



MINISTRY OF GENDER, CHILD AND SOCIAL WELFARE

Date: 12th September 2023

Ref: RFQ -MGCSW/PMU/012/2023

Attention:

Dear Sir/Madam,

Ref: REQUEST FOR QUOTATION (RFQ) - SUPPLY & INSTALLATION OF QUICKBOOKS ACCOUNTING PACKAGE

COUNTRY : Republic of South Sudan
Name of Project : South Sudan Women's Social and Economic Empowerment Project (SSWSEEP)
PROJECT ID : P176900
Assignment Title : Supply & Installation of QuickBooks Accounting Package
Reference No. : RFQ-MGCSW/PMU/012/2023
Place of delivery : Juba, South Sudan

Background:

The Government of South Sudan has received financing from The World Bank through the Ministry of Gender, Child and Social Welfare (MGCSW) toward the cost of Women's Social and Economic Empowerment Project.

The Ministry of Gender, Child and Social Welfare intends to apply part of the proceeds of the grant to fund the procurement for supply & installation of QuickBooks Accounting package to support the implementation of the South Sudan Women's Social and Economic Empowerment Project (SSWSEEP).

MGCSW/SSWSEEP invites quotation from potential company for the supply & installation of QuickBooks Package as per the **Section C: Schedule of requirement and technical specifications** therein with this RFQ document.

The planned procurement schedule subject to change is as follows:

RFQ issued on:	12 th /09/2023
RFQ Closing date	19 th /09/2023 - (03:30 PM) Juba local time
Evaluation & Analysis of Quotation	9 th /20/2023 – 22 nd /09/2023
Notification to Successful candidate	26 th /09/2023
Discussion of contractual terms & conditions	27 th /09/2023
Contract award and Signatures	29 th /09/2023
Notification to unsuccessful candidate	3 rd /10/2023

Signed & stamped quotation/offers and relevant documents must be received through email account and address as prescribed in the RFQ dossier; All submissions must be clearly referencing the RFQ number in the subject line to.

The Procurement Department - PMU,
South Sudan Women Social and Economic Empowerment Project,
Ministry of Gender, Child and Social Welfare
Juba, Republic of South Sudan
Email: ssweep.pmu@gmail.com
CC: amstephen1981@gmail.com



RFQ NO: MGCSW/PMU/0012/2023

MINISTRY OF GENDER,CHILD AND SOCIAL WELFARE

PROJECT MANAGEMENT UNIT (PMU)

Shopping

REQUEST FOR QUOTATION (RFQ)

No. MGCSW/PMU/012/2023

FOR

SUPPLY & INSTALLATION OF QUICKBOOKS ACCOUNTING PACKAGE.

SEPTEMBER 2023

September 12th, 2023

To:
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RFQ NO: MGCSW/PMU/0012/2023

The Government of the Republic of South Sudan (GoSS) (hereinafter called “Recipient”) has received financing from the World Bank (hereinafter called “Grant”) toward the cost of South Sudan Women Social and Economic and Empowerment Project. The Ministry intends to apply part of the funds to eligible payments under the contract for which this Request for Quotations is issued.

The Ministry of Gender, Child and Social Welfare now invites you to submit your quotation for the goods or services described herein. The Purchaser will award a contract on all items on the basis of the lowest but fully compliant priced quotation. Any resulting contract shall be subject to the General Conditions of Contract (available on request) except modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

Provision and installation of Quick books accounting package listed in Section C of this RFQ

- Quotations should be based on:
 - goods supplied from within South Sudan; EXW JUBA, insured and delivered to the Ministry of Gender, Child and Social Welfare, Juba, South Sudan.
- The delivery period required will be determined by the contractual arrangement from date of Contract signature.
- Quotations must be valid for 30 days from the date for receipt given below.
- The warranty/guarantee: as per the standard requirements.
- Quotations and supporting documents as specified in Section B must be marked with the Reference Number given above, and indicate your acceptance of the terms and conditions.
- Payment Terms:

The Purchaser will pay through a Bank Transfer in favour of the Supplier/ service provider’s bank or by cheque.

- i. The mode of payment will be determined by the terms and conditions agreed in the contract and based on agreed contractual deliverables on an ongoing bases upon confirmation, testing and certification of work accomplished; all advances shall be paid within fourteen (14) days on the submission of an invoice and the confirmation of delivery duly signed by the Purchaser.
- ii. Currency of payment shall be United States Dollars (USD) for goods supplied both from outside South Sudan

Quotations/ Offers must be received, through email account and address below not later than: 3:30 pm on September 19th, 2023 to;

The Procurement Department
Project Management Unit
South Sudan Women Social and Economic and Empowerment Project
Ministry of Gender, Child and Social Welfare,
Juba, South Sudan
ssweep.pmu@gmail.com and amstephen1981@gmail.com

Attention: Amoko Stephen – Procurement Officer, PMU/SSWSEEP.

Sections A, Quotation Requirements and the Schedule of Requirements at Section C, detail the items and quantities to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest fully compliant priced quotation on all item’s basis through the issue of a Purchase Contract. We look forward to receiving your quotation

Yours sincerely,
Amoko Stephen,
Procurement Officer, PMU,
South Sudan Women Social Economic and Empowerment Project.



Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFO.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: United States Dollar (USD)
- 2) Delivery period offered:days from date of contract signature
- 3) The validity period of this Quotation is:days from the date for receipt of Quotations.
- 4) Warranty period (where applicable):Months.
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of valid Business Registration Certificate,
 - iii. A copy of a valid Tax Certificate and Tax Identification Number
 - iv. List of clients/ contracts for similarly executed tasks with names and contacts of focal person to justify related work experience.
- 6) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Conditions of Contract mentioned above.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature & Stamp: _____ Name: _____
Position: _____ Date: _____

Authorised for and on behalf of:
Company: _____

If any additional documentation is attached, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

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SECTION C: SCHEDULE OF REQUIREMENTS
(TO BE PRICED BY BIDDER)

No.	Description of Goods	Product/ Technical Specifications	Unit	Qty	Unit Price (USD)	Total Price (USD)
1	QuickBooks Accounting Package	<p>Specific features of the Quick Books Accounting System</p> <ul style="list-style-type: none"> • Have a detailed and flexible chart of accounts (to be derived from the Project Appraisal Document, Project Procurement Plan and Project Operational Manual) • Be used by 5 people i.e., FMS, Accountant, Project Manager, Procurement Officer, Office Administrator • Able to record payables and receivables • Able to bill/invoice • Ability to retrieve and produce reports for any period as per categories, components, agencies and beneficiaries; • Ability to print financial reports in both excel and word i.e. able to export/import reports • Allows user to design/tailor make report • Have a budget module to track budgets and compute variances • Able to print cheques from the system • User Security-software security plan should tie to the project's internal control. E.g. user with access to enter vendors should be different from users with access to enter invoices; users should have access rights appropriate to their responsibilities to add, change, delete and view transactions (Accounting and Procurement staff should have different accesses) • Access Control by use of passwords. Passwords are to be uniquely assigned to individual users according to their roles and responsibilities • Have multi - currency facility. Project's reporting currency is the USD but a number of transactions are in the local currency (SSP) • Have a cash Management module to manage and control cash flows. It should provide comprehensive bank reconciliations and be able to show cash balance as and when required • Have a procurement module • Have a human resource/administration module 	User license	5		



A/c

