

**JONGLEI STATE**

**EMAIL ADDRESS**



**WOMEN ASSOCIATION**

**[jongleiwomen@gmail.com](mailto:jongleiwomen@gmail.com)**

**REF: REQUEST FOR QUOTATION-UNW-AP&LGBV-79006-JSWA-NFI-2024**

**Introduction**

Jonglei State Women Association (JSWA) is a non-governmental organization, registered under South Sudan non-governmental act, 2016. It was formed as a result of human rights violation by men at home, offices and all other social interactive levels where women are discriminated, neglected and violently deprived of their fundamental rights in both of the political and socio-economical areas of social life. The organization was formed mainly to focus on urban-rural community development in various aspects for self-reliance and peaceful coexistence of communities by advocating on behalf of and for the protection of women and child rights in Jonglei state.

With support from UN WOMEN, JSWA is currently implementing eight-month project funded by the Japanese's Government as 'Access to protection and livelihood support for women and adolescent girls affected by the conflicts and floods in Jonglei state, South Sudan and believes in enhancing GBV prevention, response and comprehensive support for families affected by conflicts and floods in IDPs and Host communities.

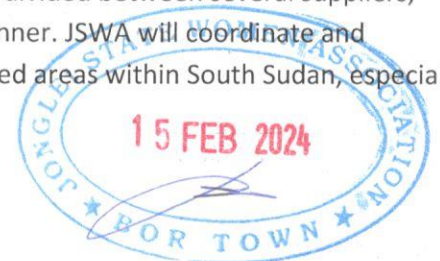
**REQUEST FOR QUOTATION**

Quotes are requested from qualified vendors who are capable of providing a large number of NFIs to JSWA. The NFIs are specified as given below:

**NFIs category**

S/NO	QUANTITY	DESCRIPTION	TOTAL IN USD
1.	15	Metallic VSLA boxes of size 70 CM by 50 Cm with three locks and three rotating hinges	
2.	450	VSLA Passbooks of size 10 pages	
3.	15	Sitting mats of size 2M by 3M	
4.	15	Basins	
5.	15	Carton of pens	
6.	15	Ruler of size 30cm	
7.	15	Counter books of size 100 pages	
8.	45	Padlocks of medium size	

The supplier will provide the requested NFIs, divide these materials into designated kits, pack them as provided in this RFQ and deliver them to JSWA office in bortown, Jonglei state. Orders may be divided between several suppliers, - depending upon the vendor's ability to deliver NFI items in a timely fashion manner. JSWA will coordinate and implement the distribution of NFIs items to beneficiaries in the project supported areas within South Sudan, especially Jonglei state.



**"NO WOMAN LEFT BEHIND"-JSWA**

## RESPONSE:

Responses to this RFQ should be submitted by email to: [jswalogprocurement2008@gmail.com](mailto:jswalogprocurement2008@gmail.com)  
[jongleiwomen@gmail.com](mailto:jongleiwomen@gmail.com) cc [dengkon46@gmail.com](mailto:dengkon46@gmail.com) or hand deliver to **JSWA's log & pro Department** in sealed envelope.

Opening Date: **15<sup>th</sup>, of February 2024**

Closing Date: **22<sup>nd</sup>, of February 2024 at 5.00PM.**

Evaluation: **23<sup>rd</sup>, February 2024 and only selected vendor will be notified on availability of PO for execution.**

Quotes received after closing date and time may not be accepted and shall be considered non-responsive. JSWA will acknowledge receipt of your quotation by email. Any clarification on the RFQ can be sent to [jswalogprocurement2008@gmail.com](mailto:jswalogprocurement2008@gmail.com) and can be attend to when necessary.

## VENDOR QUALIFICATIONS

Suppliers should be able to meet the following preferred criteria when possible:

- Must be a registered supplier in South Sudan
- Must guarantees availability of items for delivery within 10 days of Purchase Order award.
- Offer all items on list and be able to create a complete supply of NFIs items.
- Deliver the complete sets of NFIs to JSWA head office in Bor, Jonglei state, South Sudan.

## ADDITIONAL INFORMATION.

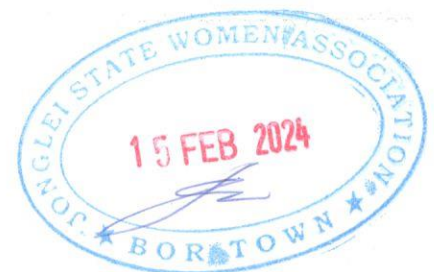
Submission Guidelines Quotations should contain detailed product specifications, and the following information including but not limited to:

- ✓ Price of NFI in USD
- ✓ Minimum Delivery time
- ✓ Delivery cost to JSWA in case the supplier is not in South Sudan.
- ✓ Include taxes or other fees if any, separately in your quotation.
- ✓ Quotation validity must be 90 days.
- ✓ Provide a vendor qualification statement that indicates vendor capability to provide and deliver goods to Bor in a timely manner.

## Legal Requirements

Vendors should submit the following valid legal documents:

- Copy of the company's certificate of Incorporation.
- Copy of Tax Clearance Certificate.
- Copy of Tax Identification Certificate.
- Copy of Certificate of Operation.



- Company's Office address.
- Company's Banking Account details (where money would be paid)
- Quotation for the items specified in the RFQ categories.

The vendor's quotation must be submitted on A Quotation Form attached herein. Price Summary Schedule in US Dollars and estimated time of delivery.

FORMAT SUBMISSION All responses must use the format provided in this RFQ's attached Annex 1.

#### **OFFER ACCEPTANCE PERIOD**

Bids must remain valid for Ninety (90) calendar days from the closing date of award. Evaluation will be based on the price, availability of goods, delivery time, quality of goods and legal requirements/documentation. Award is expected to be made to the vendor who best meets the minimum specifications in this RFQ. .

#### **CONTRACT MECHANISM**

A fixed-price Purchase Order is expected to be awarded for the goods and services described herein. The fixed prices must remain valid after signing of the Purchase order.

#### **RIGHT TO SELECT/REJECT**

JSWA reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive bids and to terminate negotiations without incurring any liability. JSWA also reserves the right to reject any expired NFIs received without explanation.

#### **DISCLAIMER:**

This RFQ represents only a definition of requirements. It is merely an invitation for submission of quotations and does not legally obligate JSWA to accept any of the submitted bids in whole or in part, nor is JSWA obligated to select the lowest priced quotation or . JSWA reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services. JSWA has no contractual obligations with any firms based upon issuance of this RFQ. It is not an offer to contract. Only the execution of a written Purchase Order shall obligate JSWA in accordance with the terms and conditions contained in such contract.

#### **CONFLICT OF INTEREST**

Vendor must provide disclosure of any past, present, future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in JSWA having to re-evaluate selection of a potential offeror.

#### **PAYMENT TERM**

Payment terms are 30 days or less upon receipt of goods. JSWA may consider a transfer or deposit payment of a reasonable amount for a reasonable excuse. All payments will be made upon timely inspection and acceptance of the goods by the JSWA authorized representatives in Bor office, Jonglei state, South Sudan.



## ANNEX 1: NFIs ITEM

**VENDOR'S QUOTATION FORM**

VENDOR'S NAME:	TELEPHONE NUMBER:
LOCATION/ADDRESS:	
DATE:	

S/NO	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE IN USD	TOTAL IN USD
1	Metallic VSLA safe boxes of size 70 CM by 50 CM with three locks and three rotating hinges	15		
2	VSLA Passbooks of size 10 pages	450		
3	Sitting mats of size 2M by 3M	15		
4	Basins	15		
5	Carton of pens	15		
6	Ruler of size 30cm	15		
7	Counter books	15		
8	Padlocks of medium size	45		
			<b>TOTAL</b>	

AMOUNT IN WORDS.....

TITLE: .....SIGNATURE.....

90 DAYS VALIDITY .....PERIOD OF DELIVERY: .....



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