



REQUEST FOR QUOTATION

Educational Kits School Teaching and Learning Supplies

USAID's Education for Peace, Recovery and Resilience (EPRR) Project

RFQ #: RFQ# JB0020.

Issue Date: 1 April 2021.

Response Deadline: 19 April 2021.

Submit Questions : 12 April 2021.

Expected Award: May 2021.

Submit Quotes and Questions to : Southsudan.procurement@fhi360.org

FHI360, a Non-profit organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions is requesting a price quotation from education materials suppliers for standard school supplies to be used by the Education for Peace, Recovery and Resilience (EPRR) Project Activity for Educational support in South Sudan.

The USAID South Sudan is a three-year program designed and funded by USAID. The project will expand access to learning opportunities in safe and protective environments, while reinforcing resilience efforts and recovery trends for approximately 400,000. The project includes an infrastructure component related to new construction/ rehabilitation of schools and the establishment of temporary learning sites which will be designed to increase enrollment, retention, and safety and reduce overcrowding in targeted schools' children and adolescents most affected by conflict.

REQUEST FOR QUOTATION -

Quotes are requested from qualified vendors who are capable of providing a large number of school supplies that are kitted for distribution to schools.

The teaching and learning materials are divided into four groups as given in the below table:

Group	# Kits	DESCRIPTION
1	800	A Kit for 50 learners contains 11 Assorted teaching and learning materials. Ref: Annex 1-Group 1
2	800	A Kit for 50 learners contains 33 Assorted teaching and learning materials. Ref: Annex 1-Group 2
3	600	A Kit for 50 learners contains 14 Assorted Playing and Learning Materials for ECD learners. Ref: Annex 1-Group 3
4	1189	A Kit for 100 learners contains 12 assorted playing materials. Ref: Annex 1-group 4
Total Kits	3389	

The supplier will provide the requested school teaching and learning materials, divide these materials into designated kits, package them as provided in this RFP and deliver the 3389 kits to FHI 360 South Sudan office at AFEX River Camp, Juba.

Partial shipments will be accepted. Orders may be divided between several suppliers, - dependent upon the vendor's ability to deliver kitted goods in Juba in a timely fashion.

FHI 360 will coordinate final distribution of the kits to schools in the project supported areas within South Sudan.

RESPONSE DEADLINE

Responses to this RFQ should be submitted by email to: Southsudan.procurement@fhi360.org

- Responses must be received no later than 19th April 2021 5.00PM CAT. Quotes received after this date and time may not be accepted and shall be considered non-responsive. FHI 360 will acknowledge receipt of your quotation by return email. .

Acknowledgement of receipt of this RFQ and any questions or requests for clarification must be submitted in writing to Southsudan.procurement@fhi360.org no later than 12th April 2021. Inquiries and answers to inquiries will be shared with all applicants.

VENDOR QUALIFICATIONS

Suppliers should be able to meet the following preferred criteria when possible:

- Guarantee availability of items for delivery within 45 days of Purchase Order award
- Offer all items on list and be able to create a complete school kit .
- Deliver completed kits to FHI 360 AFEX River Camp, Juba South Sudan

ADDITIONAL INFORMATION.

- The quantity of each teaching and learning materials kit listed is the minimum acceptable number that can be contained in each kit for each group. Individual packaging of items will vary from kit to kit however the minimum number of items as contained in each kit will not. Kits can exceed the designated quantities of items.
- The teaching and learning materials should be kitted in a strong and durable cardboard box, which is suitable for both transportation and storage at the schools. Since school kits will be used in a tropical climate, where it is hot and humid year-round, it is preferred that school supplies be packed in a plastic bag, to serve as a liner in the cardboard box.

BIDDERS RESPONSE TO REQUEST FOR QUOTATION & FORMAT

Submission Guidelines

Quotations should contain detailed product specifications, and the following information including but not limited to:

- Price of goods & price of kitting
- Delivery lead time
- Delivery cost to FHI 360 AFEX River Camp, Juba South Sudan
- Include taxes or other fees if any, separately in your quotation.
- Quotation validity must be 90 days.
- Provide a vendor qualification statement that indicates vendor capability to provide, kit and deliver goods to Juba in a timely fashion.

Legal Requirements

Vendors should submit the following valid legal documents but not limited to:

- Copy of the company's certificate of Incorporation.
- Copy Tax Clearance Certificate.
- Copy of Tax Identification Certificate.
- Copy of Certificate of Operation.

- Company's Office address.
- Company's Banking Account details (where money would be paid)

The Offeror's quotation must be submitted on:

- Annex I: Quotation Form (5 pages) attached herein.
Price Summary Schedule in US Dollars and estimated lead time.

DELIVERY

Supplier will deliver the teaching and learning kits to: FHI 360 South Sudan at AFEX River Camp-Juba

Partial deliveries may be acceptable.

FHI 360 is a USAID duty exempt program that may assist with duty exempt receipt of goods.

FORMAT SUBMISSION

All responses must use the format provided in ANNEX 1: Price summary schedule.

OFFER ACCEPTANCE PERIOD

Bids must remain valid for Ninety (90) calendar days from the closing date of award.

EVALUATION

Evaluation will be based on the price, availability of goods, delivery time, quality of goods and legal requirements/documentation. Award is expected to be made to the offeror who best meets the minimum specifications in this RFQ.

CONTRACT MECHANISM

A fixed-price Purchase Order is expected to be awarded for the goods and services described herein. The fixed prices must remain valid after signing of the Purchase order.

RIGHT TO SELECT/REJECT

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

DISCLAIMER

This RFQ represents only a definition of requirements. It is merely an invitation for submission of quotations and does not legally obligate FHI 360 to accept any of the submitted bids in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services. FHI 360 has no contractual obligations with any firms based upon issuance of this RFQ. It is not an offer to contract. Only the execution of a written Purchase Order shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.

CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present, future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in FHI 360 having to re-evaluate selection of a potential offeror.

RESERVED RIGHTS

All RFP responses become the property of FHI 360, who reserves the right in its sole discretion to:

- Disqualify any offer based on offeror failure to follow solicitation instructions.
- Extend the time for submission of all RFQ responses after notification to all offerors.
- Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever FHI 360 deems appropriate.
- Issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- FHI reserves the right to increase or decrease quantities by 10%.

PAYMENT TERMS

Payment terms are Net 30 upon receipt of goods. FHI 360 may consider a deposit payment.

All payments will be made upon timely inspection and acceptance of the goods by the FHI 360 authorized representatives in Juba, South Sudan

ANNEX 1

QUOTATION FORM
RFQ# JB0020

- A. Offeror's Name:
Offeror's Address:
Business Registration:
Telephone Number:
Email:
- B. The offeror agrees to furnish the goods and services identified in RFQ# JB0020
This quotation is valid for a period of Ninety (90) calendar days from the proposal closing date established in this RFQ.
- C. The fixed price Purchase Order will incorporate the schedules submitted by the offeror and all terms and conditions of this request for quotation.
- D. Proposed Total Cost: \$ _____

Provide the designated teaching and learning materials, divide supplies into designated kits and deliver the 3389 kits to FHI 360 South Sudan at AFEX River camp-Juba.

Summary

Group	# Kits	DESCRIPTION	Amount-USD
1	800	A Kit for 50 learners contains 11 Assorted teaching and learning materials. Ref: Annex 1-Group 1	
2	800	A Kit for 50 learners contains 33 Assorted teaching and learning materials. Ref: Annex 1-Group 2	
3	600	A Kit for 50 learners contains 14 Assorted Playing and Learning Materials for ECD learners. Ref: Annex 1-Group 3	
4	1189	A Kit for 100 learners contains 12 assorted playing materials. Ref: Annex 1-Group 4	
Total s	3389		

- E. Estimated Leadtime / Delivery Date in AFEX River Camp-Juba: _____

F. Signature of person authorized to sign the proposal:

By virtue of my signature, I hereby acknowledge and certify to the accuracy and completeness of the attached quotation.

Name (print)

Signature

Date

Title

Detailed Specifications

Group 1: School kits (Assorted Teaching and Learning Materials)-Packaged in carton boxes and to be accompanied by packing list.

No. of Kits	Item	Quantity Per Kit	Unit of Measure	Description	Cost - USD
800 Kits	1	16	Pkts	Packet of 50 blue pens, Obama type	
	2	21	Pkts	Packet of 10 pencils with rubber, 6080 HD	
	3	2	Dozens	A4 size book Plain Branded with USAID logo, Hard cover, 4 Quire	
	4	50	Pcs	Branded Drawstring backpack school bags (with USAID Logo) 18" x 13.6", shell fabric, 100% polyester, tightly woven and spun to resist puncturing	
	5	3	Pkts	Eraser,ER-40, Dust free, 40 pcs per pkt,	
	6	20	Dozens	Packets of 12 ruled exercise books, 96 pages (Branded with USAID Logo, AMIGO type, with back cover with Animal alphabets	
	7	10	Dozens	Pack of 12 Squared exercise books, 96 pages(Branded with USAID Logo, AMIGO type, with back cover with Multiplication table	
	8	20	Dozens	Pack of 12 crayons	
	9	20	Pcs	Ruler Plastic 30cm with high elasticity - can be bent without breaking	
	10	60	Pcs	Pencil Sharpeners, metallic	
	11	20	Pcs	Geometry Set, the Helix OXFORD, Complete & Accurate	
				Total	

Group 2: School kits (Assorted Teaching and Learning Materials)- 700 Kits Packaged in 350 metal boxes (metal gauge 1.2mm) -(2 kits per metal box), 100 kits in carton boxes with packaging list.

No. of Kits	Item	Quantity Per Kit	Unit of Measure	Description	Cost-USD
800 kits	1	2	Pcs	Black board dusters, 6"	
	2	5	boxes	100Pcs/Box white Dustless Chalk, Non-toxic	
	3	2	boxes	100Pcs/Box Colored Dustless Chalk, non-Toxic	
	4	1	Pc	Portable black board (120cm length by 90 cm), Soft Wood	
	5	1	Tin	Blackboard Paint, 0.5lt	
	6	4	Dozens	Small colored cubes/blocks (single cubes with different color plastics or wooden used for teaching addition & subtraction)	
	7	2	Pcs	Paint Brush, 3"	
	8	1	Pcs	10 PAC of enrollment and attendance register books, 80 pages each	
	9	2	Pcs	Scheme of workbooks 4 Quire primary	
	10	2	Pcs	Pack of Lesson Plan Books (4 Quire) primary	
	11	1	liter	Office Glue (Paper Glue), One liter	
	12	16	Pkts	Blue Pens (Pkt of 50 pcs) Obama brand	
	13	1	Pkts	Red pens (Pkt of 50 pcs) Obama brand	
	14	21	Pkts	Pencils with rubber, 6080 HB, Pkt of 10	
	15	1	Pc	Scissors Sharp (medium size)	
	16	1	Pc	Ruler for blackboard use, 100cm. Metallic, calibrated	
	17	2	Rolls	Box of 2 rolls, adhesive transparent tape, 90 yards	
	18	1	Pc	Roll, Duct tape (red), 90 yards	

	19	1	Pc	Clock for teaching (Not a wall clock)	
	20	1	Pc	Poster - number chart Canvas branded with USAID logo 24" x 36"	
	21	1	Pc	Poster - multiplication table Canvas with USAID logo 24" x 36"	
	22	1	Pc	Poster - alphabet chart Canvas with USAID logo 24" x 36"	
	23	1	Pc	Map of South Sudan length 24" x 36" branded with USAID logo	
	24	1	Pc	Map of the world Canvas good readable of names branded with USAID logo 24" x 36"	
	25	2	Dozen	A5 size exercise book Plain Branded with USAID logo, 96 pages, AMIGO, with mathematics timetable at the back, Hard cover	
	26	50	Pcs	Branded Drawstring backpack school bags (with USAID Logo) 18" x 13.6", shell fabric, 100% polyester, tightly woven and spun to resist puncturing	
	27	3	Pkts	Eraser,ER-40, dust free, 40 pcs per pkt	
	28	20	Dozens	Pack of 12 ruled exercise books, 96 pages(Branded with USAID Logo	
	29	5	Dozens	Pack of 12 Squared exercise books, 96 pages(Branded with USAID Logo	
	30	20	Dozens	Pack of 12 crayons	
	31	15	Pcs	Ruler Plastic 30cm with high elasticity - can be bent without breaking	
	32	60	Pcs	Pencil Sharpeners (metal)	
	33	10	Pcs	Geometry Set, The Helix OXFORD, Complete & Accurate	
				Total	

Group 3: Early Childhood Development (ECD) Kits (Assorted Playing and Learning Materials).
Each Kit Packaged in one metal box (metal gauge 1.2mm)

No. of Kits	Item	Quantity Per Kit	Unit of Measure	Description	Cost-USD
600 Kits	1	4	Dozens	Manila papers A4 (colored)	
	2	3	PCS	Whistle, Sport Plastics	
	3	4	Dozens	Maker pens, Assorted	
	4	2	Pcs	Small Trumpet, Vuvuzela	
	5	1	Pc	Cooking set - Recreational cooking kit-Plastics	
	6	1	Pc	Plastic blocks - Recreational blocks	
	7	1	Set	Recreational Farm Animal set	
	8	5	Pcs	Ready-made masks (spider, animal, birds etc.)	
	9	3	Pcs	Dolls i.e., animal, human, birds etc.	
	10	2	Dozens	books i.e., drawings, pictures, letters etc.	
	11	1	Pc	Plastic egg	
	12	1	Pc	Drum, small size	
	13	1	Pc	Shakers	
	14	1	Pc	Plastic guitar (toy) for singing	
				Totals	

Group 4: Recreational kits (Assorted Playing Materials) -Packaged in cartons boxes and to be accompanied by packing list.

No. of Kits.	Item	Quantity per Kit	Unit of Measure	Description	Cost-USD
1189 kits	1	5	Pcs	Hand puppets	
	2	2	Pcs	Football medium size 5	
	3	2	Pcs	Netball	
	4	2	pcs	Volleyball Medium size 25-26 inches	
	5	10	pcs	Skipping/jumping robs	
	6	10	Pcs	Sponge balls, soft	
	7	2	Sets	Volleyball nets	
	8	2	pcs	Whistle, Sport	
	9	2	pcs	Pressure pump, Hand pump	
	10	3	pcs	Pump Nibs	
	11	1	set	First Aid kit, for sport(trauma)	
	12	1	pc	Measuring tape, 100cm	
				Totals	

Posted-Website below

<https://solicitations.fhi360.org/Solicitation.aspx>

School Educational Kits - Teaching & Learning Supplies - South Sudan

RFQ No.: JB-0020_RFQ_02

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Closing date: 19 Apr, 2021

Solicitation file(s):

[RFQ JB0020 - School Educational Supplies.docx](#) (73 KB)