



Quotation request form (RFQ)

PRF #	552	Date	15 th September 2021
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Suppliers Business Name:

Registration number: (Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation).

Address/Business Location:

Contact Person and Phone Number.....

Contact Person:

Please provide FH South Sudan with the cost for the items listed in below table. **Prices to be quoted in either SSP or USD, on 27th -09-2021 at 4:00 PM.**

No.	PRF No.	Specifications	Units of measure	Qty. Needed	Unit Price (SSP or USD)	Total Price (SSP or USD)
1	552	Supply of sports equipment's and setting up of child friendly space playground at Banglei primary school in Baliet County in reference to the attached TOR.	Space	1		
Total						

INSTRUCTIONS TO BIDDER:

- ❖ Quotations can be send through email to all the three emails vmakovere@fh.org, dchol@fh.org latanasio@fh.org hemmanuel@fh.org or in a sealed envelope, addressed to the **procurement committee**, FH South Sudan Office, located within the same compound with CIC Africa Insurance (SS) Ltd., CIC Plaza, 714B-3K-South, Kololo Airport Road, Juba South Sudan. Or Handover to FH Malakal office within the Humanitarian Hub, Please **call + 211 926 133 422, for Juba Office and +211 927 430 814, Malakal Office for direction in case you don't know our office**

- ❖ The external packaging or envelopes containing the quotation documents **MUST NOT** bear the bidder's business name, or markings that may identify the bidding company or organisation. Please write the words 'Quotation for the supply of sports equipment and setting of friendly space playground', and indicate PRF 552 on the envelope.
- ❖ Quotation deadline is Monday 27 -09-2021 at 4:00 PM.
- ❖ Late submission will be rejected and automatically disqualified.
- ❖ FH South Sudan payment terms is by bank transfer or cheque, payable within 30 days after the satisfactory delivery of goods.
- ❖ Please note that submission of invoice and other relevant supporting documents are requirements for payment processing.
- ❖ Please refer all technical questions to:
 - ✓ vmakovere@fh.org
 - ✓ latanasio@fh.org
 - ✓ dchol@fh.org
 - ✓ hemmanuel@fh.org
- ❖ Please note that technical questions **MUST** be asked via email, not by phone.
- ❖ Main evaluation criteria will be:
 - ✓ Price reasonableness by providing written quotation.
 - ✓ Evidence of expertise in the supply of similar related products
 - ✓ Available Ex-stock for immediate delivery to the project side.
 - ✓ If not Available Ex-stock, delivery lead time to the project side.
 - ✓ Valid business registration documentations
 - ✓ Good quality of the supplies with correct technical specifications
 - ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery
 - ✓ References and contact details (contact person, email address and phone number)
 - ✓ Companies can arrange for site visit of the respective schools if they wish at their own cost, and FH will NOT be liable for any safety or insurance related concerns.
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and supplier will be responsible for all taxes.
- ❖ Please note that in case of need for currency conversion, **the Bank of South Sudan exchange rate on the day and time of conversion shall apply**

RIGHT TO REPORT

The Service Provider or Seller shall establish and maintain appropriate business standards, procedures and

controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer's best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to the FH Country Director on mbenjamin@fh.org

DISCLAIMER

- ✚ FH South Sudan does not bind itself to accept the lowest or any quotation at all.
- ✚ This Request for Quotation (RFQ) is not a purchase order and is not a guarantee of purchase from any company
- ✚ This RFQ is only intended to allow FH South Sudan to consider the prices etc., from various eligible companies, which may result in a procurement decision.

The above prices are valid for day(s)/Month(s)

Estimated delivery time:

Terms of Payment:

Warranty if applicable:

Signature..... Date & Stamp: