



Quotation request form (RFQ)

PRF #	929/933	Date	5 th June 2023
-------	---------	------	---------------------------

Suppliers Business Name:

Registration number: (Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation).

Address/Business Location:

Contact Person and Phone Number.....

Contact Person:

Please provide FH South Sudan with the cost for the items listed in below table. Prices to be quoted in either SSP/USD, on or before Thursday 8th -06-2023 at 4:00 PM.

No.	PRF No.	Specifications	Units of measure	Qty. Needed	Unit Price (SSP or USD)	Total Price (SSP or USD)
1	929/933	Hibernation Kits, placed in plastic Transparent Container with cover and the following Content: Meals Ready to eat (MREs) Foods (Hot Action Pack) of different types, with expiry period of at least 2 years as follows: <ul style="list-style-type: none"> ✓ Meat, 2 Packets ✓ Fish, 2 Packets ✓ Chicken, 1 Packets ✓ Vegetables curry,1 Packet. ✓ Tea bags, Liptons x5 Packets Each. ✓ Salt x 3 Packets ✓ Sugar x 2 Packets of 1 Kg ✓ Sweets x2 Packets ✓ Toilet Papers x 2 Rolls ✓ Sugar free biscuits x3 packets. ✓ Nescafe 3 Tins of 250 Grams 	Kits	50		
2	929/933	Washing bar soap, 600 Grams	Cartons	9		
3	929/933	Drinking Water, Aquana, 600 ML bottle	Cartons	13		
Total Amount						

INSTRUCTION OF QUOTATION SUBMISSION:

- ❖ Quotation can be, addressed to the Logistics & Procurement Department, at 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. **through an email to all the two emails: randua@fh.org, hemmanuel@fh.org**
- ❖ Quotation submission deadline is Thursday 8th -06-2023 at 4:00 PM.
- ❖ Late submission will be rejected and automatically disqualified.
- ❖ FH South Sudan payment terms is 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:
 - ✓ randua@fh.org
 - ✓ hemmanuel@fh.org
- ❖ Please note that technical questions **MUST** be asked via email, not by phone.
- ❖ Main evaluation criteria for quotation analysis will be:
 - ✓ Price reasonableness
 - ✓ Evidence of expertise in the supply of similar products
 - ✓ Available Ex-stock for immediate delivery at FH Juba Office
 - ✓ If not Available Ex-stock, delivery lead time to FH Juba Office
 - ✓ Valid business registration documentations
 - ✓ Good quality products with correct technical specifications
 - ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery
 - ✓ Any applicable warranty of the products
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and supplier will be responsible for all 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 mbrjames@fh.org

DISCLAIMER

- ✚ FH South Sudan does not bind itself to accept the lowest or any bid at all
- ✚ FH South Sudan is not responsible for the cost of preparation of the bid response
- ✚ 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 bidders, which may result in a procurement decision.

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

Estimated delivery time:

Terms of Payment:

Warranty if applicable:

Signature..... Date & Stamp: