



Request for Quotation Reference Number: ADA/RFQ/2024/001

Call for quotations for the supply of Vegetable Seeds & Agriculture Tools for project implementation in Renk County, Upper Nile State.

This call shall run from 26th August 2024 through 2nd September 2024

Opening date: 26th August 2024

Closing Date: 2nd September 2024

Bidders in Renk are encouraged to apply, through all guidelines written on advert document

Background of Organization

Africa Development Aid (ADA) is an expanding National, Non-Governmental, Humanitarian and Development organization operating in Upper Nile, Jonglei, Unity, Eastern & Central Equatorial States and GPAA. At ADA, we support vulnerable communities to realize their full potential. We focus and emphasize on building resilience by creating an environment in which local populations can thrive and become self-reliant. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policies. Our belief is that economic, social and environmental security are the bedrocks of a healthy community; therefore, our programming is aimed at empowering the communities to make good use of the humanitarian and development assistance ADA provides.

For the past ten (10) years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness, Emergency Shelter & Non-Food Items (ES/NFIs), WASH, Peace building & Women Empowerment by transforming harmful cultural practices, Child protection and Education amongst others

It's against this background and in the pursuit of our programming that we are calling for quotations from reputable bidders to **supply Vegetable Seeds & Agriculture Tools to Support project implementation in Renk County, Upper Nile State.**

Details for the call for quotations are outlined in the following sections for your reference.

ADA's service commitment and creed

ADA serves all persons without any discrimination at all but taps the richness from the diversity in knowledge, skills and cultures from the various races, faiths, gender identities, professions and nationalities.

Legal Status

ADA is duly registered in South Sudan by the Registrar of NGOs, in the ministry of Humanitarian Affairs and Relief and Rehabilitation Commission as a National Non-Government Organization or charity.

ADA's Vision: ADA aspires to be exemplary and viable to support: food secure-literate-health community in safe environments

ADA's Mission: ADA supports integrated development among the need to fight conflict, disaster, poverty, ignorance, hunger, ill-health and environmental degradation.





Details Specification for Agricultural Inputs (Vegetable Seeds and Tools):

#	Item description	Unit (Packaged)	Qty	Unit Price (USD)	Total Price (USD)
Vegetable Seeds					
1	Tomato money maker, 25 grams per sachet	25grams sachet per	500		
2	Onion red creole 25 grams per sachet	25grams sachet per	500		
3	Okra Damson spinless 25 grams per sachet	25grams sachet per	500		
4	Kutra/Jute mallow 25 grams per sachet	25grams sachet per	500		
5	Eggplant black beauty, 25 grams per Sachet	25grams sachet per	500		
6	Cabbage blue Jays F1: 25 grams per sachet	25grams sachet per	500		
7	Watermelon; sukari elongated green with white and black stripe 25 grams per sachet	25grams sachet per	500		
Agricultural Tools					
9	Maloda/Hoes	Carton	500		
10	Watering Cans	bag	500		
	Transportation Cost, Loading and Offloading Cost to Renk (Air Transport to Renk).	Lumpsum	1		

Other information pertaining of our Call for Quotations are as follows:

Delivery Lead Time..... Quote Validity Period.....

Payment Term..... Payment Credit Period.....

Delivery Location: ADA Field Office, in Renk County, Upper Nile State. Currency: USD

Delivery instruction:

ADA, Store project site **ADA Office Plot No:379 Theo Road Tongpiny Juba Nabari**

Packaging must be 100% High Quality must Expiry date be shown clearly on Item package/bag

Legality

All the legal documents must be attached to verify the capacity and must be valid registered and those required are:

- ❖ Certificate of incorporation (Valid)
- ❖ Tax Clearance Certificate/Tax Compliance Certificate (Valid)
- ❖ Operation Licence (Valid)



- ❖ Trading licence
- ❖ Tax Identification Certificate (TIN)
- ❖ Memorandum & Articles of Association
- ❖ Latest Bank Statement for 1st May 2024 to 31st July 2024
- ❖ Company profile
- ❖ Certificate of completion/reference information of previous undertakings of similar contracts (**Latest references for last the three years 2022, 2023, and 2024**)
- ❖ Details for key staff members
- ❖ Tax Exemption Certificate (if applicable)

Price and currency policy:

The prices shall be free of VAT and other public charges. The prices shall be quoted in United State Dollars (USD). The quoted price shall be valid for 30 days from the date of closure of submission of quotes.

Submission: Quotation shall only be submitted in hard copy to the following address: **ADA Office, plot No:379 Theo Road Tongpiny Juba Nabari** and shall be dropped into a tender box by the company representative.

Registration for submission:

Please make sure you register your hand delivered quotation with the procurement department and drop it in the Tender box yourself.

Request for clarifications:

Any request for clarification must be made in writing through email: johnyiek.ada@gmail.com / 0923661188. These enquiries must be sent within **48 hours** before the tender closing date.

Evaluation of quotes and award of supply contract:

The quotes will be evaluated, and the supply contract must be awarded based on South Sudan legal Register Documents, past experience for similar products, price, delivery terms, brand, quality assurances and any other factor which the procurement committee shall deem necessary. In another line **Notification of the results:**

Only the successful bidder will be notified, and if you do not receive an order in writing from ADA within two weeks after the expiry of the dateline, consider your bid unsuccessful.

Language of the bid:

The language to be used when applying shall be English only.





Terms of payment:

Payment shall be made within a maximum of **30** working days after the completion of delivery of the materials subject to appropriate deduction for incomplete deliveries upon the presentation of commercial invoice. Payment will be made by **Bank transfer** to the supplier's **Bank Account** only.

The dateline for the submission of the quotes will be strictly on **Monday 2nd September 2024**, before or at **4:00 PM**, South Sudan, Local Time.

Please note that any submission received after the dateline will not be considered for further evaluation by the bid evaluation committee.

Disclaimer:

This is call for quotations only Africa Development Aid may cancel the process without notice and shall accept no liability whatsoever, arising out of such action. ADA is under no obligation whatsoever to award the supply contract to the lowest or any bidder, the decision of the procurement committee shall be final.

