



Tender Reference No: 649/23/IPPASE

27<sup>th</sup> November 2023

**REQUEST FOR QUOTATION**

**SUPPLY AND DELIVERY OF WATER QUALITY TESTING KITS AND  
CONSUMABLES.**

**Tender Reference No: 649/23/IPPASE**

**Opening Date: 27<sup>th</sup> November 2023**

**Closing Date: 6<sup>th</sup> December 2023**

**Time: 4:00PM Juba Local Time**

**Catholic Agency for Overseas Development (CAFOD)  
CAFOD Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal  
Next to Save the Children International  
Juba, South Sudan**

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**CAFOD SUPPLY AND DELIVERY OF WATER QUALITY TESTING KITS AND CONSUMABLES.**


**Section 1: Background**

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.




CAFOD is looking for competent and reputable Supplier for **Supply and Delivery of Water Quality Testing Kits and Consumables for project in Fashoda.**

Please provide your proposal as per specifications below:









**Section 2: Specifications**

#	Item	Description	Unit	Qty	Unit cost	Amount	Pictures Insert
1	DelAgua Kits, Supplied with Consumables Expansion pack for 200 tests	DelAgua kits with single incubator, inbuilt battery supplied with consumable expansion pack for 200 test (To include; Absorbent pads - Gelman (min quantity of 500 pads), filter membrane - specifically for water testing (min quantity of 250 filters), pad dispenser tool (quantity of 1), broth-lauryl sulphate (min.quantity of 2 tubs), methanol dispenser, pair of faucets), sterilization bottles (10 bottles 50ml each), silicon grease, timer, thermometer, Pool	Kit	1			




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		Tester, Turbidity tube, trimer screw, vacuum pump, filtration apparatus etc.				
2	DelAgua consumables	DELAGUA- 130013S- DelAgua- Consumables- Expansion pack-for- 2400-plates-2-400x480	Pkt	1		
3	Steam Sterilizer (Pressure cooker) 120V	To include Roll of tape to indicate whether the sterilization process has properly occurred or not, the gauge should be able to change after 15 minutes at 121°C of sterilization.	Pcs	1		
4	Photometer 7100 Standard tool kit	Instrument and light cap, 8 glass cuvettes, dilution tube/sample container, 10ml syringe, test tube brush, 10 crush/stirring rods, lint free cloths, instrument instructions, palintest method book, supplied in a	Kit	1		

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		protective case					
5	Turbimeter Plus	Turbimeter Plus for testing Turbidity and Total Suspended Solids (TSS)	Kit	1			
6	H <sub>2</sub> S (Hydrogen Sulphate) test kit	H <sub>2</sub> S strip test kits for rapid field water quality test	Kit	100			
7	Methanol 4L Bottle	Methonal 4litre Bottle	Bottle	1			
8	Deionized water	Deionized water 1liter bottle	Bottle	4			
9	Turbidity Tube	Turbidity tube graduated upto 300ml	Piece	2			
10	Pool Tester	Pool tester measuring both Phenol Red and Free Residual Chlorine (FRC)	Piece	2			
11	Graduated Beaker 500ml	Graduated Beaker 500ml	Piece	5			
12	DPD1 tablets	250 Tabs per small box	Box	10			

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13	Phenol Red Tablets	251 Tabs per small box	Box	10			
14	Aluminum 1 Tablets	252 Tabs per small box	Box	10			
15	Aluminum 2 Tablets	253 Tabs per small box	Box	10			
<b>Grand Total in USD</b>							<b>USD</b>

**Section 3: Other Information Pertaining of our Quotation are as follows.**

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	
Location of Delivery	CAFOD Office, Hai Malakal, Plot 19, Block XIII, P.O.Box 7, Juba, South Sudan.

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#### **Section 4: Instructions to Suppliers**

When submitting your tender proposal for Supply and delivery of Water Quality Testing Kits, please include a completed document: -

- a. Signed and Stamp CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. Signed and Stamp CAFOD Supplier Code of Conduct - attached in the Appendix section of this document.
- c. Signed and Stamp CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. Signed and Stamp CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation or equivalent depending on Country submitting your Quotation e.g attached the stamp copies indicating the renewal date, month, and year.
- f. Valid tax clearance certificate or equivalent depending on Country submitting your Quotation e.g electronic Tax Clearance Certificate.
- g. Valid operation licence or equivalent depending on Country submitting your Quotation.
- h. The latest bank Statement for the last **six** (6) months ( 1<sup>st</sup> November 2022 to 30 April 2023).
- i. Trade references (latest) from other INGOs or UN agencies and attached contract samples as an evidence to your engagement for Water Quality Testing Kits:

#### **Section 5: Tender Instructions**

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to procure Water Quality Testing Kits for project implementation. The Request for Quotation is open to eligible Suppliers as indicated in the instructions.

#### **Section 6: Delivery Period**

The bidders must state the exact date of delivery lead time.

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**Section 7: Language of Tender**

All the information requested for tender process shall be provided in the English language.

**Section 8: Experience**

Prospective Suppliers must have carried out successful supply and delivery of similar goods to INGOs and UN Agencies with same the magnitude or more.

**Section 9: Terms and Conditions, and CAFOD Policies**

Eligible and interested Suppliers shall be required to read and willing to abide to the CAFOD procurement terms and conditions, CAFOD Ethical Code of Conduct for Supplier, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Clause 20**.

**Section 10: Eligible Suppliers**

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the tender process.

**Section 11: Submission and Deadline for tender documents**

A sealed hard copy of tender application containing all the requirements shall be submitted to address provided above clearly marked with the Request for Quotation reference number.

Email submission is also accepted with the condition that the suppliers will submit the prescribe documents in form of Portable Document Format (PDF) through CAFOD Official Supply email; [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk) , and deadline for request for quotation is on **6<sup>th</sup> December 2023, at 4:00pm Juba Local Time**.

**Section 12: Questions Arising from Tender Documents**

Questions and clarification that may arise from the Request for Quotation documents should be addressed to the email address below on or before **1<sup>st</sup> December 2023**. Responses to the questions and clarifications shall be uploaded into the **NGO FORUM website on 4<sup>th</sup> December 2023**.

**Section 13: Additional Information**

CAFOD reserves the right to request the submission of additional information from prospective Suppliers.

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**Section 14: Notification of Successful and Unsuccessful Suppliers**

CAFOD will only notified the successful bidder/Supplier for the Request for Quotation for Water Quality Testing Kits outcome in writing, and this will be done after three (3) weeks to closure of Request for Quotation deadline.

**Section 15: RFQ Guidelines/Regulations and Criteria**

**i. Incomplete Application**

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.

**ii. The Tender Data**

It is understood and agreed that the tender data of the prospective Supplier is to be used by CAFOD in selection of prospective Supplier to perform the contract in respect items as described by the client in **clause 2** in this document.

**iii. Tender Requirements**

Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.

**Section 16: Essential Criteria for Tender**

**i. Experience**

The prospective bidder shall have at least three (3) years' experience in the supply of similar goods. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations.

Prospective suppliers should have special experience and capability to organize, supply and deliver items at short notice.

**ii. Declaration**

Applicants **MUST** include a declaration Appendix section certifying the accuracy of the information given.



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**iii. Withdrawal of Request for Quotation**

CAFOD has the right to reject the RFQ from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

**Section 17: Appendix Section**

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the Request for Quotation information for the above Invitation to tender we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other Tenderer participating in this RFQ.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

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Date .....

Applicant's Name .....

Represented by .....

Signature .....

Designation .....

(Full name and designation of the person signing and stamp or seal).

**Section 18: Notification of the results**

Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful.

We, the undersigned, hereby accept in full the CAFOD General Terms and Conditions and hereby offer to contract the items listed above in conformity with the requirements of CAFOD as per details provided above.

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Tax Identification Number</b>	
<b>Active Phone Number</b>	
<b>Email:</b>	

**Section 19: Disclaimer**

This is only a call for tender and CAFOD reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers. The decision of the CAFOD Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.



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**Section 20: Appendix – CAFOD Policies**

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Ethical Code of Conduct for Supplier
3. Appendix C: CAFOD Safeguarding Policy, and
4. Appendix D: CAFOD Antibribery Policy