



## **Request for Quotation #**

23<sup>rd</sup> September 2024

Dear Sir/ Madam,

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

SNV (Stichting SNV Nederlandse Ontwikkelingsorganisatie) the Netherlands Development organization intends to enter a service contract for Internet provision with the winning ISP bidder.

Your quotations are due to SNV no later than 09:00AM on Friday 4<sup>th</sup> Oct 2024. Late bids will be disqualified.

In the attached package you will find:

- Request for Quotations (RFQ)
- Specification

We look forward to receiving your bid,

Kind regards,

**Country Operations Officer**

# Request for Quotations for ISP Juba Office

**Reference #: SP2237-JUB-002**

**CLOSING DATE: 4/Oct/2024**

## **SECTION 1**

### **1.0 INSTRUCTIONS**

#### **1.1 INTRODUCTION**

**SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested ISP Vendors to bid for the service of Internet service provision for its Juba office.

#### **1.3 INVITATION TO BID**

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

#### **1.4 EXPERIENCE**

Prospective ISP Vendors must have carried out successful service of Internet service provision to NGOs, NNGOs, INGOs or companies in Juba. Potential ISP Vendors must demonstrate the willingness and commitment to meet the tender criteria.

#### **1.5 RFQ DOCUMENT**

This document includes questionnaire forms and documents required of prospective ISP 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 tender form and other information requested should be submitted to reach to the following address:

[cdhama@snv.org](mailto:cdhama@snv.org)

**Not later than 09:00 AM (local time) on 04/10/2024**

The RFQ reference **Juba Internet Service** 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 unit whose address is given in 1.6 above.

## **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 service.

### **2.2 CUSTOMS CLEARANCE**

The ISP Vendors shall be responsible for custom clearance of the service where applicable.

### **2.3 CONTRACT PRICE AND CONTRACT**

The contract shall be on a yearly basis type. A successful ISP vendor shall be required to invoice on a Monthly basis at the end of the Month. Negotiations will be held with the successful ISP vendor for addition of bandwidth at the discretion of SNV.

### **2.4 PAYMENTS AND CURRENCIES**

Payments are made within 30 days of receipt of a valid invoice and service delivery confirmation. Payments will be made in USD. The Quotation shall be expressed in USD.

### **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 ISP on the basis of cost, meeting and detailed specifications and delivery period.

CRITERIA	SCORES
References- (showing details of clients, types of similar equipment supplied, contacts, quantity and date)	30
Delivery Period	20
Detailed Specifications	10
<b>TOTAL</b>	<b>60</b>

Financial bids will score 40%

The ISP service will be delivered from SNV South Sudan offices at the address listed in 1.6 above. All costs of delivery of equipment 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. Latest Bank Statement for the past three months
  8. 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.)	
<b>Names of the Proprietor, Directors or Partners and their nationality</b>	
Name, nationality and position held	
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:
Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services	
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 bid, 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**

ITEM	QUANTITY	UNIT
Termination of fiber	1	PC
Router	1	PC
Access point	1	PC
Installation and configuration	1	Lump sum
Redundant fibre internet bandwidth 10mbps up/10mbps down with firewall	1	Month

**Please include detailed specifications and state clearly delivery period**