

## REQUEST FOR QUOTATION (RFQ)

RFQ Title:	<b>RFQ-JUB- 2023-065 BPA for Hotel Accommodation and Catering services for 12 months.</b>
RFQ Number	<b>RFQ-JUB- 2023-065 BPA</b>
Request for Quotes Issue Date:	October 23, 2023,
Due Date/Time for Questions:	October 25, 2023,
Quote Due Date & Time:	October 27, 2023, <b>by 3:00PM South Sudan time</b>
<b><i>Quotes submitted after the deadline (time &amp; date) or that do not include all the information requested will not be eligible for further consideration or contract award</i></b>	
EDC Point of Contact:	Procurement Team - For Questions/submissions - please quote this RFQ title and send to: <a href="mailto:YEAProcurement@edc.org">YEAProcurement@edc.org</a>

Education Development Center, Inc. (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

### Scope of Work

The purpose of this RFQ is to invites applications from interested vendors (including current suppliers) to submit their offer for **BPA Hotel Accommodation and Catering services for 12 months from November 2023 -November 2024.**

### BPA for Hotel Accommodation and Catering services for 12 months.

Item	Quantity	Description of the Commodity	UoM	Unit Price (US\$)	Total Price (US\$)
1	1	Accommodation bed and breakfast	Night		
2	1	Buffet (Lunch during training)	Plates		
3	4	Drinking water 4 bottle per person during training 600 ml	Bottles		
4	1	Mixed Soda 600 ml bottle (1 per person a day)	Bottles		
5	1	Conference halls hire with all the devices for trainings	Day		
6	1	Tea break with snacks	Each		

Quotations must be submitted via email to: Education Development Centre, Inc., Attention: Procurement Team, E-mail: [YEAProcurement@edc.org](mailto:YEAProcurement@edc.org) , before the quotes due date and time; October 27, 2023, **by 3:00 pm. South Sudan time.**

### Offer to Comply with Other Conditions and Related Requirements

Information pertaining to our Quotations. are as follows:	Your Responses (Tick appropriately)		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
<b>Preferred Currency of Quotation:</b> US\$			
<b>Payment terms:</b> EDC Operates on a standard of 30-day credit. Please confirm that you agree with these terms.			
<b>Payment Mode:</b> Bank transfer			
<b>Delivery Lead Time:</b> Last minutes for reservation and cancelation			
<b>Delivery terms:</b> DDP, Incoterms 2010			
<b>Delivery Location:</b> EDC field Offices-Kapoeta			
<b>Validity of Quotation:</b> (30 days)			

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. Bidders, who have not received any notification from EDC for one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.

**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 service.**

**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: \_\_\_\_\_