

REQUEST FOR QUOTATION FOR FRAMEWORK AGREEMENT FOR PRINTING MATERIALS_VISIBILITY MATERIALS

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls. CARE’s operations in South Sudan dates back to the early 1980s, focusing on emergency and disaster relief to the conflict affected populations. Currently, CARE South Sudan works in the six States of; Unity, Jonglei, Eastern Equatoria, Bahr el Ghazel, Central Equatoria and Upper Nile States, addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on five broad areas namely Peace Building, Gender and Protection, Food security and Livelihoods, Nutrition and Health, and Partnership and advocacy.

Description of Services/Goods

Care International South Sudan will procure goods and services on a regular basis throughout the year, as programme demands dictate. We are now calling for qualified, competent Printing COMPANY- service Providers for Printing all Care’s Visibility Materials to support Printing a range of Care’s Printing Visibility Materials. Care International South Sudan regularly procures printing Materials to support its project implementation services in South Sudan hence a need for Printing Company to support printing all CARE visibility materials. In most of the procurement processes Care International South Sudan ensures that competitive prices and value for money is obtained by way of “Competitive Negotiated Procedure”. Therefore, Care International South Sudan is calling for Competent reliable registered Printing Company which will provide Care International South Sudan with the service and with whom Care International South Sudan would contract for the next 7 months to support its project implementation in South Sudan

Issuance Date	Tuesday 26 th April 2022
Closing Date	Friday May 13th 2022
Activity Title	Printing Services
Determination of Award	Technically acceptable, reasonable price, best value.
Quotation	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in Annex 1 – Detailed Technical Specifications.
Evaluation Criteria	Award will be made to the offeror that meets the minimum criteria and technical specificity for acceptable award at the lowest reasonable cost or price.
Award Type	Firm Fixed Price Agreement-Framework Agreement for 7 Months
Submission Deadline	Quotations must be received No-Later-Than 4:00PM Juba time, Friday 13th May 2022 at 14:00PM South Sudanese Local time
Submission Address	Hard copies can be delivered IN A SEALED ENVELOPE clearly labeled with the name of the vendor and the RFQ activity Title to Care Office located at NPA Building 3 rd Floor Opp Unicef Office-Juba South Sudan.

	<p>All submission will be done exclusively through HARD Copy and dropped in CARE Tender Box</p> <p>NB: Clearly name and label the CATEGROY ITEM you are participating for:</p> <p>NB: Samples will be submitted along with Quotation at CARE Reception Desk and all vendors will sign on the submission Tracking Sheet. Vendor must clearly name and labelled its parcel well</p>
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Annex 1- Service Detail specification

No.	Item	Description	Q'TY	Unit Price USD
1	Banner (2m)	With writings & maps, logos, flag & grommets for tying. Price per meter, (it should have four rivet for proper hanging)	1 Pc	
2	Banner (3m)	With writings & maps, logos, flag & grommets for tying. Price per meter, (it should have four rivets for proper hanging).	1 Pc	
3	Banner (4m)	With writings & maps, logos, flag & grommets for tying. Price per meter. (It should have four Rivets for proper hanging).	1 Pc	
4	Banner	Tear drop banner	1 Pc	
5	Pull Up Banner	Pull Up Banner	1 Pc	
6	T-Shirt	Round neck T-shirts with screen printing front, back & a lagoon the sleeve M, L , XL, XXL etc. multi-color printing, (Extra Heavy Duty 200gsm), Good Quality that doesn't fade.	1 Pc	
7	T-Shirt	Round neck T-shirts with Embroidery printing front, back & a lagoon the sleeve M, L , XL, XXL etc. multi-color printing, (Extra Heavy Duty 200gsm), Good Quality that doesn't fade quick	1Pc	
8	Polo T-shirts	Collar polo T-shirts with screen printing front, back & logo on sleeve, multiple color printing M, L, XL, XXL size. Good Quality that doesn't fade	1 Pc	
9	POLO T-Shirts	Collar Polo T-Shirts with embroidery Printing front, back & Logo on sleeve, multiple color printing M, L, XK, XXL Sizes. Good Quality that doesn's fade quick	1 Pc	
10	Cap	Printing of Cap	1 Pc	
11	Flag	Printing of Care Flag size,	1 Pc	

14	Stickers	Car, bike, wall stickers & assets tags, color. 5cm x 5 cm	1 Pc	
15	Stickers	Asset tags, color, 3.5 x 1.5 cm	1 Pc	
16	Stickers	Car, bike, wall stickers & assets tags. Size A3	1 Pc	
17	Stickers	Car, bike, wall stickers & assets tags Size A4	1 Pc	
18	Stickers	Car, bike, wall stickers & assets tags. Size A5	1 Pc	
19	Business Cards	Bond paper business cards, color – units of 50 – 200 pcs	1 Pkt	
20	Receipt books	Triplicate carbonized & numbered copies, A4 size (indicate number of pages per book)	1 Pc	
21	Receipt books	Triplicate carbonized & numbered copies, A5 size (indicate number of pages per book)	1 Pc	
22	Hats/caps	Cap – with embroidery front & Donor logo on side/back	1 Pc	
23	ID Holders	Branding of ID Holders	1Pc	
24	Printing/Photocopy	A4 size copies, black and white	1 Pc	
25	Printing/Photocopy	A4 size copies, colored	1 Pc	
26	Certificates	Printing of Certificates, A4, Color, Heavy paper	1 Pc	
27	Booklets	A5, Black and white printing, bound, with color cover, 50 pages	1 Pc	
28	Booklets	A5, Black and white printing, bound, with color cover, 100 pages	1 Pc	
29	Booklets	A5, Black and white printing, bound, with color cover, 200 pages	1 Pc	
30	Flyers	A4 Flyers Black and White Color	1 Pc	
31	Flyers	A4 Flyers Colored	1 Pc	
32	Flyers	A5 Flyers Colored	1 Pc	
33	Standing Banner	2m High x 90cm length	1 Pc	
34	Rain coat	Branded Raincoats with Care's Logo and Donor	1 Pc	
35	Reflector Vest	Branded Reflector Vests with CARE and Donor Logos	1 Pc	
36	Booklets	Printing of Training Manual 800-1000 page including title, fully colored B5 size and sidle stitched , cover should be on a hard card with glossy lamination inner 130gsm glossy paper	1Pc	
37	Booklets	Printing of Training Manual 600 -700 pages including title, fully colored A4 size , and sidle stitched , cover should be on a hard lamination inner 130 gsm glossy paper	1 PC	

38	Booklets	Printing of Training Manuals 1001 pages and above, fully colored A4 size, and Viral Bonded, cover should be on a hard card with glossy lamination – inner 130gsm glossy paper	1 PC	
39	Booklets	Printing of Training Manual Colored, pages ranges from 250 – 500 Pages including title, fully colored A4 sizes, and Viral Bonded, cover should be on a hard card with glossy lamination – Inner 130gsm glossy Paper	1 PC	
40	Booklets	Printing of Training MANUAL Colored, pages range 100-200 Pages including title, fully colored, 15cmx30cm size, and should be side stitched, cover should be on a glossy lamination inner 130gsm glossy paper	1 PC	
41	Booklets	Printing of Hand Book 300 pages and above , B5 Format perfect binding with Care USAID logo	1 PC	
42	Flip Charts	A2 Size with samples provided from office 21 pages, standing shape wiral type	1 PC	
43	Humanitarian Jacket	Humanitarian Safari Jacket- Heavy duty with Care Logo and back writing	1 Pc	
44	Pass Book	Printing of Pass books branded with CARE and Donor Logos	1 Pc	
45	Record Book	Printing of Record book maximum page25	1 Pc	

PLEASE SPECIFY and INCLUDE WITH YOUR QUOTATION	
Payment Terms	
Delivery Time	
Payment Schedule	
Availability of stocks	
Provision and submission of samples-Samples will be retained by CARE	
Payment Method	
Price Validity	

Instructions to Offerors:

Submission Deadline:

- Final submissions will be due no later than **Friday 13th May 2022; by 1400hrs. (South Sudanese Local Time)** via : Hard Copy of Sealed Quotation can be submitted and dropped in CARE Tender Box
- **Question & Answers:** Questions regarding the **RFQ- FOR PRINTING SERVICES-** shall be submitted to: SSD.Procurement@care.org

- no later than **May 13th | 2022; 1400 hrs. (South Sudanese Local Time)**. Care International South Sudan will not respond to questions pertaining to this RFQ over the phone. Care International South Sudan will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Requirements

- Submit a quotation in response to this RFQ using the template provided above, all pages should be initiated and stamped officially by the vendor.
- Hard copies quotation: In case of a supplier –Vendor is submitting a hard copy quotation, it shall then be submitted in a sealed envelope, mentioning **RFQ activity Title (for reference)** shall be clearly written on this envelope and shall be registered with Care receptionist during submission.
- **Vendors are to commit to the delivery time after placing the order, which is critical and important to Care Project activities.**
- Quoted Price: Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided for in Annex 1.
- Supplier-Vendors are requested to provide quotations on official letterhead fully stamped
- Supplier-Vendors shall provide contact list of past clients (preferably INGOs and Cooperate Business, at least three (3) they have provided services in the past 3 years, recommendation letters should be attached.
- Suppliers-Vendors are required to submit their business incorporation certificate, and tax clearance certificate updated as per below mandatory submission requirements
- Supplier-Vendors are required to submit cover letter in Annex 3 on an official letterhead, official stamped, signed by an authorized representative of the Supplier-Vendor with company/contact details
- Charges against any of the goods or services will be made against the price quoted in this RFQ in reference with terms and conditions in Annex 1.

Inspection: All Goods/ Services will be inspected against conformance to the specifications and technical description attached to this RFQ before approving any payment to the awarded vendor.

Demonstration of Responsibility: To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor’s bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ:

Mandatory Submission Requirements

S/No	Documents included for vendor set up as a <u>COMPANY</u>
1.	The company profile
2.	Past work experience letter recommendations
3.	Tax identification number
4.	Tax clearance certificate
5.	Membership certificate from the responsible body where the company operates in.
6.	Registration certificate from the Ministry of Justice
7.	Operation license
8.	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.

9.	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)
10	Vendor's questionnaire
11	First page of memorandum and articles of association and the page with shares allocation/board of directors.
12	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.
13	A copy of void cheque of the bank account provided to CARE South Sudan

- Completed Supplier-Vendor Cover Letter, signed and stamped by an authorized representative of the Supplier-Vendor with company/contact details.
- Official quotation, including specifications of offered materials/ services (see Annex 1).
- For Organizations: Copy of Supplier-Vendor's registration or business license.
- Certification of Price Guarantee or Warrantee (12 months).

Determination for Award: award will be made to a responsible Supplier-Vendor whose offer follows the RFQ instructions and provides the reasonable-cost, technically acceptable offer.

- Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration.

Bank Account: Awarded Bidder should provide a full bank account information for the purpose of wiring payments

Provision of Samples: All vendors are advised to submit the Sealed or electronic quotation along with their samples. Samples will be retained by CARE

CARE					
Vendor/Payee Set-Up and Change Form					
Vendor ID:				Appendix E	
				Page 1 of 2	
Vendor/Payee Type	New	Change	Discontinue	Approval Responsibility	
Procurement Vendor				Procurement Committee	
Consultant				Procurement Committee	
Discontinue Vendor				Procurement Committee	
National Employee				Human Resources	
International Employee				Human Resources	
Sub-Grantee				Program	

Donor				Program	
Utility				Administration	
Landlord				Administration	
Bank				Finance	
Vendor/Payee Details (note some information may not be applicable)					
Vendor/Payee Name					
Vendor/Payee Physical Address					
Vendor/Payee e-mail Address	-				
Vendor/Payee website					
Vendor/Payee Phone/Fax					
Vendor Short Name					
Owner Name if Different					
Trade Class (see list)					
Vendor Nationality					
Persistence	Regular				
Vendor Status	Approved		Inactive		
Currency of Payment					
Payment Method					
Payment Terms					
Vendor/Payee Bank Name					
Vendor/Payee Bank Address					
Bank Account Number					
International Bank Account Number					
Bank Code					
Branch Name & Address					
Swift Code					
Tax ID Number, Sales Tax or VAT					
Business Registration Number					
Sub-Recipient Information					
Employer Identification Number (EIN)					
DUNS Number					
PADOR Number					

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Vendor/Payee Selection Criteria					Yes
Vendor/Payee Anti-Terror Check Completed (note this is done through the Vendor Set-Up in PeopleSoft)					
Vendor/Payee has the Necessary Goods and/or Services					
Vendor/Payee Credit and Payment Terms					
Vendor/Payee costs and prices are reasonable and competitive					
Procurement Committee Approval (Procurement Vendors and Consultants Only)					
Name	Title		Signature		Date
Name	Title		Signature		Date
Name	Title		Signature		Date
Human Resources, Program, Administration or Finance Approval (As Appropriate)					
Name	Title		Signature		Date
Revised 1 July, 2015					

Note: CARE Standard Payment Terms are 30 days from receipt of goods or service and a CARE approved invoice.

I. REQUIRED INFORMATION (Please Print Clearly)

CARE Contact Name:			
Company/Individual Name:			
Owner Name (if different from above):		Nationality of Owner:	
Contact Person:			
Full Address (Street/City, etc):			
Phone No:		Fax No:	
E-mail:		Website:	

II. CUSTOMER REFERENCES

Provide 3 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)

1	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
2	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			
3	Name of Organization/Business			
	Name of Contact Person		Title	
	E-mail:		Phone:	
	Type of product / service provided to client			

III. Indicate below the products or services sold or provided by you

[a]	[b]
[c]	[d]
[e]	[f]
[g]	[h]

IV. Registration of Business

1. Is your firm registered as a business entity with the government?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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2. If YES, please provide your business registration number		
3. If applicable, please provide Sales Tax Registration Number		
4. Please provide Tax ID number		
5. Indicate how long have you been in this type of business		
6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Are you related to any person currently employed with CARE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. If YES, please provide name and position		
9. Provide here, any additional information regarding your business		
NOTE: Government regulations may require CARE to deduct taxes on any transaction prior to effecting payment to the vendor.		

V. Certification

<p>I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.</p> <p>CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.</p> <p>Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CARE's database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.</p>		
Name of Person Completing Form (Please print clearly)		
Title:	Signature:	Date:

FOR PROCUREMENT USE ONLY	
<input type="checkbox"/> Anti-Terrorism Check Completed	
<input type="checkbox"/> Customer References Verified	

