

REQUEST FOR QUOTATION (RFQ)

RFQ Title:	Provision of cash drop and biometric Services
Request for Quotes Issue Date:	June 21, 2023
Due Date/Time for Questions:	June 23, 2023
Quote Due Date & Time:	June 28, 2023, by 3:00 PM South Sudan time
<i>Quotes submitted after the deadline (time & date) or that do not include all the information requested will not be eligible for further consideration or contract award.</i>	
EDC point of contact:	Procurement team - For questions/submissions - please quote This RFQ title and sent to : YEAProcurement@edc.org

EDC invites you to submit quotations for payment of field base employee’s monthly salaries, payment of participants transportation fare, payment of vendors invoices and cash drop for field operations cost. for all the mentioned locations where YEA is implementing activities.

The cash transfer shall be provided for project purposes and activities YEA project in South Sudan. quotes must be received by EDC no later than the date and time indicated above. This procurement is open to offers from financial Firms registered in South Sudan.

Complete Description of Need/Scope of Work/Specifications.

EDC invites registered and specialized financial institutions to participate in the tendering process for cash drop and biometric services under 1-year frame agreement. The framework agreement will cover different field offices in South Sudan, Wau, Leer, Ulang, Balliet, Akobo and Kapoeta.

Ensure at a minimum your quotation includes the following:

SN	Item Description	Rates
	USD	
1	Cash drops to Juba office	
2	Cash drop to other Wau office	
3	Cash drop to other Leer office	
4	Cash drop to other Baliet office	
5	Cash drop to other Akobo office	
6	Cash drop to other Kapoeta office	
7	Beneficiary cash distribution in Wau	
8	Beneficiary cash distribution in Leer	
9	Beneficiary cash distribution in Baliet	
10	Beneficiary cash distribution in Akobo	
11	Beneficiary cash distribution in Kapoeta	
	SSP	Rates
1	Cash drop to Juba Office	
2	Cash drop to other Wau office	
3	Cash drop to other Leer office	
4	Cash drop to other Baliet office	
5	Cash drop to other Akobo office	
6	Cash drop to other Kapoeta office	

7	Beneficiary cash distribution in Wau	
8	Beneficiary cash distribution in Leer	
9	Beneficiary cash distribution in Baliet	
10	Beneficiary cash distribution in Akobo	
11	Beneficiary cash distribution in Kapoeta	

Quotation must be submitted via email to: Education Development Center, Inc., Attention: Procurement Team, E-mail: YEAProcurement@edc.org, before the quotes due date and time; **June 28, 2023, by 2:00 PM South Sudan time.**

In order to be considered quotes must be valid for at least 30 days and must include:

- Complete vendor contact information on company letter head, signed – including vendor’s physical address and full legal name.
- A description/schedule of the cash drop and biomatrix services being offered.
- The price offered for the goods and/or services, including associated costs; the pricing of the cost must be a detailed breakdown including the unit price, total price. All pricing must be in United States Dollars
- Current contact information for at least 3 past customer references (see page 3)
- Delivery terms.
- Payment terms including banking details.
- All information relevant to demonstrating the vendor’s ability to meet EDCs Evaluation Criteria below:
- Valid tax clearance certificate
- Valid operational documents
- Valid Licenses certificate
- Valid registration
- Valid incorporation

EDC shall evaluate all quotations based on the following criteria:

Ability to meet the Description/Scope of Work/Specifications above (Claims settlement capacity and response/settlement time).	
Price and Value	
Acceptable Past Performance	
Delivery Time from receipt of PO & Payment Terms	
Other Factors (if any):	Quote in US\$, specify, indicate separately any applicable taxes.

Price/Value

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conforming to this request offer(s) the greatest value. EDC may also; (a) reject any or all quotations, (b) accept other than the lowest quotation, (c) accept more than one quotation, (d) May issue Contracts for some or all the deliverables.

EDC may award a contract without discussions with offerors; as such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct discussions which may result in revisions to quotations with one or more than one or all offeror(s) if, at its sole discretion EDC determines the discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror.

Please complete the following form and submit with your formal quotation.

Full Legal Name of Company	
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Contact Person’s full name and phone number	Name: Number:
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Quotation Pricing Validity in Days	Number of Days:
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Authorized Signature: _____	Date: _____
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Please complete the following form with references for where your firm has provided similar goods.

Reference #1:
Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Commodities/Services Provided: _____
Value of Commodities/Services Provided: _____
Month/s and Year During Which Commodities Services were Provided: _____

Reference #2:
Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Commodities/Services Provided: _____
Value of Commodities/Services Provided: _____
Month/s and Year During Which Commodities/Services were Provided: _____

Reference #3:
Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Commodities Services Provided: _____
Value of Commodities/Services Provided: _____
Month/s and Year During Which Commodities Services were Provided: _____