

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

To:	Phone number:
From: ZOADORCAS	Email:
Date: 21-Oct-22	No. of pages including this page:

REFERENCE: (PRF NUMBER)

Subject: (PRF-WAU-2022-N/A)
(RFQ-WAU/2022/0008)

Manner of Submission:

Bids to be submitted per e-mail to: procurement.wau@zoadorcas.ngo Your submission subject line should read: Cash disbursement – RFQ-WAU/2022/008 Each attachment document must be <u>NAMED</u> properly and clearly
Closing deadline: October 28, 2022 @ 5:00 PM

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

Requirements:

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

Merchandise/goods/works/services: **(CASH DISBURSEMENT SERVICES)**

Specifications: refer to the TOR below

Quantity: Refer to the table below

Delivery place: ZAADORCAS WAU FIELD OFFICE

TERMS OF REFERENCE FOR HIRING OF A SERVICE PROVIDER TO DISBURSE START UP GRANTS TO BENEFICIARIES IN HAI INGAZ AND NYINAKOK PAYAM OF WESTERN BAHR EL GHAZAL.

Introduction:

Wau Honey Value Chain project has a total of 110 beneficiaries who are to be supported with grants for them to start-up businesses. The trainings of group micro-saving has already been completed and now the beneficiaries are ready to indulge in businesses in groups.

This TOR aimed at soliciting a service provider that will go and disburse the grants to the 110 beneficiaries.

Scope of work

The scope of work will be mainly based on the following objectives:

- a) Disbursement of cash to the selected beneficiaries in the mentioned locations with minimal assistance from the project staff.
- b) Payment must be made in USD to the beneficiaries.
- c) The service provider should provide its own transport and security of the money and the location.
- d) Clearance from various national agencies must be fulfilled by the service provider.
- e) ZOA Dorcas is not liable to any risk incurred during the delivery of this service.
- f) ZOA Dorcas Staff will only support in the identification of beneficiaries and making sure that the beneficiaries have signed correctly and provided the needed identifications and telephone numbers where necessary.
- g) The Service provider will be paid after completion of the grant disbursement.
- h) The distribution should be made based on the table below:

S/No	VTCS	Beneficiaries per centre	Amount in USD	Remarks
1.	Hai Ingaz Wau	30	3000	
2.	Nyinakok Payam	80	8000	
7.	Total	110	11,000 USD	

Please quote your service commission charges in percentage of the total cost

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Your offer should clearly indicate

1. Ex-works unit price Required
2. Transport cost up to delivery place: by air, sea, land (as applicable) Not required
3. Time of delivery: how many days after order Required
4. Maximum capacity of units delivered Not required
5. Total unit price Not required
6. Prices should be net after deduction of discounts Required
7. Total gross/ net weight- Not required
8. Total cubic dimensions Not required
9. Confirmed delivery schedule Required
10. Validity of the offer Required
11. Defects liability and guarantee period Not required
12. Detailed specifications (if different from stipulated specifications) Not required
13. Place of manufacture and country of origin (relevant for US govt funded projects) Not required
14. Brand of manufacture Not required
15. Expected payment schedule and/or payment details (bank account information) of supplier Required
16. Name of key staff involved in providing the service Required
17. Previous experience in delivering this service/goods/works (date, size of order, to whom) Required
18. Signed ZOADORCAS Supplier Code of Conduct Required
19. Example of the products (for quality comparison) – products will be returned to supplier after the comparison Not required

Information to bidders:

1. This is an obligation free quotation. ZOADORCAS 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 USD), if applicable, the comparison of offers will be based on the prevailing ZOADORCAS exchange rate.
3. Payment will be made in USD
4. Payment details will be in the contract.
5. ZOADORCAS will not be responsible for any bank service charges.
6. Inspection (at buyer's expense) may be applicable and will be advised at time of purchase order and arranged by ZOADORCAS.
7. ZOADORCAS does not undertake to pay by letter of credit or in advance of delivery.
8. (if applicable) Goods supplied for (ZOADORCAS) are exempt from VAT and all other customs excise duties.
9. Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
10. 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.
11. Environmental policy: (ZOADORCAS)'s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of (ZOADORCAS) evaluation and selection criteria.
12. All vendors doing business with ZOADORCAS 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 ZOADORCAS Supplier

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Code of Conduct with your offer. ZOADORCAS reserves the right to reject quotations provided by vendors not meeting these standards.

13. Vendors doing business with ZOADORCAS will be screened on anti-corruption due diligence before ZOADORCAS 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 ZOADORCAS ERP software.

Thank you and regards,

Name: James Akot Alic

Position: Operations Coordinator

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