

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

REFERENCE: PRF :ZD/NT/001/2025.

Subject: National Tender. Procurement of Agricultural Seeds and Tools, Aweil Field Office

Delivery Place: Aweil.

ZOAC  **Dorcas**
South Sudan

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 at Hamza Inn , Juba
<i>Advertisement Date: 3rd March, 2025.</i>
<i>Closing deadline: 14th, March, 2025 at 4:00 Pm.</i>

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

Requirements:

ZOA Dorcas invites your company to make a firm offer for the following:

Purchase Requisition Number	Description	Quantity	Unit
10001121 10001077	Project procurement of Locally Produced Sorghum seeds (Anyanjang Type)	21,700	Kgs
10001121 10001077	Project procurement of Locally Produced Groundnuts (Miguanjang)	94,869	Kgs
10001073 10001077	Project Procurement of Watering cane, premier plastic 10 litters	775	Pieces
10001073 10001077	Project Procurement of Farm hoe, Hoe metallic handle durable dual purpose	775	Pieces
10001073 10001077	Project procurement of Measuring tape, 150M superlong	31	Pieces
10001073 10001077	Project procurement of Plastic Rope roll 500M polythene	62	Rolls
10001073 10001077	Project procurement of Sprayer pump, Knapsack 20L	62	Pieces
10001073 10001077	Project procurement of simple treadle pump	62	Pieces
10001073 10001077	Project Procurement of Spade, Garden shovel	310	Pieces
10001073 10001077	Project procurement of Wheelbarrow, Heavy-duty	155	Pieces
10001073 10001077	Project procurement of Hoe with wooden handle	3,100	Pieces
10001073 10001077	Project procurement of Moloda, local made with wooden handle	3,100	Pieces
10001077	Project Procurement of kale, Simlaw seeds 25gr sachet	120	Sachet
10001077	Project procurement of Cowpea seeds climbing variety	42	Kgs
10001077	Project procurement of Okra, 25g Seeds hybrid 45days	120	Sachet
10001077	Project procurement of Tomato, 25g seeds Money maker	120	Sachet
10001077	Project procurement of pumpkin, 25g seeds crown-prince/ local variety	120	Sachet
10001077	Project procurement of Kudra (jaw mallows) Seeds local variety	18	Kgs

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10001077	Project procurement of cucumber 25g Seeds green variety hybrid green & white	120	Sachet
10001077	Project Procurement of Purslane Seeds (Rejila) 25g	120	Sachet
10001077	Project Procurement of Spider-plant, Seeds local variety	12	Kgs
10001077	Project procurement of Carrot Seeds 25g hybrid	120	Sachet

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 as per the specification.
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. Signed ZOA Dorcas Supplier Code of Conduct

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 or 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)
9. 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.
10. 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.
11. All vendors must provide proof of legality, certificate of incorporation valid, Tax Clearance certificate, and Operations License.
12. Local vendors with presence in Aweil shall be provided extra points.
Please acknowledge receipt of this enquiry and indicate your interest to bid.


Thank you and regards,

Name: Jitendra Panda
Position: Country Director



Annex 1 : Selection Criteria

<p>a. Previous experience in Supplying Agricultural Seeds and Tools to NGOs (Maximum score 5)</p>	<p>b. Valid Legal Documents ie 1. Tax Clearance Certificate 2. Operation License 3. Certificate of Incorporation (Maximum score 3)</p>	<p>c. Local presence with Office in Aweil (Maximum score 10)</p>	<p>d. Proof of Germination Certificate & new Seeds (Maximum score 7)</p>	<p>e. Proposed Delivery Schedule (Maximum score 10), if less or equal to 5 days</p>	<p>f. Overall completeness, timeliness, quality and presentation of bid (Maximum score 5)</p>
<p>Total : Administrative Section</p>					
<p>Financial Proposal</p> <ul style="list-style-type: none"> • Financial proposals (Quotations) 					
<p>Total</p>					



ZOA

 South Sudan