

4th August 2023

Request for Quotation (RFQ)

Request for Quotation for Provision of QuickBooks Installation, and Refreshing Training to Catholic Diocese of Rumbek (CDoR) Finance Teams in Rumbek, Lake State.

Request for Quotation Reference No: 631/23/IPPASE

Opening Date: 4th July 2023

Closing Date: 14th July 2023

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

631/23/IPPASE

CAFOD Request for Quotation for Provision of QuickBooks Installation and Refreshing Training for Catholic Diocese of Rumbek (CDoR) Finance Team in Rumbek.

Section 1: Background

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable Service Provider for provision of **QuickBooks Installation, and Refreshing Training for our Partner's finance Staff of Catholic Diocese of Rumbek (CDoR) in Rumbek.**

Please tender your proposal as per the specifications below:

Section 2: Specifications

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
1	Provision of QuickBooks installation (User, Backup, Version (Offline), and Features fit for NGO Accounting)	Lots	1		
2	Provision of Refreshing Training	Days	3		
	Grand Total Cost				

Section 3: Other Information Pertaining of our Quotation are as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	
Location of Delivery	CAFOD Office, Hai Malakal, Plot 19, Block XIII, P.O.Box 7, Juba, South Sudan.

Section 4: Instructions to Suppliers

When submitting your tender proposal for provision of **QuickBooks Installation, and Refreshing Training**, please include the following completed document: -

- a. Signed and Stamped CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. Signed and Stamped CAFOD Ethical Code of Conduct for Supplier - attached in the Appendix section of this document.
- c. Signed and Stamped CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. Signed and Stamped CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation e.g attached the stamped copies indicating the renewal date, month, and year.
- f. Tax registration certificate
- g. Valid tax clearance certificate e.g electronic Tax Clearance Certificate.
- h. Valid operation licence.
- i. Bank Statements for the last **three** (3) months (1st April 2023 to 30 June 2023).
- j. Trade references (latest) from other INGOs or UN agencies and attached contract samples as evidence of your engagement for provision of **QuickBooks Installation, and Refreshing Training**.

Section 5: Tender Instructions

CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to procure provision of **QuickBooks Installation, and Refreshing Training**. The tender is open to eligible Suppliers as indicated in the instructions.

Section 6: Delivery Period

The QuickBooks installation, and refreshing training is going to be delivered in Partner Office in Rumbek for three (3) days.

Section 7: Delivery Conditions

The provision of **QuickBooks Installation, and Refreshing Training** will be delivered in Catholic Diocese of Rumbek Office in Rumbek, Lake State.

Section 8: Language of Tender

All the information requested for tender process shall be provided in the English language.

Section 9: Experience

Prospective Suppliers must have carried out successful supply and delivery of similar services to other INGOs and UN Agencies.

Section 10: CAFOD Policies, and CAFOD Terms and Conditions – Appendix clause 21

Eligible and interested Suppliers shall be required to read and willing to abide to the CAFOD procurement terms and conditions, CAFOD Ethical Code of Conduct for Suppliers, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Clause 21**.

Section 11: Eligible Suppliers

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the tender process.

Section 12: Submission and Deadline for tender documents

A sealed hard copy of tender application containing all the requirements shall be submitted to address provided above clearly marked with the tender reference number.

Email submission is also accepted with the condition that the suppliers will submit the prescribe documents in form of Portable Document Format (PDF) through CAFOD Official Supply email; ctpsupply@cafod.org.uk

Section 13: Questions Arising from Tender Documents

Questions and clarification that may arise from the tender documents should be addressed to the email address; ctpsupply@cafod.org.uk on or before **10th July 2023**. Responses to the questions and clarifications shall be uploaded into the **NGO FORUM website on 11th July 2023**.

Section 14: Additional Information

CAFOD reserves the right to request the submission of additional information from prospective Suppliers.

Section 15: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notify the successful bidder/Supplier for the tender for provision of **QuickBooks Installation, and Refreshing Training** outcome in writing, and this will be done three (3) weeks after the closure of the tender deadline.

Section 16: Tender Guidelines/Regulations and Criteria

i. 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 mandated to carry out this exercise.

ii. The Tender Data

It is understood and agreed that the tender data of the prospective Supplier is to be used by CAFOD in the selection of a prospective Supplier to perform the contract in respect of items as described by the client in **clause 2** in this document.

iii. Tender 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.

Section 17: Essential Criteria for Tender

i. Experience

The prospective bidder shall have at least three (3) years' experience in the supply of similar services. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations.

ii. Financial Condition

The supplier's financial condition will be determined by Bank statements for the last three (3) months from 1st April 2023 to 30th June 2023. Potential Suppliers will be awarded based on the satisfactory information given.

iii. Declaration

Applicants MUST include a declaration Appendix section certifying the accuracy of the information given.

iv. Withdrawal of Tender

CAFOD has the right to reject the tender from a selected firm, should a condition arise between the time the firm has tendered 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.

Section 18: Appendix Section

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation to tender we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. 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 tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. 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.

- h. We are not associated with any other Tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date

Applicant's Name

Represented by

Signature

Designation

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

Section 19: Notification of the results

Only the successful and competitive bidder will be notified. Therefore, if you do not receive an email communication within three weeks (3 Weeks) of the expiry of the deadline, your bid has not been successful.

We, the undersigned, hereby accept in full the CAFOD General Terms and Conditions and hereby offer to contract the items listed above in conformity with the requirements of CAFOD as per details provided above.

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

Section 20: Disclaimer

This is only a call for tender and CAFOD reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of

tender dossiers. The decision of the CAFOD Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.

Section 21: Appendix – CAFOD Policies

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Ethical Code of Conduct for Suppliers
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy