



Request for Quotation # SNV-SSD-JUBA-001-2025

16th December 2024

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Quotation.

SNV intends to enter a framework agreement to purchase assorted Office stationery with the winning bidder.

Your quotations are due to SNV no later than 10:00AM on 10th JAN 2025. Late bids will be disqualified.

In the attached package you will find:

- Request for Quotations (RFQ)
- Specification

We look forward to receiving your quote,

Kind regards,

Country Operations Unit

Request for Quotation for Office Stationery

Reference #: SNV-SSD-JUBA-001-25

CLOSING DATE: 10/JAN/2025

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested Vendors with a view to two years framework agreement for supply of assorted office stationery for SNV South Sudan program, Juba Afex Riverside.

1.2 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copies so they may be evaluated. SNV requires prospective Vendors to provide mandatory information for tender.

1.3 EXPERIENCE

Potential Vendors must demonstrate the willingness and commitment to meet the RFQ criteria.

1.4 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

1.6 SUBMISSION OF DOCUMENTS

A complete quotation and other information requested should be submitted online through authorized signatory to the following address:

southsudanprocurement@snv.org

Not later than 10:00 AM (local time) on 10/01/2025

The RFQ Reference **SNV-SSD-JUBA-001-25** should be clearly indicated in the subject line of the email alongside with the Vendor's company name.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFQ documents should be directed to Procurement whose address is below;

cdhama@snv.org

1.8 ADDITIONAL INFORMATION

SNV reserves the right to request submission of additional information from prospective Vendors.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

SECTION 2

2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay custom duty and VAT as applicable for the goods to be supplied.

2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance of the goods.

2.3 CONTRACT PRICE AND CONTRACT

The contract shall be framework agreement type with fixed unit prices. Task orders (Purchase order) will be issued whenever good are required by the SNV.

2.4 PAYMENTS AND CURRENCIES

Payments are made within 30 days of receipt of a valid invoice and delivery confirmation (GRN). Payments will be made in USD. The Quotation shall be expressed in USD. *Vendors are required to provide a full bank account detail including swift code and Iban to allow transactions.*

2.5 BID VALIDITY

Your tender price must be valid for 30 days.

SECTION 3

3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV South Sudan could substantially change the performance and qualification of the Vendor or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV South Sudan reserves the right to reject the tender from such a Vendor.

3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of cost, meeting and detailed specifications and delivery period.

CRITERIA	SCORES
Quality of the products	30
Delivery Period	20
Detailed Specifications	10
TOTAL	60

Financial bids will score 40%

Goods to be delivered to SNV South Sudan offices at the address listed in 1.6 above. All costs of delivery to be included in the offer.

SECTION 4

All firms must provide:

- (a) Firm Data shown in Section 4
- (b) Signed Sworn Statement as in Section 5
- (c) Following mandatory requirements
 1. Financial Proposal/Quotation
 2. Company Profile
 3. Certificate of Incorporation
 4. TPIN Certificate
 5. Valid Tax Clearance Certificate
 6. Proof of Physical address
 7. Bank detail

4. 1 FIRM DATA

Name of Vendor	
Trading Name (if different from above)	
Postal Address	
Physical location of Business Premises	Town
	Street
	Plot No.

	Building name
	Floor
Primary Contact Person	Name
	Mobile number
	Email
Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.)	
Names of the Proprietor, Directors or Partners and their nationality	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Vendor's Operations	Year established/registered:
	Duration of Operation:
	Objectives, Mandate, Mission:
Vendor Registration No. and Country of Registration (Attach Copy)	Country of Registration: Number:
VAT Registration No. (Attach Copy)	Number
Tax Identification Number Registration.(Attach Copy)	Number
Trade Licence/ Business Permit (Attach Copy)	Number

4.2 ELIGIBILITY

Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s)		
Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	Yes / No	If Yes give details
Have you been convicted of a criminal offence related to business or professional conduct?	Yes / No	If Yes give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client?	Yes / No	If Yes give details

4.3 CONFLICT OF INTEREST

Please provide answers to the following statements:

To the best of your knowledge, have you or any employee or staff member of your organization or firm, ever been employed by SNV?	Yes or No
If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment.	
Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in South Sudan?	Yes or No
If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship.	

SECTION 5

5.1 Sworn Statement

Having studied the information provided for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) We enclose all the required documents and information required for the RFQ

Date:

Applicant's Name:

Represented by:

Signature:

Designation:

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

SECTION 6

Specifications

S/NO	DESCRIPTION	QTY	UNIT
1	Pen (All colour) (pack of 50 pieces in a box)	1	Box
2	Marker permanent various colour (pack of 12 pcs in a box)	1	Box
3	Office shredder (paper shredder 5 sheets at 1 time)	1	Pc
4	White board marker pen various colours (park of 12 pcs in a box)	1	Box
5	Exercise book 203x165mm (48 pages) dozen of 12 books	1	Dozen
6	Exercise books of 96 pages (dozen of 12 books)	1	Dozen
7	Exercise books 32 pages (dozen of 12 books)	1	Dozen
8	Assorted colour highlighters (pack of 4 pcs)	1	Packets
9	Lead pencil	1	Doz
10	A4 printing papers 80gm (AA) box of 5 Reams	1	Box
11	A3 paper 80gm (rotatrim) box of 5 Reams	1	Box
12	Wall mounted clock	1	PC
13	Binding machine for A4 paper	1	PC
14	Binding card A4	1	PC
15	Plastic binding sheet	1	PC
16	Short hand note book A5, Dozens of 12 books	1	Dozen
17	A4 short and note book pack of 6 pcs	1	Dozen
18	Manuscript book A4	1	PC
19	A4 hand visitors' book	1	PC
20	Diary A5 Size	1	PC
21	Diary A4 Size	1	PC
22	A4 hand note book (counter book	1	PC
23	Arch file – plastic (ring binder 0 large A4 size)	1	PC

24	Box file (Alba-Rado)	1	PC
25	A4 Tabbed index subject dividers	1	Doz
26	A4 file carbonated divider	1	Doz
27	A4 lock spring	1	PC
28	A4 Ring binder large A4 small size	1	PC
29	Glue stick 21GM (box of 12 pieces	1	Dozen
30	Glue stick 36GM (box of 12 pcs)	1	Dozen
31	Rubber bands	1	Pkt
32	Paper clips 28MM box of 10 pkts)	1	Pkt
33	Paper clips 33MM (box of 10 pkts)	1	Pkt
34	Paper clips 50MM (box of 10 pkts)	1	Pkt
35	Paper clips 78MM (BOX OF 10 PKTS)	1	Pkt
36	Scissors medium size	1	Pc
37	Scissor small size	1	Pc
38	Sticky note paper Yellow or mix colour 3"x3"(of 12 pcs)	1	Pkt
39	Sticky note paper Yellow or mix colour 3"x4" (pack of 12 pcs)	1	Pkt
40	Sticky note paper Yellow or mix colour 3"x5" (pack of 12 pcs)	1	Pkt
41	Visiting card album	1	Pc
42	White board 60m x 90m size	1	Pc
43	White board 90m x 120m size	1	Pc
44	White board 90m x 150m size	1	Pc
45	White board 100m x 180m size	1	Pc
46	Notice board 3ft x 6ft size	1	Pc
47	Correction Pen (Pkt of 12 Pcs)	1	Pkt
48	Packing tape 2"	1	Roll
49	Packing tape 4"	1	Roll
50	Masking tape 1"	1	Pkt
51	Masking tape 2"	1	Pkt
52	Stapler small 235	1	Pc
53	Stapler machine medium HP45	1	Pc
54	Stapler machine Heavy duty HP-23S17	1	Pc
55	Staplers various sizes Kangaroo 24/6(box of 10 pkts)	1	Pc
56	Stapler pin remover	1	Pc
57	Weighing scale mechanic Good quality 1 to 100kg	1	Pc
58	Weighing scale mechanic Good quality 100 to 500kg	1	Pc
59	Laminating machine A4	1	Pc
60	Laminating paper A4	1	Pc
61	Paper cutter	1	Pc
62	Punch machine 2 hole type	1	Pc
63	Punch machine 2 hole large type DP600	1	Pc

64	Punch machine 2 hole H – duty type HDP 2160	1	Pc
65	Pencil sharpener-Steel type	1	Pc
66	CDs RE-writable -Standard Size	1	Pc
67	DVD re- writeable -Standard Size	1	Pc
68	Photo paper- A4 Kodak glossy paper	1	Ream
69	Calculator electronic 12 digits good quality	1	Pc
70	Calculator 14 digit	1	Pc
71	Transparent Plastic document protector A4 100 Pcs in a pkt	1	Pkt
72	Ink for stamp pad	1	Bottle
73	Six (6) port extension cable	1	PC
74	Double clip Medium 32MM (Pkt of 12 pcs	1	Pkt
75	Double clip Big size 51MM (Pkt of 12 pcs)	1	Pkt
76	Desk file organizer-Small	1	Pc
77	Desk file organizer-Big	1	Pc
78	Paper Tray Metallic-2 layer	1	Pc
79	Paper Tray Metallic-3 layer	1	Pc
80	Paper Tray Glass-2 layer	1	Pc
81	Paper Tray Glass-3 layer	1	Pc
82	Envelope Khaki A6 (Pkt of 50 pcs)	1	Pkt
83	Envelope Khaki A5 (Pkt of 50 pcs)	1	Pkt
84	Envelope Khaki A4 (Pkt of 50 pcs)	1	Pkt
85	Envelope Khaki A3 (Pkt of 50 pcs)	1	Pkt
86	Envelope Khaki A2 (Pkt of 50 pcs)	1	Pkt
87	Suspension file A4 hanging files (Pkt of 50 Pcs)	1	Pkt
88	Spring file	1	Doz
89	A4 certificate card	1	Pc
90	Pencil-HB	1	Pkt
91	Pencil-Colours (Pkt of 12 Pcs)	1	Pkt
92	Colour cyrons Various colour box of 12 pcs	1	Pkt
93	Modelling Clay (Assorted Colours) in Pkt of 12 Pcs	1	Pkt
94	Water colours (Assorted colours) in Pkt of 12 Pcs	1	Pkt
95	Paint brushes-Pkt of 6 Pcs	1	Pkt
96	Building blocks	1	Pkt
97	Magnetic buttons Pkt of 6 Pcs	1	Pkt
98	Drawing books A4 Size Dozen of 12 Pcs	1	Doz
99	Cleaning liquid for white board	1	Bottle
100	Plastic clip board with cover	1	Pc
101	Ruler 30 cm	1	Pc
102	Ruler 100 cm	1	Pc
103	Mathematical set	1	Set
104	Metallic Key cabinet 290x215x60Mm- 48 key capacity	1	Pc
105	File cabinet 3 drawers good quality	1	Pc

106	File cabinet 4 drawers good quality	1	Pc
107	Rechargeable mega phone	1	Pc
108	Mega phone for ordinary battery	1	Pc
109	Battery for Mega phones-size D a pair of 2 Pcs	1	Pair
110	Metallic shelves with glass 3 Shelves-lockable	1	Pc
111	Metallic shelves 4 Shelves-lockable	1	Pc
112	Flip chart pads (sheets) 50 sheets	1	Pc
113	Flip chart pads (sheets) 20 sheets	1	Pc
114	Flip chart stand (Foldable)	1	PC
115	Universal power supply cable	1	Pc
116	Manila paper various colours	1	Box
117	Colored paper-Assorted colours	1	Box

Please include pictures, detailed specs and state clearly delivery period