

REQUEST FOR QUOTATION FOR SUPPLY OF FIRST AID KIT

Background.

Coalition for Humanity (CH) is a Not-for-Profit organization, committed to finding lasting solutions to humanitarian and development challenges facing the people of South Sudan. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition

CH has its headquarters in Juba, with presence in Leer, Panyijiar, Mayendit, Koch, Mayom and Rubkona counties in Unity State, Maiwut Renk and Longechuk in Upper Nile state, Juba County in Central Equatoria, Ruweng Administrative Area and Aweil West in Northern Bahr El Ghazal. CH is also presence in Greater Pibor Administrative with physical office in Pochalla County. The organization's goal is to reach out to people across the entire South Sudan.

Purpose

Coalition for Humanity (CH) is inviting quotations from reputable and qualified medical suppliers for the supply and delivery of Basic First Aid Kits for use in CH offices and staff accommodation facilities.

The purpose of this Request for Quotation (RFQ) is to identify reliable suppliers capable of providing high-quality, well-equipped First Aid Kits that meet the specifications and standards outlined by CH, and that can be delivered within the required timelines.

Detailed specifications and required contents for each kit are provided in the section below.

Suppliers are expected to clearly demonstrate their capacity to meet these requirements, including timely delivery to designated CH locations, adherence to quality and safety standards, and full compliance with CH procurement policies and procedures.

Specifications and Contents for Basic First Aid Kits

7 complete Basic First Aid Kits for use in offices and accommodation facilities. Each First Aid Kit must contain all the items listed below (or equivalent items meeting the same quality and purpose):

S/n	Item Description	Unit Measure	Qty
1	Basic First Aid Kits	Set/Kit	7

Each Basic First Aid Kit must be complete, well-organized, and packaged in a sturdy, waterproof container or wall-mounted cabinet. The kit should be clearly labelled for Office Use and must contain the standard items.

Packaging Requirements:

- Use a sturdy, waterproof first aid box or cabinet.
- Clearly label: *"First Aid Kit - Office Use"*
- Ensure the kit is organized and ready for immediate use.



Additional Notes:

- Suppliers should ensure all items are new, unexpired, and meet international health and safety standards.
- Include a warranty or replacement policy for any defective items supplied.

Submission Requirements for Quotation

Suppliers are requested to ensure that their quotation for the supply of Basic First Aid Kits includes the following essential details to facilitate a fair and complete evaluation process:

1. **Validity of the Quotation** – Indicate how long your quotation will remain valid from the date of submission. A minimum validity period of 30 days is preferred.
2. **Delivery Period** – Clearly state the estimated number of days or weeks required to deliver the kits upon receipt of a Purchase Order.
3. **Payment Terms** – Outline your preferred payment terms (e.g., payment upon delivery, within a specified number of days after delivery, etc.).

Evaluation Criteria

All submitted quotations will be evaluated and compared based on the following criteria. Suppliers are encouraged to clearly address each aspect to strengthen their offer:

1. **Price Level** – Competitive pricing in line with market standards and overall value for money.
2. **Quality of Goods** – Compliance with the detailed First Aid Kit specifications, durability of components, and recognized brands (if applicable).
3. **Delivery Lead Time** – The ability to deliver the kits promptly to the designated CH locations.
4. **Delivery Terms** – Clear and practical arrangements for transport, insurance, and offloading.
5. **Payment Terms** – Flexibility and alignment with CH's standard financial procedures.
6. **Quotation Validity** – Sufficient validity to allow CH's internal processing and approvals.

Submission Instructions

Please submit your quotation in **PDF format** by email to: procurement.juba@ch-int.org no later than **5:00 PM on 29th July 2024**.

Given the urgent nature of this procurement, the process may be closed before the stated deadline. Suppliers are therefore encouraged to submit their quotations as early as possible.

Ensure that your email subject line reads:
"RFQ for Basic First Aid Kits."



Terms and Conditions of Submission

By submitting a quotation, you acknowledge and accept the following terms:

- Coalition for Humanity (CH) reserves the right to accept or reject any or all quotations, in whole or in part, without providing reasons.
- CH reserves the right to modify, postpone, or cancel this RFQ at any time without prior notice.
- CH reserves the right to negotiate the final terms and conditions of the contract with the selected supplier.
- All submitted quotations will be treated as confidential and proprietary and will not be shared with third parties without your written consent.
- CH will not be responsible for any costs or expenses incurred by suppliers in the preparation or submission of their quotations.