

REQUEST FOR QUOTATION (RFQ)

INTRODUCTION AND BACKGROUND

AMDISS is a member-based national media development organization operating in Juba and across the states of South Sudan. The organization was founded in 2003 by senior South Sudanese journalists in the diaspora. The organization's core areas of work include media advocacy and training. As a result, AMDISS, in collaboration with the Union of Journalists of South Sudan (UJOSS) and the National Press Club—South Sudan (NPC-SS), with support from Reporters Without Borders, Reporters Sans Frontières (RSF), is planning to procure media equipment to be used by journalists in South Sudan.

The support was rendered to AMDISS, UJOSS, and NPC-SS by the RSF to respond to the equipment needs of journalists to support them while conducting their journalistic duties. Reporters Without Borders (RSF) defends the right of every human being to have access to free and reliable information. This right is essential to know, understand, form an opinion, and take action on vital issues in full awareness, both individually and collectively.

RFQ INSTRUCTIONS AND DATA

The bidder shall adhere to all the requirements of this RFQ, including any amendments made in writing by AMDISS.

Any Bid submitted will be regarded as an offer by the tender and does not constitute or imply the acceptance of the tender by AMDISS. In light of this, AMDISS is under no obligation to award a contract to any tender as a result of this RFQ.

Therefore, AMDISS reserves the right to cancel the procurement process at any stage without any liability of any kind for AMDISS, upon notice to the bidders or publication of cancellation notice on AMDISS' website, newspaper, and NGO Forum website.

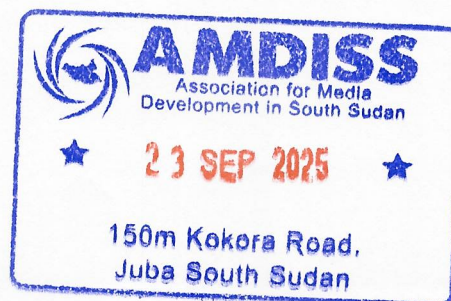
THE DEADLINE FOR SUBMISSION OF QUOTATION

Interested registered companies are invited to submit the quotations by **Friday, 3 October, no later than 5:00 p.m. Central Africa Time (Closing Date)**.

Submissions can be made via e-mail at info@amdiss.org with the subject line **Purchase of media equipment to support the work of journalists in South Sudan.** All quotations submitted must be valid for not less than sixty (60) calendar days from the closing date indicated above.

COST OF PREPARATION OF QUOTATION

AMDISS shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.



FRAUD, CORRUPTION

Moreover, AMDISS strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of AMDISS vendors, and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.

GIFTS AND HOSPITALITY

Bidders/vendors shall not offer gifts or hospitality of any kind to AMDISS, UJOSS, NPC-SS staff members, including recreational trips to sporting or cultural events, theme parks, or offers of holidays, transportation, or invitations to extravagant lunches, dinners, or similar events.

CONFLICT OF INTEREST

AMDISS, UJOSS, and NPC-SS require every prospective Supplier to avoid and prevent conflicts of interest by disclosing to AMDISS, UJOSS, and NPC-SS if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.

Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of AMDISS, UJOSS, and NPC-SS staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.

The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to AMDISS, UJOSS, and NPC-SS further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.

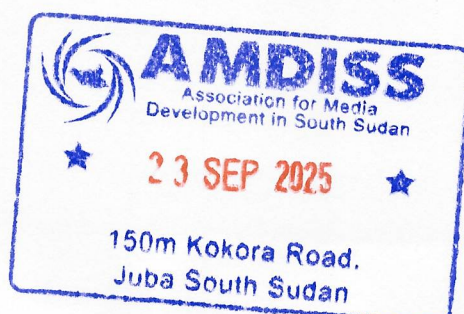
SPECIAL CONDITIONS OF CONTRACT

Cancellation of PO/Contract if the delivery/completion is delayed by [30 days]

ELIGIBILITY

A vendor who will be engaged by AMDISS may not be suspended, debarred, or otherwise identified as ineligible. Vendors are therefore required to disclose to AMDISS whether they are subject to any sanction or temporary suspension imposed by these organizations or the government. Failure to do so may result in termination of any contract.

It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers, and/or their employees meet the eligibility requirements as established by AMDISS. Bidders must have the legal capacity to enter a



binding contract with AMDISS and to deliver in the country, or through an authorized representative

REQUIREMENTS FOR ELIGIBILITY

1. Legal registration and compliance,
2. Financial stability,
3. Proven technical capability and ability to meet quality standards.
4. Reliable delivery within specified timelines, and provide after-sales service like warranties and maintenance.
5. References and reputation for reliability and customer service are important, along with adherence to ethical practices and transparency.
6. The company must comply fully with procurement procedures, submitting all required documentation and respecting tender deadlines and conditions.
7. This ensures the chosen supplier is capable, trustworthy, and meets the organization's operational and ethical requirements.

CURRENCY OF QUOTATION

Quotations shall be quoted in USD (United States Dollars)

JOINT VENTURE

If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.

ONLY ONE BID

The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.

Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or has received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFQ; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;

they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participate in more than one Bid received for this RFQ process. This condition relating to the personnel does not apply to subcontractors being included in more than one Bid.

LANGUAGE OF QUOTATION

Including documentation, including catalogues, instructions, and operating manuals are in ENGLISH.

PRICE VARIATION

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

TERMS OF PAYMENT

60% payment upon delivery of all equipment and installation (testing included)
40% upon delivery of all services.

Contact Person for correspondence, notifications, and clarifications
Any delay in AMDISS's response shall not be used as a reason for extending the deadline for submission, unless AMDISS determines that such an extension is necessary and communicates a new deadline to the Proposers.

CLARIFICATION AND QUESTIONS

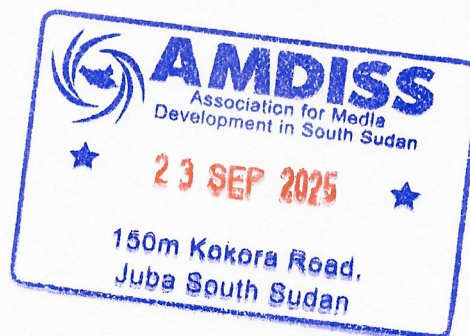
Requests for clarification from bidders will be accepted till the submission deadline.

METHODS OF EVALUATION

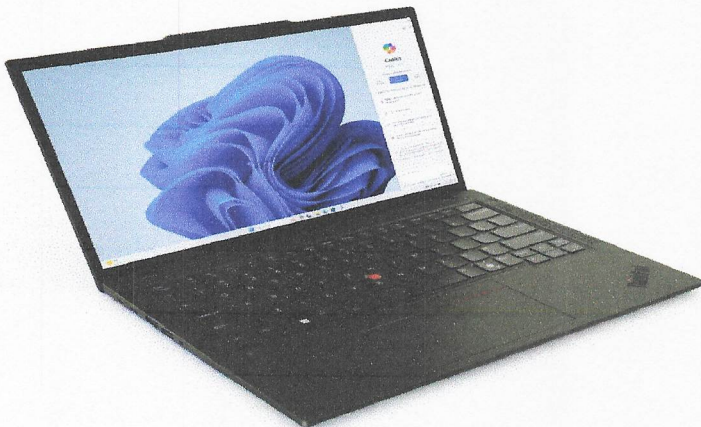


The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.

HOW TO SEND QUOTATION

Interested bidders shall send an email only to the email address indicated below for clarifications and questions. info@amdiss.org



The Media Equipment



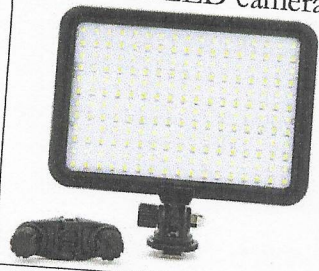


ID	List of the Equipment	Unit	Quantity
1	Laptop computer (Lenovo ThinkPad, HP) 	pieces	6
2	Star link internet standard kit 	Pieces	3
3	Video/photography digital camera (Nikon D7500) 	pieces	3
4	Tripod for camera	pieces	3

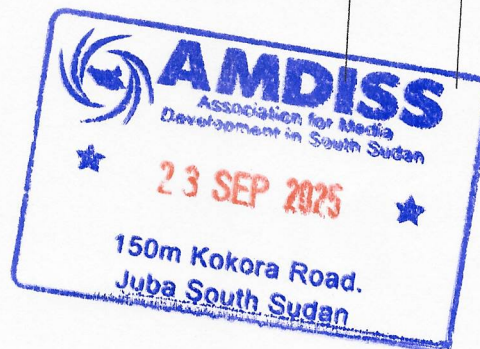
	 <p>Tripod for camera</p>		
5	<p>Audio recorders rechargeable (PCM A10, high resolution digital audio recorder)</p>  	pieces	6
6	<p>Hand held Tripod for phones</p> 	pieces	6
	Headphones	pieces	6

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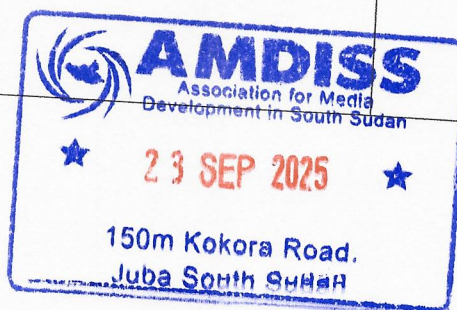
150m Kokora Road.
Juba South Sudan

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8	Lapen mic 	pieces	6
9	Smart phone high quality 	Pieces	3
10	External hard drive, (transient) 15TB or above	pieces	3

			
11	SD cards (128GB) 	pieces	6
12	Ultra Slim LED camera Light 	pieces	3
13	Flash lights 	pieces	3
14	HP OfficeJet Pro 9125e Color Printer 	pieces	3



15	<p>Adobe Editing Softwares</p>  <p>www.educba.com</p>		
16	<p>First aid kit</p> 	Pieces	30
17	<p>Safety press jackets</p> 	pieces	30



****End of the RFQ****