

REQUEST FOR QUOTATION (RFQ)


RFQ Title:	Provision for Printing of T-shirt Polo and Banners
RFQ Number	RFQ-JUB- 2024-002 Printing of T-shirt Polo and banner
Request for Quotes Issue Date:	January 05, 2024,
Due Date/Time for Questions:	January 08, 2024,
Quote Due Date & Time:	January 10, 2024, by 4:00 PM South Sudan time
<u>Quotes submitted after the deadline (time & date) or that do not include all the information requested will not be eligible for further consideration or contract award</u>	
EDC Point of Contact:	Procurement Team - For Questions/submissions - please quote this RFQ title and send to: YEAProcurement@edc.org

Education Development Center, Inc. (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

Scope of Work

The purpose of this RFQ is to invite you to submit a quotation for Printing of Visibilities. EDC invites legitimate registered suppliers to submit offers in accordance with the requirements and specifications listed in this document.

For Printing of book for YEA project implementation health foundations

Item	Quantity	Description of the Commodity	UoM	Unit Price (US\$)	Total Price (US\$)
1	604	<p>Collar T-Shirts. Good Quality Cream colour Cotton Fabric Size -----Length --- Width Large-----30"-----22" X-Large---31" -----24"</p> <p>Colour-Size ---- Qty Large-----302 Ext-Large-----302</p> <p>Infront writing: Youth Empowerment Activities Behind/back: MHA, Nile hope, WAO, Cardo and Juba</p> <p>Quantity and sizes per NGOs will be provided during signing of the Local purchase order.</p>	Pcs		
2	9005	<p>Printing of sticker size of A5 for Youth Empowerment Activities with logo of MHA, Nile hope, WAO, Cardo and Juba.</p> 	Pcs		

3	302	Printing of Banners 1mx1mbranded with USAID, EDC logos of the implementing NGOs, As seen below. <ul style="list-style-type: none"> ○ MHA 66 pcs ○ NH 86 Pcs ○ WAO 37 Pcs ○ Cardo 62 Pcs ○ Juba 51 Pcs Making the total of 302 banners of 1mX1m			
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Quotations must be submitted via email to: Education Development Centre, Inc., Attention: Procurement Team, E-mail: YEAProcurement@edc.org , before the quotes due date and time; **January 10, 2024, by 4:00 PM South Sudan time.**

In order to be considered quotes must be valid for at least 30 days and must fulfil the below requirement:

- Complete vendor contact information on company letter head, signed – including vendors physical address and full legal names.
- The price offered for the goods and/or services, including associated costs, the pricing of the cost must be a detailed breakdown including unit price, the total price, all pricing must be in United States Dollars.
- Current contact information for at least 3 past customer references (see page 3)
- Delivery time and location.
- Payment terms including banking details.
- All information relevant to demonstrating the vendor’s ability to meet EDCs Evaluation Criteria below:
- Valid Tax clearance certificate
- Valid Operational documents
- Valid Registration Certificate
- Valid certificate of Incorporation

Offer to Comply with Other Conditions and Related Requirements

Information pertaining to our Quotations. are as follows:	Your Responses (Tick appropriately)		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Preferred Currency of Quotation: US\$			
Payment terms: EDC Operates on a standard of 30-day credit. Please confirm that you agree with these terms.			
Payment Mode: Bank transfer			
Delivery Lead Time: 5 working days upon received of purchase order.			
Delivery terms: DDP, Incoterms 2010			
Delivery Location: EDC Head Office			
Validity of Quotation: (30 days)			
Delivery point. Please confirmed that you can deliver to EDC office Juba on 19-01-2024			

EDC shall evaluate all quotations based on the following criteria:

Ability to meet the Description/Scope of Work/Specifications above (Claims settlement capacity and response/settlement time).
Price and Value
Acceptable Past Performance
Delivery Time from receipt of PO & Payment Terms

Other Factors (if any):	Quote in US\$, specify, indicate separately any applicable taxes.
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Price/Value

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conforming to this request offer(s) the greatest value. EDC may also; (a) reject any or all quotations, (b) accept other than the lowest quotation, (c) accept more than one quotation, (d) May issue Contracts for some or all the deliverables.

EDC may award a contract without discussions with offerors; as such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct discussions which may result in revisions to quotations with one or more than one or all offeror(s) if, at its sole discretion EDC determines the discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror. Bidders, who have not received any notification from EDC for one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.

Please complete the following form and submit with your formal quotation.

Full Legal Name of Company	
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Contact Person's full name and phone number	Name: Number:
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Quotation Pricing Validity in Days	Number of Days:
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Authorized Signature:	Date:
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Please complete the following form with references for where your firm has provided similar goods.

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Commodities/Services Provided: _____

Value of Commodities/Services Provided: _____

Month/s and Year During Which Commodities Services were Provided: _____

Reference #2:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Commodities/Services Provided: _____

Value of Commodities/Services Provided: _____

Month/s and Year During Which Commodities/Services were Provided: _____

Reference #3:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Commodities Services Provided: _____

Value of Commodities/Services Provided: _____

Month/s and Year During Which Commodities Services were Provided: _____