

REQUEST FOR QUOTATION FOR OFFICE STATIONERIES

  Badingilo National Park South Sudan	Request for quotation Badingilio and Boma National Park, South Sudan	 Boma National Park South Sudan
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Background of African Parks

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, South Sudan Zambia and Zimbabwe. Currently African Parks will manage Badingilo and Boma National Parks in South Sudan.

Description of Services/Goods

African Park South Sudan will procure goods and services on a regular basis throughout the year, as programme demands dictate. We are now calling for qualified, competent **OFFICE STATIONERY service Providers** to support its upcoming AP's project needs in Badingilo and Boma National Parks respectively in South Sudan. African Parks South Sudan conducts regularly purchase of Various goods to support its program implementations in the Parks. In most of the procurement processes African Parks South Sudan ensures that competitive prices and value for money is obtained by way of "Competitive Negotiated Procedure". Therefore, African Parks South Sudan is calling for Competent reliable registered Office **Stationery service providers** which will provide African Parks South Sudan with the service and with whom African Parks South Sudan would contract for the next 12 months to support its project implementation in South Sudan

Description of Services/Goods

Issuance Date	Thursday 18th October 2024
Closing Date	Monday 18th November 2024
Activity Title	Office Stationeries
Determination of Award	Lowest Price Technically acceptability, and availability of Stocks
Quotation	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in Annex 2 – Detailed Technical Specifications.
Evaluation Criteria	Award will be made to the offeror that meets the minimum criteria and technical specificity for acceptable award at the lowest reasonable cost or price.
Award Type	Firm Fixed Price Agreement-Framework Agreement for 12 Months



Submission Deadline	Quotations must be received No-Later-Than 4:00PM Juba time, Monday 18th November 2024
Submission Address	Hard copies can be delivered IN A SEALED ENVELOPE clearly labeled with the name of the vendor and the RFQ activity Title to: Synergy Suites, Tomping First Class Residential Area near UNMISS-Juba South Sudan. Electronic submission can be sent to: pujag@africanparks.org

Annex 1- Service Detail specification

No.	Item Description	Unit	Q'TY	Unit Price USD
1	(adhesive tape) REEL	pcs	1	
	(copier Kyceros) TONER CARTRIDGE	pcs	1	
	(flip chart) PAPER, 50 sheets	roll	1	
	(HP printer, inkjet) INK CARTRIDGE, color 22	pcs	1	
	(inking pad) REFILL, red	pcs	1	
	(inking pad), REFILL, black	pcs	1	
	(large stapler) STAPLES, 9/14, box of 1000	box	1	
	(medium stapler) STAPLES, 24/8, box of 5000	box	1	
	(printer HP LASERJET P2055d) CARTRIDGE 05A	pc	1	
	(printer, inkjet) INK CARTRIDGE, 21, black	pc	1	
	(typewriter) CLEANING SET, for keypad	set	1	
	ACCOUNT BOOK (Balzac), ref. 58-04	pc	1	
	BOX ARCHIVES, 340 x 250 mm, foldable cardboard, 100 mm thick	pc	1	
	CALCULATOR, solar or battery-powered	pc	1	
	White Board 120cm x 90cm	Pc	1	
	White Board 150cm x 90cm	pc	1	
	CASH BOX with keys	box	1	
	CLIP, PAPER, 30 mm, box of 1000	box	1	
	CLIPBOARD, fold over, A4	pc	1	



COUNTER BOOK, A3(Q2), 200 pages, hardcover	pc	1	
COUNTER BOOK, A5 (Q2), 200 pages, hardcover	pc	1	
Short hand books	Pc	1	
Masking Taps bown Color medium Size	Roll	1	
Masking tap whilte color medium size	Roll	1	
Highlighters assorted colors, packet of 6 pcs	Pkt	1	
Marker Pens	Pkt	1	
Permanent Marker Pens, assorted colors	Pkt	1	
Dozen short hand Note books	Pkt	1	
DIVIDER, for A4 index box, A-Z, set	set	1	
DIVIDERS, A4, 12 tabs	set	1	
ENVELOPE, 110 x 220 mm, white, brown	pc	1	
ENVELOPE, 110 x 220 mm, white, self-adhesive, 80 g	pc	1	
ENVELOPE, 162 x 229 mm, kraft, self-adhesive, 90 g	pc	1	
ENVELOPE, 162x229 mm (C5), KRAFT, self adhesive 90g	pc	1	
ENVELOPE, 229 x 324 mm, kraft, self-adhesive, 90 g	pc	1	
ERASER, rubber, white	pc	1	
FILE, A4, plastic, with prong clip, for punched paper	pc	1	
FILE, LEVER-ARCH, 310 x 290 mm, 75 mm thick, black	pc	1	
FLIP CHART, Roll	pc	1	
Flip Chart Stand	Pc	1	
FLUID, CORRECTION, white	pc	1	

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PLEASE SPECIFY and INCLUDE WITH YOUR QUOTATION	
Payment Terms	



Delivery Time	
Payment Schedule	
Payment Method	
Price Validity	

Instructions to Offerors:

Submission Deadline:

- Final submissions will be due no later than **Monday 18th November 2024; 4:00pm. (East Africa Time)** Electronic Submission is via: ssdprocurement@africanparks.org
- **Question & Answers:** Questions regarding the **RFQ- FOR OFFICE STATIONERIES-** shall be submitted to: SSD.Procurement@care.org no later than **November 18th 2024; 4:00pm. (East Africa Time)**. African Parks Network Sudan will not respond to questions pertaining to this RFQ over the phone. African Parks Network South Sudan will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Requirements

- Submit a quotation in response to this RFQ using the template provided above, all pages should be initiated and stamped officially by the vendor.
- Hard copies quotation: In case of a supplier –Vendor is submitting a hard copy quotation, it shall then be submitted in a sealed envelope, mentioning **RFQ activity Title (for reference)** shall be clearly written on this envelope and shall be registered with Care receptionist during submission.
- **Vendors are to commit to the delivery time after placing the order, which is critical and important to APN South Sudan Project activities.**
- Quoted Price: Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided for in Annex 1.
- Supplier-Vendors are requested to provide quotations on official letterhead fully stamped
- Supplier-Vendors shall provide contact list of past clients (preferably INGOs and Cooperate Business, at least three (3) they have provided services in the past 3 years, recommendation letters should be attached.
- Suppliers-Vendors are required to submit their business incorporation certificate, and tax clearance certificate updated as per below mandatory submission requirements
- Supplier-Vendors are required to submit cover letter in Annex 3 on an official letterhead, official stamped, signed by an authorized representative of the Supplier-Vendor with company/contact details
- Charges against any of the goods or services will be made against the price quoted in this RFQ in reference with terms and conditions in Annex 1.

Inspection: All Goods/ Services will be inspected against conformance to the specifications and technical description attached to this RFQ before approving any payment to the awarded vendor. Designated members of APN South Sudan Procurement Committee will have site visits and duly compile field Assessment and reports prior contracting the potential vendor



Demonstration of Responsibility: To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor's bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ:

Mandatory Submission Requirements (Company Valid Legal documentations)

S/No	Documents included for vendor set up as a <u>COMPANY</u>
1.	The company profile
2.	Past work experience letter recommendations
3.	Tax identification number
4.	Tax clearance certificate
5.	Membership certificate from the responsible body where the company operates in.
6.	Registration certificate from the Ministry of Justice
7.	Operation license
8.	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.
9.	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)
10.	Vendor's questionnaire
11.	First page of memorandum and articles of association and the page with shares allocation/board of directors.
12.	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.
13.	A copy of void cheque of the bank account provided to APN South Sudan

- Completed Supplier-Vendor Cover Letter, signed and stamped by an authorized representative of the Supplier-Vendor with company/contact details.
- Official quotation, including specifications of offered materials/ services (see Annex 1).
- For Organizations: Copy of Supplier-Vendor's registration or business license.
- Certification of Price Guarantee or Warrantee (12 months).

Determination for Award: award will be made to a responsible Supplier-Vendor whose offer follows the RFQ instructions and provides the reasonable-cost, technically acceptable offer.

- Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration.

Bank Account: Awarded Bidder should provide a full bank account information for the purpose of wiring payments

I. SUBMISSION OF SAMPLES

Bidders who pass the administrative stage will have their samples verified from their respective Warehouses by the APN South Sudan Tender opening committee (TOC)



II. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

Unless otherwise requested all Bids shall state if the prices quoted are not DDP (Incoterms 2020).

B. Currency

The currency of the Bid shall be in *USD*. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this bid shall be in English.

D. Packaging

Packaging shall be of international shipping standard, strong quality, and suitable for shipment as provided in the Bid Form.

E. Origin

Country of origin of the items shall be clearly stated.

F. Presentation

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initiated by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

G. Split Awards

APN South Sudan reserves the right to split awards.

H. Validity Period

Bids shall be valid for at least the minimum number of days specified in the bid Form from the date of Bid closure. APN South Sudan reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

III. ACCEPTANCE

APN South Sudan reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity



etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the bid Closure.

IV. AWARD OF CONTRACTS

This Bid does not commit APN South Sudan Procurement Committee to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by APN South Sudan. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of APN South Sudan and the successful Bidder.

APN South Sudan Procurement Committee may award contracts for part quantities or individual items. APN South Sudan Procurement Unit will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. APN South Sudan Procurement Committee reserves the right to cancel any Bid, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future APN South Sudan Bids.

V. CONFIDENTIALITY

This Bid or any part hereof, and all copies hereof shall be returned to APN South Sudan upon request. This Bid is confidential and proprietary to APN South Sudan, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of APN South Sudan, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the Bid, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this Bid.

VI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this Bid or procurement process, or any other procurement process being conducted by APN South Sudan in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct, may include, among other things, the disclosure to, exchange or clarification with, any other



Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to APN South Sudan, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

VII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of APN South Sudan, have been compiled:

- With the assistance of current or former employees of APN South Sudan, or current or former contractors of APN South Sudan in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal APN South Sudan information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to APN South Sudan, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from APN South Sudan, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this Bid was an official, agent, functionary, or employee of, or otherwise engaged by, APN South Sudan and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this Bid relates.

VIII. CORRUPT PRACTICES

APN South Sudan Procurement SOP has zero tolerance for corruption and upon collection of the bid Form, a supplier must sign Disclosure of Conflict of Interest prior participation in the bid process

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by APN South Sudan as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by APN South Sudan, including tendering, award or execution of contracts. APN South Sudan reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate APN South Sudan's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform APN South Sudan immediately of any



suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific APN South Sudan country operations via africanparks@whistleblowing.co.za. Reports of suspected corruption can also be reported directly to APN HQ at: africanparks@whistleblowing.co.za. Telephone Contact: +27633828120

IX. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of APN South Sudan and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any APN South Sudan contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify APN South Sudan immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of APN South Sudan, or cases in which any APN South Sudan official, employee or person under contract with APN South Sudan may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of APN South Sudan.

X. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid closure time shall not be honoured.

Withdrawal of a Bid may result in your suspension or removal from the APN South Sudan suppliers List.

A Bidder may modify its Bid prior to the Bid closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the Bid closure.

XI. LATE BIDS

All Bids received after the Bid closure will be rejected.

XII. OPENING OF THE ITB

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence APN South Sudan in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the APN South Sudan Terms and Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.



XIV. CANCELLATION OF THE BID

In the event of an Bid cancellation, Bidders will be notified by APN South Sudan Procurement Unit. If the Bid is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The Bid may be cancelled in the following situations:

- where not qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

APN South Sudan shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an Bid, even if APN South Sudan has been advised of the possibility of damages. The publication of a procurement notice does not commit APN South Sudan to implement the programme or project announced.

XV. QUERIES ABOUT THIS ITB

For queries on this Bid, please contact SSD Juba Logistics Unit: ssdprocurement@africanparks.org

All questions regarding this Bid shall be submitted in writing to the above.

No Bids shall be sent to the above email.

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published on the relevant sites where the vendors got the advert.

