



REQUEST FOR QUOTATION (RFQ)

Date: September 8, 2023

SUBJECT: Request For Quotation for office partition, fabrication of file cabinet, workstation and supply of furniture. .

BRAC South Sudan hereby invites Sealed quotations for the supply and delivery of assorted items and services under the terms and conditions mentioned below on their Letterhead.

S/N	DESCRIPTION	UOM	QTY	U.PRICE (USD)	TOTAL PRICE(USD)
1	BRAC South Sudan is looking for a service provider to provide the following goods and services. <ul style="list-style-type: none">• Partition(Half glass and half board) and appending glass stickers(this can be a BRAC log, participants/project photos)as per the attached design.Appending• The partition on the entrance should be fully glass.• The partitioned rooms should be sound proof.	As per the design	As per the design		
	<ul style="list-style-type: none">• Fabrication and fixing of file cabinets, reception table, and workstations as per the attached design.the colors should be uniform for all these items.	As per the design	As per the design		
	<ul style="list-style-type: none">• Creation/ fabrication of file shelves	Room	1		
	<ul style="list-style-type: none">• Supply and delivery of workstation chairs	Chairs	21		
	<ul style="list-style-type: none">• Supply and delivery of a conference table for 15 pax	Table	1		
	<ul style="list-style-type: none">• Supply and delivery of chairs (for the 15pax conference table).	chairs	15		
	<ul style="list-style-type: none">• Supply and delivery of a round conference table for 6 pax	Table	1		

*Note: For detailed specification additional papers may be affixed

2. **Terms & Conditions:**

(a) **Following documents are to be submitted along with the RFQ:**

- (i) Copy of Operational License.
- (ii) Certificate of Registration/ incorporation.
- (iii) Memorandum of association.
- (iv) Bank statement(June-Nov 2023)
- (v) Valid Tax clearance certificate.



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(vi) Two reference contracts with same job specifications and deliverables.

(b) Indicate the delivery/Completion Period:

(c) Quote Validity :

(d) Terms of Payment:

(e) Other Terms & Conditions:

(i) Payment will be transferred to your company bank account directly within 30 days after delivery and a notation on the delivery by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name and email address in the Invoice / Bill through a seal.

(i) The liquidated damage should be 0.5% per week or part thereof delay until actual delivery, up to a maximum deduction of 5% the contract price.

(ix) The Supplier must guarantee that it complies with all applicable Anti-Terrorism Laws and does not engage in or conspire to engage in any transaction that evades or avoids, or has the purpose of evading or avoiding, or attempts to violate, any of the prohibitions set forth in any Anti-Terrorism Law. "Anti-Terrorism Laws" shall mean any laws relating to terrorism or money laundering, including: Anti-Terrorism Act of respected country (as may from time to time be amended, renewed, extended, or replaced) and any international conventions related to terrorism and counter-terrorism.

(x) For any further clarification any bidder may contact asanita.angella@brac.net/ +211923744950

Note: The Quotation/pro-forma invoice should be submitted not later than **December 12, 2023 at 17:00 PM.** The partition and supply will be delivered and done at Aptech Africa Building in Hai Malakal.

- Attached to this RFQ are the following documents
 1. Sample workstation
 2. Office design(for the partition and other fixtures)
 3. Sample chair
 4. Sample both table and chair.