

INVITATION TO TENDER

PRF #	368/369	Date	17 th November 2020
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Suppliers Business Name:

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Registration number: (Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation).

Address/Business Location:

.....

Contact Person and Phone

Number.....

Contact Person:

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Please provide FH South Sudan with the cost for the items listed in below table. **Prices to be quoted in either SSP or USD.**

No.	PRF No.	Specifications	Units of measure	Qty. Needed	Unit Price (SSP or USD)	Total Price (SSP or USD)	
Lot (1)	369	Printing of school books as specified-B5 Size-70gms bond Paper-Printed in Color cover on cover board with binding.					
		Primary pupils books -English					
		P1-83 pages	PCS	110			
		P2-82 Pages	PCS	110			
		P3-91 Pages.	PCS	110			
		P4-163 Pages	PCS	110			
		P5-160 pages	PCS	44			
		P6-139 Pages	PCS	33			
		P7-144 pages	PCS	50			
		P8-135 ages	PCS	40			
		Primary School Books-Mathematics					
		P1-116 pages	PCS	110			
		P2-89 Pages	PCS	88			

		P3-80 Pages	PCS	88		
		P4-88 pages	PCS	88		
		P5-92 pages	PCS	44		
		P6-91 pages	PCS	44		
		P7-96 pages	PCS	50		
		P8-115 pages	PCS	50		
		Teachers Guides books -English				
		P1-125 Pages	PCS	14		
		P2-186 pages	PCS	14		
		P3-156 pages	PCS	14		
		P4-192 pages	PCS	14		
		P5-151 pages	PCS	14		
		P6-164 pages	PCS	14		
		P7-138 pages	PCS	14		
		P8-156 pages	PCS	14		
		Teachers Guide books- Mathematics				
		P1-80 pages	PCS	14		
		P2-68 pages	PCS	14		
		P3-75 pages	PCS	14		
		P4-66 pages	PCS	14		
P5-73 pages	PCS	14				
P6-80 pages	PCS	14				
P7-72 pages	PCS	14				
P8-80 Pages	PCS	14				
		Total Amount:				
Lot(2)	368	School Stationery				
		Exercise Books, Ruled with 96 pages	PCS	4675		
		Pencils with Rubber on top	PCS	2565		
		Ball Pens, BIC type.	PCS	2646		
		Crayon's colours, 24 pcs per Packet.	PKTS	30		
		Drawing Book, A4 size, 120 pages	PCS	100		
		Dominoes, Plastic with letters and figures(26 Alphabets of A to Z) and (Figures 0-9)	SET	03		
		Rubbers, Plastic one.	PCS	2475		
		Ruler, plastic of 30 cm.	PCS	2675		
		Scissors, Medium size.	PCS	30		

		Building Locks, Plastic (Set of 50 pcs)	SET	27		
		Total Amount				

INSTRUCTIONS TO BIDDER:

❖ Quotations can be sent in a sealed envelope, addressed to the **Procurement Committee**, FH South Sudan Office, located within the same compound with CIC Africa Insurance (SS) Ltd., CIC Plaza, 714B-3K-South, Kololo Airport Road, Juba South Sudan. **Please call + 211 926 133 422 for direction in case you don't know our office.**

❖ The external packaging or envelopes containing the quotation documents **MUST NOT** bear the bidder's business name, or markings that may identify the bidding company or organisation.

❖ Please note that the bids have been divided into two lots. I.e. **LOT (1) for Printing of School Text Books** and **LOT (2) for Supply of School Stationery**. You can decide to bid for either one Lot or both Lots. When bidding for both lots, please use separate envelopes for each Lot. Write the words **Lot (1) Quotation for the printing of school text books** and indicate **PRF 369** and **Lot (2) Supply of School Stationery** and indicate **PRF 368**

❖ Quotation deadline is **Tuesday 24th-November-2020 at 4:00 PM.**

❖ Late submissions will be **rejected and automatically disqualified.**

❖ FH South Sudan payment terms are by bank transfer or cheque, payable within 30 days after the satisfactory delivery of goods.

❖ Please note that submission of invoice and other relevant supporting documents are requirements for payment processing.

❖ Please refer all technical questions to:

✓ vmakovere@fh.org

✓ dchol@fh.org

✓ hemmanuel@fh.org

❖ Please note that technical questions **MUST** be asked via email, not by phone.

❖ Main evaluation criteria will be:

✓ Price competitiveness

✓ Evidence of expertise in the supply of similar related products

✓ Available Ex-stock for immediate delivery to the FH Juba Office

✓ If not Available Ex-stock, delivery lead time to FH Juba Office

✓ Valid business registration documentations

✓ Good quality of the supplies with correct technical specifications

- ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery
- ✓ References and contact details (contact person, email address and phone number).
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and the supplier will be responsible for payment of all related taxes.
- ❖ Please note that in case of need for currency conversion, **the Bank of South Sudan exchange rate on the day and time of conversion shall apply**

RIGHT TO REPORT

The Service Provider or Seller shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer’s best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to the FH Country Director on mbenjamin@fh.org

DISCLAIMER

- FH South Sudan does not bind itself to accept the lowest or any quotation at all.
- This Request for Quotation (RFQ) is not a purchase order and is not a guarantee of purchase from any company
- This RFQ is only intended to allow FH South Sudan to consider the prices etc., from various eligible companies, which may result in a procurement decision.
- Please note that there is no document to be requested from the office, you only need to fill the appropriate Lot of your choice in this form including your quotation/Performa invoice.

The above prices are valid for day(s)/Month(s)

Estimated delivery time:

Terms of Payment:

Warranty if applicable:

Signature..... Date & Stamp: