

Request for the quotation (RFQ)



SOUTH SUDAN

Hai Kuwait Residential Area Off Bilpam
Road, opposite Nile Hope
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Section 1: Background

The Rift Valley Institute (RVI) is an independent, non-profit organization, founded in Sudan in 2001, currently working in eastern and central Africa. The aim of the Institute is to advance useful knowledge of the region and its diverse communities, bringing a better understanding of local realities to bear on social and political action. The RVI works with institutions in the region to develop and implement long-term programmes that combine action-oriented research with education and public information.

Section 2: Item specifications

Item	Specifications	Quantity	Unit	Cost Unit	Amount
Laptop	Laptop hp 240 G8 (i5-1035G1/8 GB RAM/1 TB HDD/14" Screen Windows 10 Pro)- Serial Number/ identification tag; 5CG11459F2; 5CG11459FC; 5CG11459P2; 5CG11459PF; 5CG11459ND; 5CG11459FD Core i5 81053G1 - 8 GB RAM - 1 TB HDD	5	Pcs		

	- Warranty One Year				
Scanner	<p>HP Scanjet Enterprise Flow N9120 fn2 Document Scanner A3Scan resolution: Up to 600 x 600 dpi Hardware, Up to 600 dpi Optical Scan speed ADF (A4/Letter): Up to 50 ppm/100 ipm (b&w, color, grayscale) Scan media types: Paper (plain, inkjet, photo), envelopes, cards (business, plastic), 3-D objects Maximum scan size (ADF): 11.7 x 34 in (300 x 864 mm) Duty cycle: Up to 5,000 pages Standard connectivity: 1 Hi-Speed USB 2.0 Scanner advanced features: 48-bit internal/24-bit external bit depth.</p>	5	Pcs		

Section 3: Other Information Pertaining of our Quotation are as follows.

Payment Mode	Payment Term	Delivery Lead time	Validity of Quotation	Preferred Currency of Quotation	Location
					Hai Kuwait Opp. Nile Hope

Section 4: Instructions to Suppliers

When submitting your tender proposal for Supply and delivery of Scanners and Laptops include a completed document: -

- Valid certificate of incorporation or equivalent depending on Country submitting your Quotation e.g attached the stamp copies indicating the renewal date, month, and year.
- Valid tax clearance certificate or equivalent depending on Country submitting your Quotation e.g electronic Tax Clearance Certificate.
- Valid operation licence or equivalent depending on Country submitting your Quotation.

Section 5: Tender Instructions

The RVI in South Sudan hereinafter referred to as procuring Entity intend to 5 Laptops and 5 scanners for project implementation. The Request for Quotation is open to eligible Suppliers as indicated in the instructions.

Section 6: Delivery Period

The bidders must state the exact date of delivery lead time.

Section 7: Language of Tender

All the information requested for tender process shall be provided in the English language

Section 8: Experience

Prospective Suppliers must have carried out successful supply and delivery of similar goods to INGOs and UN Agencies with same the magnitude or more.

Section 9: Eligible Suppliers

The procuring entity employees' and their relative (spouse and children) are not eligible to participate in the tender process.

Section 10: Submission and Deadline for tender documents

A sealed hard copy of tender application containing all the requirements shall be submitted to address provided above clearly marked with the Request for Quotation reference number.

Email submission is also accepted with the condition that the suppliers will submit the prescribe documents in form of Portable Document Format (PDF) through email; benjamin.deng@riftvalley.net and copy anna.rowett@riftvalley.net, benedict.keya@riftvalley.net sylvia.kitema@riftvalley.net and mimi.bior@riftvalley.net and deadline for request for quotation is on **14th December 2023, at 4:00pm Juba Local Time.**

Section 11: Questions Arising from Tender Documents

Questions and clarification that may arise from the Request for Quotation documents should be addressed to the email address below on or before **8th December 2023**. Responses to the questions and clarifications shall be uploaded into the **NGO FORUM website on 11th Dec 2023**

Section 13: Additional Information

RVI reserves the right to request the submission of additional information from prospective Suppliers.

Section 14: Notification of Successful and Unsuccessful Suppliers

RVI will only notify the successful bidder/Supplier for the Request for Quotation for Scanners and Laptop in writing shortly after the review of the proposals.

Section 15: RFQ Guidelines/Regulations and Criteria

i. Incomplete Application

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.

ii. The Tender Data

It is understood and agreed that the tender data of the prospective Supplier is to be used by RVI in selection of prospective Supplier to perform the contract.

iii. Tender Requirements

Prospective Suppliers will not be considered qualified unless in the judgment of RVI they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.

Section 16: Essential Criteria for Tender

i. Experience

The prospective bidder shall have at least three (3) yrs experiences of supplying similar goods. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations. Prospective suppliers should have special experience and capability to organize, supply and deliver items at short notice.

iii. Withdrawal of Request for Quotation

RVI has the right to reject the RFQ from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the RVI could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

Section 17: Appendix Section

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the Request for Quotation information for the above Invitation to tender we/I hereby state:

Have read and understood the terms and condition for RVI

Have not been debarred from participating in procurement by anybody, institution, or person.

That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our tender response.

If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.

We enclose all the required documents and information required for the tender evaluation.

That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.

That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

We are not associated with any other Tenderer participating in this RFQ. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date
Applicant Name
Represented by
Signature
Designation

(Full name and designation of the person signing and stamp or seal.).

Section 18: Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive any email communication within One week (1 Week) after the expiry of the deadline, considered your bid not been successful.

We, the undersigned,
hereby accept in full
the RVI General
Terms and Conditions
and hereby offer to
contract the items
listed above in
conformity with the
requirements of RVI
as per details
provided above.

Name of Company:

Address:

**Tax Identification
Number**

Active Phone Number

Email:

Section 19: Disclaimer

This is only a call for tender and RVI reserves the right to either amend or cancel it at any time with or without notice. In such cases, RVI shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers. The decision of the RVI Procurement Evaluation Committee (PEC) shall be final.