**Date: 3/10/2024**

**REF: CEF/0003J/PRF- 06/07**

**Subject: Request for Quotations from a qualified consultancy firm to provide training consultancy to staffs of Charity and Empowerment Foundation (CEF) on Program management and framework and bookkeeping**

**CEF is** requesting submission of quotationsfrom interested consultancy firm to provide the above services for its straffs in Juba.

Contacts

1. Juba office

Email: malith.kuol@cef-ss.org

CC: joseph.simon@cef-ss.org/malual.runrach@cef-ss.org

**Note: List of the subject for consultancy work for which the consultancy work is to be provided is described below..**

**List of Goods/Services (A detail summary cost per each service**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Descriptions  | Units of measure | Quantity | Unit price  | Total price  |
| 1 | Program management and frameworka). Program / Project Planningb) Program / Project Managementc) Monitoring & Evaluationd) Sub-grantee Partner Managemente) Gender Integrationf) Provide reports on the training | pieces | 1 |  |  |
| 2 | Bookkeeping | pieces | 1 |  |  |
| **Total amount;** |  |  |
| **Currency of quote** |  |
| **Delivery period from date of order (days)** |  |
| **Terms of payment** |  |
| **Validity of offer** |  |

***GENERAL TERMS & CONDITIONS OF SUPPLY:***

1. Our standard terms and conditions will apply to any orders placed in conjunction with this RFQ.
2. All conditions affecting PRICE, service delivery or terms of payment must be indicated in this form.
3. Bidders must clearly indicate currency of quote.
4. This RFQ is not an offer to purchase but rather represents an invitation to recipients to submit a response to our requisition.
5. Vendors are strongly recommended to attach catalogue of the items with quotes.
6. If you do not intend to quote, please return this bid document marked ‘WILL NOT BID’
7. CEF reserves the right to award in whole or in part, unless otherwise is stipulated by the vendor, in which case CEF will consider all factors at the time of evaluating the bids.
8. Items that include artwork, a sample for approval will be required before production/ mass printing.
9. Any question should be sent to joseph.simon@cef-ss.org/malual.runrach@cef-ss.org

Quotations should reach the above address not later than 15**th Oct 2024 at 11: 00 am**

**Late quotes will NOT be accepted nor considered.**

**Disclaimer:** Charity and Empowerment Foundation (CEF) is not bound to accept lower or any price either in whole or part. Any Request for quotation application may not assign any reasons thereof.

Name of Supplier:

Address: Telephone contact:

Contact person: Email address:

Date:

(Vendor/supplier Stamp)