**Terms of Reference**

**Request for Quotation (RFQ) for Office Equipment**

**Geneva Call Office in South Sudan**

1. **Background and context call for tender**

Geneva Call is a neutral and impartial non-governmental organization dedicated to the protection of civilians through the promotion of the respect of international humanitarian norms by armed non-State actors (ANSAs).

1. **Basis, aim and purpose**

Geneva Call is currently deploying in South Sudan and opening its main office in South Sudan in Juba.

In order to equip the office and the incoming personnel, Geneva Call needs to purchase several items.

1. **List of items included in the Call for Quotation**

|  |  |  |
| --- | --- | --- |
| **Sn** | **Item Description** | **Quantity** |
|  | IT Equipment |  |
| 1 | Laptop HP i5 Processor, Touch 500 b, HDD 4GB RAM | 4 |
| 2 | Wireless Mouse | 4 |
| 3 | Desktop Computer (CPU, Monitor and all the accessories) | 1 |
| 4 | SatPhone | 2 |
| 5 | Mobile Phones - Samsung S10 | 4 |
| 6 | HP LaserJet PRO M477fdw Printer | 1 |
| 7 | HP Monitors LED '24 | 4 |
| 8 | Docking Station | 4 |
|  | Office Furniture |  |
| 9 | Meeting table including 6 chairs | 1 |
| 10 | Cabinet | 1 |
|  | Internet and Power Backup |  |
| 11 | Internet Installation for up to 10 users | 1 |
| 12 | Power Back up System (Charge controller, Deep cycle batteries, Inverter / charger, Balance of system components, Required schematics) | 1 |

1. **Requirements of the Provider**

All of the following competencies and skills are required:

1. The Supplier should have valid registration and incorporation certificate as business entity in South Sudan
2. Valid and certified registration with Tax Authorities in South Sudan
3. For the internet installation, the provider should have valid and certified Certificate of Registration as internet service provider in South Sudan, issued by relevant authority.
4. The Provider should hold an independent position, and in particular not be an employee of a government, Geneva Call or a direct partner of Geneva Call, nor at any time employed by these institutions within the last 5 years.
5. The Provider should have proven experience in selecting proper items but also in guaranteeing potential maintenance on the material.
6. **Timeframe**

The potential suppliers who wish to apply should share their application files before the **29th of November 2019.**

Selected applicants will be informed not later than the **5th of December 2019**.

Items should be delivered on the **8th of December 2019** maximum.

1. **Assessment of the tenders**

The criteria used to assess the tenders and lead to the final selection will be:

* The proposed cost of the items;
* The timeframe of the delivery of the items;
* The durability of the items;
* The capacity of the applicant to provide maintenance.

1. **Application procedure**

Applicants should submit a complete expression of interest via email by the **29th of November** **2019** to [hr-field-vacancies@genevacall.org](mailto:hr-vacancies@genevacall.org) and indicate “Expression of Interest: **Equipment Geneva Call South Sudan**” in the email’s subject line. Interested providers should include in the following documents:

1. A detailed presentation of company background and experience delivering goods and maintenance;
2. A price by unit for each item;
3. A proof of registration in South Sudan.