

1st Sept. 2025

Subject: Request for Quotation
RFQ NO.12_Archdiocese of Juba 2025

For supply and delivery of food items

We look forward to receiving your quotation not later than 12th Sept. **2025 by 2:00pm** via E-mail to: **caritasjubahr@gmail.com**

Thank you for your cooperation.

A. SPECIFICATION OF QUOTING

Related to our advertised **RFQ NO.13 Archdiocese of Juba 2025** herewith calls for quotations for supply and delivery of Assorted food items to our stores at St. Joseph Old Church (Archdiocesan Curia compound).

1. Description of the organization and its activities

Caritas Archdiocèse of Juba is the official organization and the humanitarian wing of the Catholic Archdiocese of Juba and part of Caritas South Sudan.

Guided by Catholic Church Social Teaching and international humanitarian principles (CHS and Sphere standards) it carries out all social activities in the Catholic Archdiocese of Juba. Solidarity with the poor and commitment to serve the human person in Love and dignity are the underpinnings to the agency's initiatives. Programs that include capacity building for sustainable development, campaigns advocating for peace and national reconciliation, disaster preparedness and humanitarian relief to deploy a prompt response to a country prone to regular disasters, both natural and man-made, such as droughts, famines and conflict.

Caritas Archdiocese of Juba is a member of Caritas South Sudan. The agency collaborates with Caritas partners to facilitate their initiatives, such as a projects supports in order to provide shelter, water, capacity building, sanitation and hygiene promotion, health/nutrition, protection and NFI+ FSL.

Objective: In accordance with the overall targets of above-mentioned operations, Caritas Juba plans to order quotations for supply and delivery of food items to support vulnerable households in the areas covered by the Archdiocese.

The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the Annex 2: Bill of Quantity which are part of this RFQ.

Companies are invited to present quotations complying with the requirements here below specified.

2. Quotations Presentation

The quotation shall be received in person or via E-mail to: **caritasjubahr@gmail.com** not later than **12th Sept. 2025 by 2:00 pm**

- The quotation shall be written in English
- The offer should be valid for **60 days after the deadline**

- The format BOQ can be used or a separate one depending on supplier's choice.

3. General conditions

- The quotation shall be typed or written and signed on each page by the legal representative of the supplier,
- The winning company might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
- The prices of the quotation will be expressed in United States Dollars. The prices must be on unit price basis,
- The prices will be considered fixed whereas Caritas Juba will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Caritas Juba,
- Caritas Juba reserves the right to accept or reject all quotations depending on prevailing condition at the time.

4. Validity of quotations

Each supplier is bound to the quotation submitted for a period of 60 days from the deadline for submission of quotation.

5. Language of quotations

All quotations, official correspondence between companies and Caritas Juba, as well as all documents associated with the tender request will be in English.

6. Submission of quotations

All quotations must conform to the following conditions:

- 6.1. Each quotation must have received in person or via E-mail to: caritasjubahr@gmail.com not later than 12th Sept..**2025 by 2:00pm.**

7. Content of quotations

All submitted quotations must conform to the requirements mentioned in the RFQ. Furthermore, they must include the following documents:

Part 1 - Quotation: A quotation for supply and delivery of food items. The format BOQ can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

Part 2 - Legal documents

- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Company's official address,

8. Opening of submitted quotations

The quotation will be opened on 12th Sept. 2025 in Caritas Archdiocese of Juba office, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

9. Quotations evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards, availability of drugs & equipment in stock and technical capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

10. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:
 - 1.1.1. Copy of the company's certificate of incorporation,
 - 1.1.2. Copy of Chamber of Commerce registration,
 - 1.1.3. Copy Tax Identification Certificate,
 - 1.1.4. Copy of Certificate of Operation,
2. Not bided according to the specification and
3. Significant Mathematical error of total bided price

11. Specific Technical and Financial Evaluation Criteria to standards:

- Evaluation of quotations and justification basing on responsiveness of the selected supplier by internal committee,
- Contract Agreement will directly be issued to the selected supplier upon approval.

12. Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment will only be done after complete and satisfactory delivery of services.
- Payment shall be effected upon received of invoices from the Contractor.

Annex 2: Bill of Quantity

Supply of assorted food items.

No	Description of food items	Unit	Unit price USD	Total USD
1	Maize Flour	Bag 30kg		
2	Beans	Bag 25 kg		
3	Sugar	Bag 10 kg		
4	Oil	5 Litres		
5	Salt	2000 mg		