

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

REFERENCE: PROCUREMENT OF AGRICULTURAL SEEDS AND TOOLS

Subject: RFQ- 9-5-2024

Title: **Supply and Delivery of Agric Seeds and Tools in Pibor.**

Purchase Requisitions Number:

- PR-10000347
- PR-10000348
- PR-10000349

Manner of Submission:

Bids to be submitted per e-mail to: procurement.southsudan@zoadorcas.ngo
Or
Delivered (in two sealed envelopes: Financial Proposal and Administrative Documentations)
Address: ZOA Dorcas at Hamza Inn , Juba

Closing deadline: 14th, May, 2024 at 4:00 Pm.

Important: Offers transmitted after the deadline or in any other manner than those indicated above will not be considered.

Requirements:

ZOA Dorcas invites your company to make a firm offer for the following:

S/No	Item Description	Packaged	Quantity	Specifications
1	Local Sorghum Seed	Bag of 5 kgs	1600 Kgs	Local Akorocot Sorghum seed
2	Local Maize Seed	Bag of 5 kgs	1600 Kgs	Local yellow or white Kech maize seeds
3	Local Cowpea Seed	Bag of 1 kg	360 Kgs	Local Cowpea seeds.
4	Tomato seed	Pack of 50gs	170	Tomato (Money maker)
5	Okra Seed	Pack of 100gs	170	Okra (lady's finger)
6	Kale Seed	Pack of 30gs	170	Kale (thousand head)
7	Jute Mellow Seed	Pack of 30gs	170	Jute mellow (muluhia)
8	Water Mellon Seed	Pack of 30gs	170	Water Mellow (sugar F1)
9	Egg Plant seed	Pack of 30gs	170	Eggplant (black beauty)
10	Weeding or Planting hand hoe	Carton	300 Pieces	Hand hoe (1.5 lbs) with long wooden handles
11	Cutlass or Machete (commonly called Panga)	Carton	300 Pieces	Cutlass or Machete type M212 with plastic handle (blade length of 16 inches)

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12	Sickles	Cartons	300 Pieces	Multipurpose Sickles (Crop harvesting and grass cutting).
13	Watering cans	Pcs	20 Pieces	10 to 12 liters capacity plastic watering cans.
14	Garden rakes	pcs	20 Pieces	12 to 14 teeth garden rakes made from a single forging. With handles

Your offer should clearly indicate:

1. Unit price in USD
2. Transport cost up to delivery place: by air, sea, land (as applicable)
3. Time of delivery: how many days after order
4. Total unit price in USD.
5. Prices should be net after deduction of discounts
6. Confirmed delivery schedule
7. Validity of the offer
8. Detailed specifications as provided.
9. Place of manufacture and country of origin
10. Brand of manufacture
11. Expected payment schedule and/or payment details (bank account information) of supplier
12. Signed ZOA Dorcas Supplier Code of Conduct

Information to bidders:

1. This is an obligation free quotation. ZOA Dorcas reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of offer should preferably in United States Dollars.
3. Payment will be made in United States Dollars.
4. Payment details will be in the contract.
5. ZOA Dorcas will not be responsible for any bank service charges.
6. Bid submission must be into two separate envelope labelled Financial Proposal and Administrative Documents
7. Goods supplied for (ZOA Dorcas) are exempt from VAT and all other customs excise duties.
8. Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
9. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the suppliers. (adjust to be in line with contract)
10. All vendors doing business with ZOA Dorcas should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the ZOA Dorcas Supplier Code of Conduct with your offer. ZOA Dorcas reserves the right to reject quotations provided by vendors not meeting these standards.

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11. Vendors doing business with ZOA Dorcas will be screened on anti-corruption due diligence before ZOA Dorcas confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA Dorcas ERP software.
12. All vendors must provide proof of legality, certificate of incorporation valid, Tax Clearance certificate, and Operations License.
13. Proof of bank statement January 1ST, 2024 – date

Please acknowledge receipt of this enquiry and indicate your interest to bid.

Thank you and regards,

Name: Jitendra Panda



Position: Country Director



Weeding or planting Hand hoe (1.5 lbs) with long wooden handles



Cutlass or Machete type M212 with plastic handle (blade length of 16 inches)



10 to 12 liters capacity plastic watering cans.



Multipurpose Sickles (Crop harvesting and grass cutting).



12 to 14 teeth garden rakes made from a single forging.