

Quotation request form (RFQ)

OPEN TENDER

PRF #	825/831/858	Date	24 th March 2023
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Suppliers Business Name:

Registration number: (Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation).

Address/Business Location:

Contact Person and Phone Number.....

Contact Person:

Please provide FH South Sudan with the cost for the items listed in below table. **Prices to be quoted in either SSP or USD, on or before Tuesday 28-03-2023 at 4:00 PM.**

No.	PRF No.	Specifications	Units of measure	Qty. Needed	Unit Price (SSP or USD)	Total Price (SSP or USD)
1	825/831/858	DELL LATITUDE 3410 LAPTOP (CI5-10210U/8GB DDR4 Ram/1TB HDD Serial ATA/ 14.0 HD AG Display/Windows 10 Pro)	PCS	9		
2	825/831/858	Laptop Bag pack/Case	PCS	9		
3	825/831/858	Flash Disk, 4GB	PCS	9		
Total Amount						

INTRUCTIONS TO BIDDER:

- ❖ Tender documents should be enclosed in a sealed envelope, addressed to the **TENDER COMMITTEE**, and should be deposited in the **TENDER BOX** provided at FH South Sudan Office, located within the same compound with CIC Africa Insurance (SS) Ltd., CIC Plaza, 714B-3K-South, Kololo Airport Road, Juba South Sudan. **Alternatively, you can send your quotation through an email to all the four emails: nruai@fh.org, bsokiri@fh.org latanasio@fh.org, hemmanuel@fh.org**

- ❖ The external packaging or envelopes containing the tender documents **MUST NOT** bear the bidder's business name, or markings that may identify the bidding company or organisation. Please write the words '**TENDER FOR THE SUPPLY OF HONDA XL 125 MOTORCYCLES**', and indicate **PRF825/831/858** on the envelope.
- ❖ Quotation deadline is **Tuesday 28th -03-2023 at 4:00 PM.**
- ❖ Late submission will be **rejected and automatically disqualified.**
- ❖ FH South Sudan payment terms is by bank transfer or cheque, payable within 30 days after the satisfactory delivery of goods.
- ❖ Please note that submission of invoice and other relevant supporting documents are requirements for payment processing.
- ❖ Please refer all technical questions to:
 - ✓ nruai@fh.org
 - ✓ bsokiri@fh.org
 - ✓ latanasio@fh.org
 - ✓ hemmanuel@fh.org
- ❖ Please note that technical questions **MUST** be asked via email, not by phone.
- ❖ Main evaluation criteria will be:
 - ✓ Price reasonableness
 - ✓ Evidence of expertise in the supply of motorcycle
 - ✓ Available Ex-stock for immediate delivery at FH Juba Office
 - ✓ If not Available Ex-stock, delivery lead time to FH Juba Office
 - ✓ Valid business registration documentations
 - ✓ Good quality of motorcycles with correct technical specifications
 - ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery
 - ✓ References and contact details (contact person, email address and phone number)
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and supplier will be responsible for all taxes.
- ❖ Please note that in case of need for currency conversion, **the Bank of South Sudan exchange rate on the day and time of conversion shall apply**

RIGHT TO REPORT

The Service Provider or Seller shall establish and maintain appropriate business standards,

procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer's best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to the FH Country Director on mbenjamin@fh.org

DISCLAIMER

- ✚ FH South Sudan does not bind itself to accept the lowest or any tender at all
- ✚ FH South Sudan is not responsible for the cost of preparation of the tender response
- ✚ This Request for Quotation (RFQ) is not a purchase order and is not a guarantee of purchase from any company
- ✚ This RFQ is only intended to allow FH South Sudan to consider the prices etc., from various eligible bidders, which may result in a procurement decision.

The above prices are valid for day(s)/Month(s)

Estimated delivery time:

Terms of Payment:

Warranty if applicable:

Signature..... Date & Stamp: