REQUEST FOR QUOTATION (RFQ)

Supply and Distribution of Start-up Kits / Seed Grants for 500 Participants

RFQ reference no	HRI/RFQ/2026/004	Date of Issue	09 Nov 2026
Procuring organization	Hope and Resilience Initiative	Quotation currency	USD
Delivery location	Manajang Payam, Fangak County, Northern Jonglei	Quotation validity	14 days
Submission Deadline	16 Nov 2026 at 5:00 PM (CAT)	Submission Method	Email or hand delivery

1. BACKGROUND

Hope and Resilience Initiative (HRI) is a national, non-profit, non-partisan, non-governmental organization established in 2023 and fully registered with the South Sudan Relief and Rehabilitation Commission (SSRRC) under the NGOs Act, 2016 (Chapter 3, Section 10), Registration Certificate No. 6089.

HRI works to build the resilience of communities in South Sudan by promoting economic opportunities, empowering women and youth, and strengthening local peacebuilding and social cohesion through inclusive, community-driven programmes. HRI's work includes health, WASH, nutrition, livelihoods, peacebuilding, social cohesion, gender equality, and social inclusion. HRI's programme model combines service delivery, capacity strengthening, community mobilization, referral pathways, local peace structures and economic empowerment, and is informed by a durable solutions perspective that links assistance to recovery, self-reliance, social cohesion and long-term resilience.

HRI is implementing, as Implementing Partner of the UNDP South Sudan Country Office, the project "Provision of Resilience-Building Income-Generating Interventions to Support Victims and Survivors of CRSV and Other Forms of Violence – Northern Jonglei, Fangak County, Manajang Payam". Under Activity 2 (Community Mobilization: Start-up Kits / Seed Grants), 500 participants will receive start-up kits/seed grants to establish or strengthen small income-generating enterprises. HRI therefore invites eligible, competent and experienced companies/suppliers to submit competitive quotations for the Supply and Distribution of Start-up Kits / Seed Grants for 500 participants.

2. VISION

HRI envisions a peaceful and resilient society where humanitarian action, development practice and peacebuilding initiatives are implemented inclusively, without exclusion, discrimination or marginalization. This vision is grounded in the belief that sustainable development and meaningful social transformation are only possible when communities participate in shaping solutions that reflect their lived realities, aspirations, dignity and agency.

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3. MISSION

HRI's mission is to build the resilience of communities in South Sudan by promoting economic opportunities, empowering women and youth, strengthening local peacebuilding, supporting social cohesion and delivering inclusive, community-driven programmes. The organization is committed to amplifying community participation, unlocking local innovation and supporting a culture of creativity and practical problem-solving across multiple sectors.

4. TERM OF REFERENCE (Start-up Kits / Seed Grants)

4.1 Objective

The objective of this assignment is to procure, quality-assure, transport, and distribute start-up kits/seed grants to 500 participants in Manajang Payam, Fangak County, Northern Jonglei, so that victims and survivors of conflict-related sexual violence (CRSV) and other forms of violence, and other vulnerable community members, can start or strengthen small income-generating enterprises. The kits follow the business and enterprise training and are supported by mentoring. The supplier is expected to deliver the right goods, to the right person, in good condition, safely, with dignity, and with complete documentation.

4.2 Summary of items to be quoted

Item no	Description/ Specification	Unit	Quantity
2.1	Enterprise feasibility, participant and package verification	Lump sum	1
2.2	Direct start-up kit / seed-grant value	500 participants	500
2.3	Technical specifications, sourcing supplier due diligence	Lump sum	1
2.4	Transport, handling, storage and distribution logistics	Lump sum	1
2.5	Distribution staffing, accessibility and accountability	Lump sum	1
2.6	Quality inspection and documentation	Lump sum	1
2.7	Post-distribution monitoring and remedial action	Lump sum	1

Note: Kit contents will be agreed with HRI according to the enterprise types selected by participants (for example, petty trade, food processing, tailoring, fishing, small livestock or agriculture). Bidders must itemise the contents, brand/specification and quantity of each proposed kit type. The above quantities and descriptions are provided for quotation purposes.

4.4 Kit specification and quality standards

The final kit types and quantities will be confirmed by HRI after the participants' enterprise plans are verified. The table below shows the indicative categories and the minimum standards.

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Bidders must propose the exact contents, brand/specification and quantity for each kit type in the Price Schedule (Section 7).

Enterprise category	Indicative kit contents (to be confirmed by HRI)	Minimum quality requirements
Petty trade / small shop	Starter stock of basic goods, weighing scale, storage containers, tarpaulin or display stand, record book	New, sealed, in-date goods; calibrated scale; durable containers
Food processing/catering	Cooking pots, stove or fuel-efficient cookstove, utensils, basins, containers, packaging, hygiene items	Food-grade, rust-free and washable; safe to use
Tailoring	Sewing machine (manual or treadle), scissors, measuring tape, needles, thread, fabric starter set	New, tested machine with accessories and warranty where available
Fishing	Fishing nets, hooks, lines, floats, basin or cooler, protective gear	Durable, appropriate mesh size for local waters and legal use
Small livestock	Healthy animals as agreed (for example goats or poultry), feed, basic veterinary supplies, water and feeding containers	Healthy, vaccinated and dewormed animals; vet health certificate
Agriculture/vegetable growing	Quality seeds, hand tools (hoe, spade, rake, machete), watering can, protective gear	Certified seeds with variety, expiry and germination details; tools of sturdy steel with handles

General quality standards: all goods must be new, genuine and fit for purpose; comply with applicable South Sudan standards; be suitable for the local climate and conditions; be safe for users; and carry the manufacturer's labelling, expiry date or warranty where applicable. HRI may reject any item that does not meet these standards.

4.5 Reports and deliverables

- Inception plan: logistics plan, detailed work plan and risk mitigation measures (within 5 days of contract signing).
- Verification report and final kit allocation list (item 2.1).
- Specification and sourcing file (item 2.3).
- Pre-dispatch and arrival inspection reports (item 2.6).
- Delivery notes, goods-received notes and stock reconciliation (item 2.4).
- Signed distribution lists and distribution reports for each site, with the feedback and complaints log (item 2.5).
- Post-distribution monitoring report and completion report, with photographs where consent has been given (item 2.7).

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4.6 Safeguarding, protection and conduct requirements

- The supplier and its staff must treat all participants with respect and dignity, and must not discriminate based on gender, age, disability, ethnicity, religion or any other status.
- Zero tolerance of sexual exploitation and abuse, harassment, fraud, corruption, bribery and child labour. Suspected cases must be reported to HRI immediately.
- No fee, gift, favour or service may be requested or accepted from any participant in exchange for a kit.
- Information about participants, especially survivors, is confidential and must be used only for this assignment.
- The supplier must comply with the UNDP Supplier Code of Conduct and with all applicable laws of South Sudan.

5. INFORMATION TO BE SUBMITTED WITH THE PROPOSAL

- Company profile and brief description of relevant experience.
- Valid certificate of registration/incorporation.
- Valid tax identification and tax clearance certificate, where applicable.
- Valid trading/operation license.
- Company ownership/contact details and physical address.
- At least two relevant references from previous or current clients.
- Evidence of experience in supplying start-up kits, agricultural or business inputs, or running distributions for NGOs, UN agencies or similar organizations.
- Itemised kit specifications (Section 4.4) and a proposed delivery and distribution plan for Manajang Payam, Fangak County.
- Proposed work plan and timeline, including the logistics plan and how river and seasonal access constraints will be managed.
- Names, roles and relevant experience of the key staff who will manage and carry out the assignment.
- Proposed quality assurance and inspection method, and the approach to feedback, complaints and safeguarding.
- Completed and signed price schedule (Section 7) showing unit prices, total prices, validity period and delivery lead time.
- Signed declaration of compliance with the Supplier Code of Conduct, and the anti-fraud, anti-corruption, safeguarding and PSEA requirements.
- Samples or photographs of the proposed kit items, with brand, source and specification details, may be requested before award.



6. SUBMISSION OF PROPOSAL

Interested and eligible companies are invited to submit their proposals clearly indicating RFQ Reference No. HRI/RFQ/2026/004 Supply and Distribution of Start-up Kits / Seed Grants through the following emails:

Email submission: hri.logandprocurement.org@gmail.com, **Copy:** hri.financedepartment@gmail.com, finance@hri-ss.org, **Hand delivery to:** Hope and Resilience Initiative (HRI), Former GPOC Building, 3rd Floor, Office No. 21, Juba Town, Central Equatoria State, South Sudan.

For inquiries, Kindly, contact HRI via above emails or via +211922221044/+211922224748

Submission deadline: 16 Nov 2026 at 5:00 PM (CAT). Late quotations may not be considered.

9. EVALUATION AND AWARD

The quotes will be evaluated, and the supply contract will be awarded based on South Sudan legal registration documents and price, kit quality and specifications, delivery terms and capacity to deliver to Fangak County, quality assurances, and any other factor which the procurement committee deems necessary. Only the successful bidder will be notified; if you do not receive an order in writing within one week after the expiry of the deadline, consider your bid unsuccessful.

Language of the bid: The language to be used when applying shall be English only.

Terms of payment procedures: Payment shall be made within a maximum of 5 working days after the completion of delivery and distribution, subject to appropriate deduction for incomplete deliveries, upon presentation of the commercial invoice, delivery notes, goods-received notes, signed distribution lists and quality inspection report. Payment will be made by bank transfer to the supplier's bank account only.

The deadline for the submission of the quotes will be strictly observed.

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