

29th April 2024

Request for Quotation (RFQ)

Request for Quotation for Servicing of Air Conditioners and Regular Maintenance Works.

Request for Quotation Reference No: 673/24/IPPASJ

Opening Date: 29th April 2024

Closing Date: 10th May 2024

**CAFOD & Trocaire in Partnership (CTP)
CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Next to Save the Children International
Juba, South Sudan**

CAFOD Request for Quotation for Provision of Servicing Air Conditioners and Maintenance Works.

Section 1: Background

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable Service Provider for provision of **Servicing Air Conditioners and Maintenance Works**, and the successful Service Provider will enter into framework agreement with CAFOD for two (2) calendar years.

Please tender your proposal as per specifications below:

Section 2: Specification for Servicing Air Conditioners and Maintenance Works

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
Air Conditioners Service and Maintenance					
1	Air Conditioner (Model S4-Q18KL3QD)	pcs	5		
2	Air Conditioner (Model HS-C1865NQ4)	pcs	4		
3	Air Conditioner (Model S4-Q12JAQB)	pcs	3		
4	Air Conditioner (Model HS-C1865NNA)	pcs	1		
	Grand Total Cost				\$

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

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	

Preferred Currency of Quotation	
Location of Delivery	Juba, South Sudan.

Section 4: Instructions to Suppliers

When submitting your tender proposal for Provision of Servicing Air Conditioner and maintenance Works, please include a completed document: -

- a. CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. CAFOD Supplier Code of Conduct - attached in the Appendix section of this document.
- c. CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation e.g., attached the stamp copies indicating the renewal date, month, and year.
- f. Tax registration certificate.
- g. Valid tax clearance certificate e.g., electronic Tax Clearance Certificate.
- h. Valid operation licence
- i. The latest bank Statement for the last **six** (3) months (1st January 2024 to 31st March 2024).
- j. Trade references (latest) from other INGOs or UN agencies and attached contract samples as an evidence to your engagement for Provision of Servicing Air Conditioners and Maintenance Works:

Section 5: Request for Quotation Instructions

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to contract Service Provider for Provision of Servicing Air Conditioners and Maintenance Works. The Request for Quotation is open to eligible Suppliers as indicated in the instructions.

Section 6: Language of Request for Quotation

All the information requested for Request for Quotation process shall be provided in English language.

Section 7: Experience

Prospective Suppliers must have carried out successful Provision of Servicing Air conditioners and Maintenance Works for similar services to INGOs and UN Agencies.

Section 8: Terms and Conditions

Eligible and interested Suppliers shall be required to read and be willing to abide by CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Clause 19**.

Section 9: Eligible Suppliers

The procuring entity's 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 Request for Quotation application containing all the requirements shall be submitted to address provided above clearly marked with the Request for Quotation reference number.

The deadline for the submission of the quotation will be on **Friday 10th April 2024, at 4:00 pm 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 **6th May 2024**, by email; ctpsupply@cafod.org.uk, and respond to questions will be published on **7th May 2024, on NGO Forums website**.

Section 12: Additional Information

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

Section 13: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notified the successful bidder/Supplier for the Request for Quotation for Provision of Serving Air Conditioners and Maintenance Works outcome in writing, and this will be done after three (3) weeks to closure of tender deadline.

Section 14: Tender 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 CAFOD in selection of prospective Supplier to perform the contract in respect items as described by the client in **section 2** in this document.

iii. **Tender Requirements**

Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD 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 15: Essential Criteria for Tender

i. **Experience**

The prospective bidder shall have at least three (3) years' experience in the supply of 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.

ii. **Financial Condition**

The supplier's financial condition will be determined by latest bank statement for the last three (3) months.

iii. **Declaration**

Application MUST include a declaration Appendix section certifying the accuracy for the information given.

iv. **Withdrawal of Tender**

CAFOD has the right to reject the tender 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 CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

Section 16: - Declaration

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

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

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. 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.
- d. 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.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. 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.
- h. We are not associated with any other Tenderer participating in this Tender.



- i. 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's Name

Represented by

Signature

Designation

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

Section 17: Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful.

We, the undersigned, hereby accept in full the CAFOD & Trocaire General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	

Section 18: Disclaimer

This is only a call for tender and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership 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 CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.

Section 19: Appendix – CAFOD Policies

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Supplier Code of Conduct
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy