



6th October 2025

CAFOD and Trocaire in Partnership (CTP)

CAFOD_ Request for Quotations for Printing of Visibility Materials (Jackets, T - shirt and Caps).

Reference No: 800/25/IPPASJ

Opening Date: 6th October 2025

Closing Date: 13th October 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**



1. Introduction of CAFOD

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.

2. Service Specifications

CAFOD is looking for competent and reputable Suppliers who met prescribed criteria are encouraged to tender their interest in **printing of Visibility Materials (Half Jackets, T-shirts and Caps)** and the details of the require Visibility Materials as per specification below.

#	Description of items	Unit	Qty	Unit Price (\$)	Total Price (\$)
1	Half Jackets – colour Khaki, with CAFOD, SSHF and ACRA Logos (Sizes 03 M, 03 L, 03 XL, and 01 XXL)	pcs	10		
2	T-Shirts – Round neck, colour white, with CAFOD, SSHF, and ACRA Logos (Sizes 02 M, 03 L, 03 XL, and 02 XXL)	pcs	10		
3	Caps – Cowboy Caps, Colour Khaki with CAFOD, SSHF and ACRA Logos .	pcs	10		
Grand Total cost for Visibility Materials					\$

3. Instruction to the Bidders.

- Legal status - statutory business certificates and Licenses (**Valid Certificate of Incorporation, Operation License and Tax Clearance Certificate**).
- Financial capacity – the latest bank statements for the last 6 months



- c. References - a list of relevant references, preferably from INGOs or UN agencies, for the same services for the last two years from 1st October 2023 to 30th September 2025.
 - d. The quotation prices will be valid for two (2) months from the date of receipts of the quotation.
 - e. All bidders must submit their quotation with all relevant and signed CAFOD Policies and Terms and conditions attached.
 - f. Only Suppliers with good track records or experiences of provision of service of Motor Vehicles Hire are required to respond.
4. **Price and Currency** - the quotation shall be in **United States Dollars (USD)**.
5. **Submission of Quotes** -the quotations shall be submitted in **Hard copies in a sealed envelope**. **Email submission** will not be accepted.
6. **Submission Address**
- Bids shall be submitted to:
CAFOD & Trocaire in Partnership (CTP)
CTP Office, Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Juba, South Sudan
Envelope should be labeled with reference no: 801/25/IPPASJ.
7. **Registration for submission** - Please ensure that you register your hand delivered quotation and drop it in the tender box yourself in our security guards' room. Each hand delivered quotation must be registered individually in the visitor's book which is available in the guard's room. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.
8. **Request for clarifications** - any request for clarification must be made in writing through these email: ctpsupply@cafod.org.uk or syiey-puol@cafod.org.uk, and must be received not later than **Thursday the 9th October 2025 at 12:00 pm Local Time**.
9. **Deadline for the submission of the quotation** - the deadline for the submission of the quotes will be **Monday the 13th October 2025, at 5:00 pm Local Time**.
10. **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 after the expiry of the deadline, your bid was not successful.
11. **Language for the bids** -the language for the bids shall be **English** only.
12. **Disclaimer** - this is only a call for quotations 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 quotations dossiers.



The decision of the CAFOD & Trocaire in Partnership Bid Evaluation Committee (BEC) shall be final and the PEC are exercising the right invested into them by the CAFOD Supply Chain Manual.

13. Annexes – CAFOD Policies, Terms and Conditions

Suppliers/ Service Providers will abide by and comply with all applicable CAFOD Policies, and these policies below must be read, signed, stamp and return by the interested applicants and submit as part of application documents;

- a) CAFOD Terms and Conditions for Provision of Goods and Services
- b) CAFOD Safeguarding Policy
- c) CAFOD Ethical Code of Conduct for the Supplier/Service Provider
- d) CAFOD Antibribery Policy
- e) Dignity at the Workplace

Acknowledgement of having read, understood, and accepted CAFOD's Standard Terms and Conditions for the Supply of Goods and Service as per Specifications in section 2.

Company Name:

Authorised Person Name:

Tittles or Position:

Signature with Company's official Seal:

Date:

