

9th February 2021

Kololo, US
Embassy
Road-Next to
Rainbow
Hotel.

Dear Sir/Madam,

Request for Quotations (RFQ):

- a) 31 Tecno Spark4 Smart Phones 32GB ROM - 2GB RAM, 13 Dual rear cameras with dual flash, 5 MP front camera with flash, android 9 pie. 4G LTE.
- b) 1 Infinix Note 6 Smart Phone, 4GB-RAM-64 GB ROM, 16 MP (Wide), PDAF.
- c) 1 OPPO K1 6GB RAM - 64GB ROM, Unlocked smartphone blue, PX, android Oreo 8.1, 16 MP + 2 MP.

The purpose of this letter is to invite vendors to respond to the request for quotation (RFQ) herein enclosed.

Please be informed that your response to the RFQ should be as comprehensive as possible and address all areas therein since incomplete responses may not be considered.

Your offer must remain valid for 3 Months from the last date of submission RFQ.

Please indicate the RFQ Number: **RFQ-SS 02 001** on the email subject and ensure that your response to this RFQ is submitted only to procurement@ss.bbcmmediaaction.org by close of business not later than 5pm on Tuesday 23rd February 2021.

Yours Sincerely



Operations team,
BBC Media Action, Juba-South Sudan
Date: February 2021



Introduction

This document is structured as follows:

Section 1	Introduction
Section 2	Instructions to Vendors

This section contains instructions on how BBC Media Action requires the Supplier to reply to the RFQ, format and timescales.

1.1 Organization Background

BBC Media Action is the BBC's international development charity. It is legally, financially and operationally independent from the BBC, but builds on the fundamental values of the BBC to guide its work. (www.bbc.co.uk/mediaaction).

BBC Media Action uses the power of media and communication to help reduce poverty and assist people to understand their rights. The primary areas of work are:

- Education
- health
- resilience and humanitarian response

BBC Media Action uses media and communication to help reduce poverty and support people in claiming their rights. Our aim is to inform, connect and empower people around the world. BBC Media Action has been operating in South Sudan since 2011, registered with the Relief and Rehabilitation Commission (RRC).

1.2 Overview of Requirements

BBC Media Action is requesting for quotations of the items mentioned above. The quotations should be valid for 3 months from the last date of submission mentioned in the document, warrantee is 6 months, the Company should be able to provide valid legal registration certificates to operate in South Sudan, any quotation not inline with our specifications will not be considered. In addition, all quotations must be sent online to the email address provided and payment terms are either by cheque or transfer to the suppliers account.

1.3 Purpose of this Request for Quotation (RFQ)

The purpose of this Request for Quotation (RFQ) document is to:

- Obtain quotations on vendors to meet the requirements of BBC Media Action
- Obtain competitively priced items for a transparent procurement process.
- Responses to the RFQ will be evaluated against key requirements by BBC Media Action Procurement Committee, only successful Supplier will be contacted.

1.4 Supplier Evaluation Criteria

Supplier will be evaluated according to the following criteria:

- Vendors payment terms.
- Validity of the quotation.
- Description of delivery timeline.
- Right Specifications of the items.
- Warrantee.
- Cost competitiveness.
- Legal registration certificates and other requirements for the Company to operate in South Sudan.

2 Instructions to Suppliers

2.1 Basis of RFQ

You are requested to send quotations that will meet the current and future requirements of BBC Media Action, as stated in this document.

We have a strong preference to select a supplier that can demonstrate they have in-house capacity to successfully deliver as required by BBC Media Action.

This RFQ is not an offer to contract. Acceptance of quotation does not commit BBC Media Action to award a contract to any supplier, even if all requirements stated in this RFQ are satisfied. We will assess all responses against all of the evaluation criteria stated above.

The supplier's response to this RFQ will constitute an offer to enter into a contract Purchase Order (CPO) based on the terms stated.

2.2 Validity of quotation

BBC Media Action expects the prices quoted by the supplier within their quotation to remain valid from the RFQ submission date for a period of 3 months.

2.3 Confidentiality and Non-Disclosure

The information contained in this RFQ (or accumulated through other written or verbal communication) is confidential. It is for RFQ purposes only and is not to be disclosed or used for any other purpose.

2.4 Cost of Preparation

BBC Media Action will not accept any liability or responsibility for any costs incurred by the supplier in preparing a response to this RFQ or any associated work effort, including the costs of any trial period, should this be required.

2.5 Target Timetable- based on timelines on procurement plan

The target timetable for this RFQ is shown in the table below but suppliers must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons.

Step	Task	Date
1	RFQ issued	9 th February 2021
2	Response received from suppliers	23 rd February 2021
3	Follow up by BBC Media Action with specific providers to provide additional information, as required.	26 th February 2021
4	Supplier selection decision	2 nd March 2021
5	Contracting	4 th March 2021

Please note that the submission deadline for quotation is at the close of business (5pm) on 23rd February 2021. The dates given are only indicative and may be changed as circumstances change.

The supplier will provide an electronic copy sent to procurement@ss.bbcmediaaction.org.

The proposal must be received no later than 5pm on Tuesday 23rd February 2021. Any quotation received after this may be discounted from further consideration. Any requirement that the supplier might have for proof of delivery is at the supplier's discretion and cost.

To enable an efficient and fair evaluation process this must be strictly adhered to.

2.6 Technical Description of items.

Please provide a detailed technical description of the items provided, and ensure you cover the full specifications provided including sample pictures.

2.7 Company Background

The supplier must provide the following information:

- a) The registered name and address of the company
- b) Registration with Tax Office and TIN number (all registration documents as it pertains to the Company's operation in South Sudan)
- c) The date the company was established.
- d) The main services provided by the firm/company.
- e) The number and location of its office.

2.8 Service Timescale

Please confirm you will be able to supply, so it becomes operational from the contracting date. Any trial period would need to be completed before this time.

2.9 Costed Option

Please provide us a quotation for the cost of items valid for three (3) months from the date of quotation issuance.

2.10 Contractual Considerations

- BBC Media Action and the Supplier will sign a Contract Purchase Order (CPO) for the delivery of the items subject to revision by the BBC legal team prior to signing.
- BBC Media Action payment terms are 30 days after delivery and from the date of the invoice.

Note to Bidders:

BBC Media Action reserves the right to suspend any or cancel all the quotations without giving reasons. Moreover, BBC Media Action do not charge any fee or cover costs incurred during the initial preparation of quotations. Bidders are fully responsible for their own costs.