

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

ZOA Dorcas South Sudan

Country Office | Nyakuron West, Plot no. 85, Block G Two,
Juba.

Tel: +211 (0)921 007 803

Email: info@zoadorcas.ngo

RFQ Reference Number: PRF-WAU-012-22

RFQ Title: Procurement of small truck.

Annex 1: Truck Specifications

Annex 2: Supplier Registration Form

Annex 3: ZOA-Dorcas Code of Conduct

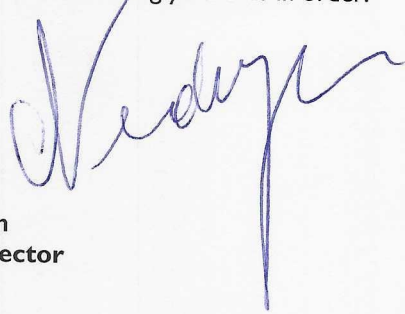
ZOA-Dorcas South Sudan is looking to engage a supplier in the procurement and delivery of a small truck to its project location in Wau South Sudan. Please submit your proposal documents via E-mail procurement.SouthSudan@zoadorcas.ngo by the 22nd February, 2023 at or before 4:00pm (CAT).

Kindly indicate on your submission email subject line: **Procurement of small truck**

For further inquiries, please send your concerns to the above email and you will be heard.

Looking forward to receiving your bids in order.

Sincerely,



Cor Verduijn
Country Director

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To: name of supplier:	Phone number:
From: ZOA-Dorcas South Sudan	Email:
Date: 13-Feb-23	No. of pages including this page:

REFERENCE: (PRF-WAU-012-22)
Subject: (Procurement of small truck)

Manner of Submission:

Bids to be submitted per e-mail to: procurement.southsudan@zoadorcas.ngo or delivered (in a sealed envelope) to the following address: Juba country Office, Nyakuron West, Block GII, Plot No. 85, Juba – South Sudan (+211921007803 for directions only).
Closing deadline: 22/02/2023 @ 4: 00 PM

Important: Offers transmitted after the deadline or in any other manner than those indicated above will not be considered.

Requirements:

ZOA-Dorcas invites your company to make a firm offer for the following:

Merchandise/goods/works/services – **Goods:**

Specifications: *(refer to the attached specification document)*


Quantity: *(01 Unit)*

Delivery place: *ZOA-Dorcas Wau Office, Sika Hadiid, Wau town, Western Bhar el Gazal.*

NB: QUOTE FOR BOTH MODEL OF TRUCKS AND WE WILL ORDER FOR ONE DEPENDING ON OUR AVAILABLE BUDGET (EITHER FOR 5 TON OR 4 TON TRUCK)

Your offer should clearly indicate:

1. Unit price inclusive of delivery up to Wau
2. Time of delivery: how many days after order
3. Prices should be net after deduction of discounts
4. Confirmed delivery schedule
5. Validity of the offer
6. Detailed specifications (if different from stipulated specifications)
7. Expected payment schedule and/or payment details (bank account information) of supplier
8. Previous experience in delivering such goods (date, size of order, to whom)
9. Valid registration documents with the Government of South Sudan. Valid Tax Clearance Certificate or expired not more than 3 months overdue.



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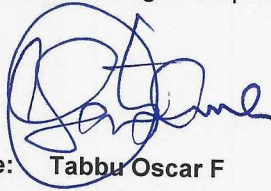
10. Signed ZOA-Dorcac Supplier Code of Conduct

11. Dully completed supplier registration form (Ignore if you have already completed this before)

Information to bidders:

1. This is an obligation free quotation. ZOA-Dorcac reserves the right to accept or reject your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of offer should preferably be in USD, if applicable, the comparison of offers will be based on the prevailing ZOA-Dorcac exchange rate.
3. Payment will be made in USD
4. Payment details will be in the contract.
5. ZOA-Dorcac will not be responsible for any bank service charges.
6. Inspection (at supplier's expense) may be applicable and will be advised at time of purchase order and arranged by ZOA-Dorcac.
7. ZOA-Dorcac does not undertake to pay by letter of credit or in advance of delivery.
8. (if applicable) Goods supplied for (ZOA-Dorcac) are exempt from VAT and all other customs excise duties.
9. Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
10. There will be liquidated damages equivalent to a deduction of 0.1% per item or part thereof for late deliveries due to default on the part of the supplier.
11. Environmental policy: (ZOA-Dorcac)'s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of (ZOA-Dorcac) evaluation and selection criteria.
12. All vendors doing business with ZOA-Dorcac should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the ZOA-Dorcac Supplier Code of Conduct with your offer. ZOA-Dorcac reserves the right to reject quotations provided by vendors not meeting these standards.
13. ZOA-Dorcac South Sudan has Zero tolerance to Sexual exploitation, Abuse and Harassment. Any vendor known during the tendering process or after will be disqualified and taken out of ZOA-Dorcac database for ever.
14. Vendors doing business with ZOA-Dorcac will be screened on anti-corruption due diligence before ZOA-Dorcac confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA-Dorcac ERP software.

Please acknowledge receipt of this enquiry and indicate your interest to bid.



Name: **Tabbu Oscar F**

Position: **Head of Operations**
ZOA-Dorcac South Sudan

ZOAC  **Dorcac**
South Sudan