



**Learner kits for primary school children & ALP learners packaged and assembled in a local light metallic box with FH Logo (top and front side) with two padlocks**

Lot(2) (462)	Exercise books 96 pages, ruled for writing	pcs	150
	Exercise books 96 pages, squared for math's	pcs	150
	Large canvas bag, 100% Cotton Canvas Fabric, Size W20"xH15"xD5", One Compartment with Zipper closure, 2x26" Canvas Long Handles for Shoulder Hanging, Printed with Three logos on the front	PC	1
	Exercise books 96 pages, plan for drawing, Range of 96 -110 pages (48-55 Sheets), A4 Size, 110 GSM, plain white, wood free paper, Gloss Paper cover 160 GSM , Any kind of secure stitch (Saddle preferred) (100 pcs)	PCS	100
	Small transparent rulers, 30 cm	PCS	50
	Blue ball pens, Obama Type	PCS	150
	Black ball pens, Obama type.	PCS	250
	Pencil	PCS	100
	Plastic sharpeners	PCS	25
	Crayons, 6pcs per packet	Pkts	50
Rubber/Eraser	PCS	80	

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Kits

**Learner kits for ECD Centre, packaged and assembled in a local light metallic box with FH Logo (top and front side) with two padlocks**

	Drawing pads (white plain sheets)	PCS	20
	Colored pencils	PCS	50
	Pencils	PCS	50
	Pencil Sharpeners	PCS	50
	Soft Erasers, any color Synthetic or natural rubber, non-toxic	PCS	50
	Dimension 30x20x10mm (5% +/- Flexibility in Size)	PCS	20
Safety Scissors, Sharp/Blunt blades of stainless steel, riveted with stainless screw or rust proof metal securing the two blades	PCS	10	

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Kits

Sturdy Plastic handles which gives good grip, sized for adult use. Total length of 135- 160mm		
Plain white paper, White plain sheets, A4 110 GSM 48 sheets. Top glue along the 297mm side, using A4 size of piece cardboard of 600 GSM attached to the back of the pad roll (1 pcs)	PCS	1
Colored paper pads, 4 size, 80 GSM, plain (unruled) Hot colored sheets, Hot glued on the 210mm side, Front cover of 160 GSM & Card board backing of 600 GSM.	PCS	20
Adhesive tape (transparent)	PCS	20
Modelling clay, Cardboard box any number stickers with a total weigh of 500g, Non toxic, bright, assorted colors, packed in a neutral film in easy separable blocks. (assorted colors)	PCS	20
Glue bottle, Glue, water based, such as PVA (Poly Vinyl Acetate) Non Organic Solvents, non-toxic, non-flammable, washable Bottle labelled with usage instruction,250 ml	PCS	1
Cardboard, Assorted animated pictures printed on cardboard with stories for children 16 pages of 600 GSM Hardcover case binding, 5x7inches (10% +/- in size) (cardboard)	PC	1
Building blocks, Building blocks, wood, assorted shape & color (colored pieces)	PCS	20
Counting circle, Wooden Circle, hard material Assorted colors	PCS	20
Chain puzzle, Wooden/ Plastic pieces of maximum 12-16 pieces per set (5 set)	SET	5
Dominoes set - plastic with colored dots, Domino piece of plastic domino tile size 2.75x1.38x0.4inches (10% +/- in Size) 28pcs in each set of different animals pictures	SET S	28
Stringing beads - wooden different colors	PCS	25

Memory game with different pairing card images, 24 cards of 12 pairs, of different Animals/cartoons of card Packed in Card Box 32 sets required	PCS	32				
Sponge balls assorted colors, Balls, Made of Sponge rubber/foam material Approx. 60mm Diameter.	PCS	5				
Hand animal-puppets (soft hand puppets)	PCS	4				
Soap	PCS	4				
Plastic water container-10 litres	PCS	2				
Exercise books 96 pages	PCS	10				
Black pens, Ball point pen	PCS	10				
<b>Total Amount</b>						

#### **INSTRUCTIONS TO BIDDER:**

❖ Quotations can be sent in a sealed envelope, addressed to the **Procurement Committee**, FH South Sudan Office, located within the same compound with CIC Africa Insurance (SS) Ltd., CIC Plaza, 714B-3K-South, Kololo Airport Road, Juba South Sudan. **Please call + 211 926 133 422 for direction in case you don't know our office.**

❖ The external packaging or envelopes containing the quotation documents **MUST NOT** bear the bidder's business name, or markings that may identify the bidding company or organisation.

❖ Please note that the bids have been divided into two lots. I.e. **LOT (1) (462) for Dignity kits** and **LOT (2) (462) for Supply of School Stationery**. You can decide to bid for either one Lot or both Lots. When bidding for both lots, please use separate envelopes for each Lot. Write the words **Lot (1) (462) Dignity kits** and indicate **Lot (2) (462) Supply of School Stationery**

❖ Quotation deadline is **23<sup>rd</sup>-August-2021 at 4:00 PM.**

❖ Late submissions will be **rejected and automatically disqualified.**

❖ FH South Sudan payment terms are by bank transfer or cheque, payable within 30 days after the satisfactory delivery of goods.

❖ Please note that submission of invoice and other relevant supporting documents are requirements for payment processing.

❖ Please refer all technical questions to:

✓ [vmakovere@fh.org](mailto:vmakovere@fh.org)

✓ [dchol@fh.org](mailto:dchol@fh.org)

✓ [hemmanuel@fh.org](mailto:hemmanuel@fh.org)

- ❖ Please note that technical questions **MUST** be asked via email, not by phone.
- ❖ Main evaluation criteria will be:
  - ✓ Price competitiveness
  - ✓ Evidence of expertise in the supply of similar related products
  - ✓ Available Ex-stock for immediate delivery to the FH Juba Office
  - ✓ If not Available Ex-stock, delivery lead time to FH Juba Office
  - ✓ Valid business registration documentations
  - ✓ Good quality of the supplies with correct technical specifications
  - ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery
  - ✓ References and contact details (contact person, email address and phone number).
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and the supplier will be responsible for payment of all related taxes.
- ❖ Please note that in case of need for currency conversion, **the Bank of South Sudan exchange rate on the day and time of conversion shall apply**

**RIGHT TO REPORT**

The Service Provider or Seller shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer's best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to the FH Country Director on [m benjamin@fh.org](mailto:m benjamin@fh.org)

**DISCLAIMER**

- FH South Sudan does not bind itself to accept the lowest or any quotation at all.
- This Request for Quotation (RFQ) is not a purchase order and is not a guarantee of purchase from any company
- This RFQ is only intended to allow FH South Sudan to consider the prices etc., from various eligible companies, which may result in a procurement decision.
- Please note that there is no document to be requested from the office, you only need to fill the appropriate Lot of your choice in this form including your quotation/Performa invoice.

The above prices are valid for ..... day(s)/Month(s)

Estimated delivery time: .....

Terms of Payment: .....

Warranty if applicable: .....

Signature..... Date & Stamp: .....