



RFQ Reference number: 761/25/IPPASJ

18th June 2025

Call for Quotations

CAFOD_ Call for Quotations for Provision of Consultancy Services for South Sudan START Hub Website Development.

RFQ Reference No: 761/25/IPPASJ

Opening Date: 18th June 2025

Closing Date: 26th June 2025

Time: 4:00pm

**CAFOD and Trocaire in Partnership (CTP)
CAFOD Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Next to Save the Children International
Juba, South Sudan**

Note: Physical Address to drop your Quotation Dossiers to 'Quotation Box' for Suppliers based in Juba.



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1. Background; Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of Catholic Churches in England and Wales. Trocaire is the official aid and development agency of Catholic Churches in Ireland. In April 2015, CAFOD South Sudan merged with its Irish sister agency, Trocaire South Sudan, integrating their programmes under CAFOD and Trocaire in Partnership (CTP). This merger allowed for pooling of knowledge and resources, reducing programmatic overlap and overhead costs. As members of the Caritas network, CTP champions localisation and works exclusively through partnership with church and non-church national organisations. CTP provide funding as well as ongoing technical support, capacity building and accompaniment to partners, to ensure sustainable delivery of programmes as well as adherence to quality standards.

CAFOD remains the lead agency, maintaining its programmatic approach, as well as its financial and administrative systems and procedures.

CTP through its partnership and localisation Lense takes a multisector integrated approach to programming. CTP programming approach has involved over the years from Rapid Humanitarian Response to Resilience Approach linked to community graduation, market-based approaches, and private sector engagement/participation. Taking cognisance of the complexity of the South Sudan context, CTP has also continued to work with local partners and building their capacity on effective and timely emergency response as and when they occur especially in the current operational areas.

CAFOD is looking for competent and reputable Consultancy firm for provision of **Provision of Consultancy Services for South Sudan START Hub Website Development**, and the successful firms who meet prerequisite requirements will immediately be engaged for **South Sudan START Hub Website Development**.

Please Quotation your proposal as per specifications below:

The details of our request for provision of Consultancy Services **for South Sudan START Hub Website Development** are outlines in **Terms of Reference (TOR) document annexes section**.

2. (ToR) are attached in appendix schedule 19.

2.1 Consultancy Services for South Sudan START Hub Website Development.

3. Other Information pertaining to our Quotation is as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time	
Validity of Quotation (Period).	



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Preferred Currency	USD
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- 4. Instructions to Suppliers for Administrative Requirement;** When submitting your quotation proposal for Provision of Consultancy Services for South Sudan START Hub Website Development, please include a completed document (valid registration certificates and CAFOD Policies duly signed and stamp): -
- 4.1 CAFOD Terms and Conditions - attached in the appendix section of this document.
 - 4.2 CAFOD Ethical Code of Conduct for Supplier - attached in the Appendix section of this document.
 - 4.3 CAFOD Safeguarding Policy – attached in the Appendix section of this document.
 - 4.4 CAFOD Antibribery Policy – attached in the Appendix section of this document.
 - 4.5 Valid certificate of incorporation as a registered Consultancy Firm e.g., attached the certificate of registration and attached back side duly stamp copy indicating the renewal date, month, and year.
 - 4.6 Tax registration certificate
 - 4.7 Valid tax clearance certificate e.g., electronic Tax Clearance Certificate/Valid Personal identification Tax (PIN) for individual Consultant.
 - 4.8 Valid operation licence
 - 4.9 Trade references (latest) or recommendation letters with both active emails and telephone numbers from INGOs or UN agencies and please attached contract samples as evidence to your engagement for Provision of Website Developer:
- 5. Call for Quotation Instructions;** The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to contract a Consultancy Firm for Provision of Consultancy Services for South Sudan START Hub Website Development. The call for Quotations is open to eligible Consultancy Firms who meet key requirements as indicated in the instructions.
- 6. Language of Quotation;** All the information for Quotation process shall be provided in English language.
- 7. Experience;** Prospective Suppliers must have carried out successful Provision of Consultancy Services for similar services to INGOs and UN Agencies.
- 8. Terms and Conditions;** Eligible and interested Suppliers shall be required to read and be willing to abide by CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Schedule 19**.

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- 9. Eligible Suppliers;** The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the call for Quotations process.
- 10. Submission and Deadline for Quotation documents;** The Quotation application containing all the requirements shall be submitted to Physical address provided above clearly marked your quotation response for the Reference Number “**RFQ 761-25-IPPASJ**”, **in a sealed**. The deadline for the submission of Quotation will be on **Thursday, 26th June 2025, at 4:00 pm Juba Time**.
- 11. Questions Arising from Quotation Documents;** Questions and clarification that may arise from the Quotation documents should be addressed to the email address below on or before **23rd June 2025**. Responses to the questions and clarifications shall be uploaded to **NGO FORUM website on same day**, by email; syiey-puol@cafod.org.uk.
- 12. Additional Information;** CAFOD reserves the right to request the submission of additional information from prospective Suppliers.
- 13. Notification of Successful and Unsuccessful Suppliers;** CAFOD will only notify the successful bidder/Supplier for the Quotation for Provision of Consultancy Services for South Sudan START Hub Website Development outcome in writing, and this will be done after three (3) weeks to closure of Quotation deadline.
- 14. Quotation Guidelines/Regulations and Criteria**
 - 14.1 Incomplete Application;** The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.
 - 14.2 The Quotation Data;** It is understood and agreed that the Quotation data of the prospective Supplier is to be used by CAFOD in selection of prospective Supplier to perform the contract in respect items as described by the client in **Appendix Schedule 19** in this document.
 - 14.3 Quotation Requirements;** Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.
- 15. Essential Criteria for Quotation**
 - 15.1 Experience;** The prospective bidder shall have at least three (3) years' experience in the provision of similar services. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations. Prospective suppliers should have special experience and capability to organize, supply and deliver assignment as per agreed timeliness in the contract agreement.

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15.2 Financial Condition; The supplier's financial condition will be determined by latest bank statement statements submitted with the Quotation documents as well as latest bank statement for the last six (6) months.

15.3 Declaration; Application MUST include a declaration **Appendix 16** certifying the accuracy of the information given.

15.4 Withdrawal of Quotation; CAFOD has the right to reject the Quotation from a selected firm, should a condition arise between the time the firm has Quoted and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

16. **Declaration;** (Failure to provide this information shall lead to disqualification from the exercise). Having studied the Quotation information for the above Invitation for Quotation we/I hereby state:

16.1 Have read and understood the terms and condition for CAFOD.

16.2 Have not been debarred from participating in procurement by anybody, institution, or person.

16.3 That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our Quotation response.

16.4 If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Quotations, we commit ourselves to inform you and acknowledge your right to review the Quotation made.

16.5 We enclose all the required documents and information required for the Quotation evaluation.

16.6 That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.

16.7 That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

16.8 We are not associated with any other bidders participating in this call for Quotations.

16.9 That I/We do hereby confirm that all the information given in this Quotation is accurate, factual, and true to the best of our knowledge.

Date

Applicant's Name

Represented by



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Signature

Designation

(Full name and designation of the person signing and stamp or seal.).

17. Notification of the results; Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful. We, the undersigned, hereby accept in full the CAFOD & Trocaire General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	

18. Disclaimer; This is only a call for Quotation and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of Quotation dossiers. The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual

19. Appendix Schedule – CAFOD Policies, Terms and Conditions, and Terms of Reference (ToR)

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Ethical Code of Conduct of Supplier
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy
5. Appendix E: Terms of Reference (ToR) for provision Consultancy Services for South Sudan START Hub Website Development.