

**REQUEST FOR QUOTATION**  
 RFQ Number: 2023/CSS/004

Date: 30<sup>th</sup> January 2023

From	To
Caritas South Sudan, Juba	Prospective Suppliers

Special Instructions	Delivery Terms
All quotations must be submitted on company letter head, must include Supplier's legal address, must be stamped, and must be valid for not less than 60 calendar days.	CIF Named Destination

Quotation Submission Date:	Submit Quotation to:	Terms of Payment:
No later than 07/02/2023	Caritas South Sudan Juba Office Juba Palica Compound P.O. Box 258 Juba South Sudan. Email: director_cass@caritassouthsudan.org Copy; fmanager@caritassouthsudan.org Phone: +211920 007 135	100% upon delivery and acceptance

**1. Introduction**

Caritas South Sudan is the development wing of the Catholic Bishops' Conference of Sudan and South Sudan. With its mandate from the Catholic Bishops' Conference of Sudan and South Sudan, it is tasked with coordinating the implementation of social and development activities.

**I. STATEMENT OF WORK**

**A. Required Items**



**Date of RFQ:** 27 January 2023

**Supplier Name and Address:**
**Caritas South Sudan Address:**  
 Caritas South Sudan, Juba Office  
 Juba Palica Compound, P.O.Box 258, Juba South

Caritas South Sudan invites quotations and applications from suitably qualified reputable companies for supply of Food Items in Yei Dioceses. The details are as follow;

**Supplier: Responds to Request for Quotation (RFQ) By: (Date)**
**Where quotation includes VAT supplier must provide VAT stamp or invoice.**

Item description	Item Number	Quantity	Unit of Measure	Date FOB	Unit Price	Insurance	Total Cost
<b>FOOD ITEMS FOR YEI</b>							
Maize Flour(50 Kgs Bag)							
Beans (50 Kgs Bag)	1	950	Bags				
Cooking Oil (5 Ltrs)	2	475	Bags				
Sugar(10 Kgs Bag)	3	950	Jerrycans				
Salt(2Kg)	4	950	Bags				
	5	950	Sachets				
<b>Total for Yei Diocese</b>							
<b>SEEDS AND TOOLS FOR YEI</b>							
Maize( 5 kgs Bag) Seeds							
Sorghum (5 kgs Bag)	1	1,126	Bags				
Groundnuts(5 Kgs Bag) Seeds	2	1,126	Bags				
Okra ( 25 grams) Seeds	3	1,126	Bags				
Onions (10 grams)	4	1,126	Grams				
Green Pepper Seeds (10 grams)	5	1,126	Grams				
Tomato Seeds (10 grams)	6	1,126	Grams				
Pangas (Machettes)	7	1,126	Grams				
Fork Hoes	8	1,126	Pcs				
Hand Hoes	9	1,480	Pcs				
Slanshers	10	1,480	Pcs				
	11	1,480	Pcs				
<b>Total for Yei</b>							

**Payment Terms:**
**Currency Being Quoted:**
**Supplier's Official Signature:**
*CSS prefers "Net 30 days" from invoice date*
**Instructions**

1. Pick a Request for Quotation (RFQ) from our office at Palica Compound Juba or our Yei Offices from Monday 30th January 2023 during working hours.
2. Items should be available at the mentioned location, Yei Dioceses.
3. Submission dateline is 7th February 2023 by 3:00pm. All bids received later than the deadline will NOT be considered.

**II. Instructions to the Prospective Supplier**
**A. Form of Quotation**

Your quotation must specify and include confirmation of the following:

1. Adherence to Technical Specifications. Bidder shall confirm that items meet or exceed the technical specifications listed above.
2. Source of Items. Bidder shall confirm that the items are available for purchase in South Sudan in the two locations; Yei and Wau Dioceses respectively.





3. Nationality of Bidder. Bidder must provide a valid business, employer or tax identification document that demonstrates it is legally registered for business in South Sudan.
4. Quotation Validity – must be valid for no less than 60 calendar days.
5. Bidder Eligibility – must be eligible to participate.
6. Delivery Schedule. Bidder must specify when items will be delivered at named destinations.
7. Warranty Terms. Bidder must specify the warranty period for each item.

**B. Questions on this RFQ**

Questions should be sent by no later than 7<sup>th</sup> February 2023 by 3:00pm via email to: [director\\_cass@caritassouthsudan.org](mailto:director_cass@caritassouthsudan.org) copying [fmanager@caritassouthsudan.org](mailto:fmanager@caritassouthsudan.org). Any information given to one Bidder concerning this RFQ will be furnished to all Bidders as an amendment to this RFQ.

**C. Terms and Conditions**

1. Financing of awards resulting from this RFQ will be through the Caritas Espanola. Awards financed by the Caritas Espanola may be subject to prior approval requirements.
2. Caritas South Sudan reserves the right to accept or reject any quotation, and to cancel the bidding process and reject all quotations, at any time prior to award, without thereby incurring any liability to Bidders or any obligation to inform Bidders of the grounds for Caritas South Sudan action.
3. Any changes to this RFQ shall be through amendment. Copies of amendments will be furnished to all Bidders.

**The bidder warrants that:**

- (a) It shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by its employees or any other persons engaged and controlled by it to perform any activities. In addition, it shall take all appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, or services at their disposal under this bid, for sexual favours or activities.
- (b) It shall strongly discourage sexual relationships between its employees and CSS beneficiaries, and between any other person engaged and controlled by it to perform activities under this bid and CSS beneficiaries.
- (c) It shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this bid do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense. This prohibition shall not apply where the employee or other person engaged and controlled by it to perform activities under this bid is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship.
- (d) It shall report all and any complaints or concerns regarding possible SEA by its employees, any other persons engaged and controlled by it to perform any activities under this bid, or CSS personnel; and it shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this bid shall report to CSS and/or the Supplier any complaints or concerns regarding possible SEA.
- (e) It shall take all necessary measures to investigate allegations or suspicions of SEA and take appropriate corrective action, including disciplinary action, against its employee or any other person engaged and controlled by it to perform any activities under this bid who is found to have committed SEA.
- (f) Its failure to take preventive measures against SEA, to duly report any complaints or concerns about SEA to CSS, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for rejection of this bid.

