece
38	Knuckle housing	1	Piece
39	Set of front hub	1	Piece
40	Set of brake disc	1	Piece
41	Set of spindle seal	1	Piece
42	Set of leaf spring	1	Piece
43	Set of control arm bushes	1	Piece
44	Set of control steering bushes	1	Piece
45	Fuel pump	1	Piece
46	Side door glass	1	Piece
47	Set of brake drum	1	Piece
48	Steering wheel	1	Piece
49	Coil spring	1	Piece
50	Engine cylinder head	1	Piece

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51	Vehicle tyres	1	Piece
52	Hand brake cable	1	Piece
53	Bonnet cable	1	Piece
54	Set of front hub bearing	1	Piece
55	Set of rear hub bearing	1	Piece
56	Ignition starter	1	Piece
57	Spring dumper	1	Piece
58	Brake booster	1	Piece
59	Master cylinder	1	Piece
60	Stabilizer bar	1	Piece
61	Set of Intake and outtake valve	1	Piece
62	Set of heater plug	1	Piece
63	Pressure plate	1	Piece
64	Clutch disc	1	Piece
65	Clutch master cylinder	1	Piece
66	Piston clutch	1	Piece
67	Set of piston ring	1	Piece
68	Piston	1	Piece
69	Piston rods	1	Piece
70	Cylinder head gasket	1	Piece
71	Thrust washer	1	Piece
72	Injector nozzle	1	Piece
73	Silcon	1	Piece
74	Set of CV join	1	Piece
75	Set of Croner bearing and seal	1	Piece
76	Wind screen	1	Piece
77	Radiator	1	Piece
78	Pair of side mirror	1	Piece
79	Seat belt	1	Piece
80	Water pump	1	Piece
81	Alternator	1	Piece
82	AC radiator	1	Piece
83	Set of spindle sub	1	Piece
84	Fan belt	1	Piece
85	AC belt	1	Piece
86	U-Join bolt	1	Piece
87	Inner tube	1	Piece
88	Set of head lamp	1	Piece
89	AC air filter	1	Piece
90	Steering control shaft	1	Piece
91	AC gas refilling	1	kg
92	Set of rear hub	1	Piece
93	Piston lines	1	Piece
94	Engine block	1	Piece

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95	Oil sum	1	Piece
96	Piston	1	Piece
97	Crank shaft	1	Piece
98	Cam shaft	1	Piece
99	Set oil throwers	1	Piece
100	Gear box (gear 1)	1	Piece
101	Gear box (gear 2)	1	Piece
102	Gear box (gear 3)	1	Piece
103	Gear box (gear 4)	1	Piece
104	Gear box (gear 5)	1	Piece
105	Gear box (reverse gear)	1	Piece
106	Set of synchronizer ring 1-2	1	Piece
107	Set of synchronizer ring 3-4	1	Piece
108	Set synchronizer ring 5	1	Piece
109	Set of roll bearing	1	Piece
110	Set of niple bearing	1	Piece
111	Shaft folk	1	Piece
112	Input shaft	1	Piece
113	Out put shaft	1	Piece
114	Hindle gear	1	Piece
115	Courter shaft	1	Piece
116	Gear shaft lever	1	Piece

Your offer should clearly indicate:

1. Duty free unit price in USD
2. Time of delivery: how many days after order
3. Maximum capacity of units delivered
4. Total unit price in USD.
5. Prices should be net after deduction of discounts
6. Confirmed delivery schedule
7. Validity of the offer
8. Detailed specifications (if different from stipulated specifications)
9. Place of manufacture and country of origin
10. Brand of manufacture
11. Expected payment schedule and/or payment details (bank account information) of supplier
12. Submit Signed ZOA Dorcas Supplier Code of Conduct
13. Submit copies of valid Legal documents ie Certificate of incorporation, tax clearance, tax certificate, operations license, trading license ,member of chamber of commerce and others. Bank Account detail and copy of Director's ID are also needed.

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Information to bidders:

1. This is an obligation free quotation. ZOA Dorcas reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of offer should preferably in United States Dollars.
3. Payment will be made in United States Dollars.
4. Payment details will be in the contract.
5. ZOA Dorcas will not be responsible for any bank service charges.
6. Goods supplied for (ZOA Dorcas) are exempt from VAT and all other customs excise duties.
7. Hand-written, incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
8. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the suppliers. (adjust to be in line with contract)
8. All vendors doing business with ZOA Dorcas should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the ZOA Dorcas Supplier Code of Conduct with your offer. ZOA Dorcas reserves the right to reject quotations provided by vendors not meeting these standards.
9. Vendors doing business with ZOA Dorcas will be screened on anti-corruption due diligence before ZOA Dorcas confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA Dorcas ERP software.
10. All vendors must provide proof of legality, certificate of incorporation valid, Tax Clearance certificate, and Operations License.
11. Photocopies of Directors, and shareholders National ID, OR Passport.
Please acknowledge receipt of this enquiry and indicate your interest to bid.

Thank you and regards,

Sign: 

Date: 12-06-2025

ZOA Dorcas
South Sudan

Name: Jitendra Panda

Position: Country Director