



Request for Quotation

Procurement of 12,000 One Liter Aluminum Water Bottle with Lid

**USAID Youth Empowerment Activity
Education Development Center, Inc.
(Hereafter referred to as "EDC")**

Date: 10 August 2023

Reference: Request for Quotation (RFQ): 2023-032

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 underserved populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

The purpose of this letter is to invite you to submit a quotation for 12,000 one-liter aluminum water bottles with lids. The price quotation is for two lots. Lot 1 is for a one-liter aluminum water bottle with a customized logo and Lot 2 is for a one-liter aluminum water bottle without a customized logo. EDC will purchase either lot 1 or lot 2, for a total of 12,000 one-liter water bottles. The 5,000 one-liter water bottles shall be for used for project purposes in South Sudan.

This procurement is open to offers from organizations, incorporated or legally organized under the laws of any country, not under sanction by the US Government. Offers from organizations which are incorporated or legally organized under the laws of any country which is under sanction by the US Government shall not be considered.

Description of Technical Specifications

Please provide a quotation for the 12,000 one-liter aluminum water bottles with lids with or without a customized logos as described in the minimum technical specifications below. This procurement is an urgent need for USAID YEA with a preferred delivery of 45 days from signing of purchase order. If the estimated need date cannot be met, provide an alternative delivery date in the quotation. Preference will be given to Offerors that can meet the preferred delivery of 45 days after signing the purchase order.



Offerors may submit quotations for one or both lots specified below.

EDC is seeking an offeror to provide quotations for 12,000 water bottles per the following minimum technical specifications:

Lot 1:

Size	1 Liter
Material and Dimensions	Material: 99.7% aluminum Opening(mm): 38 Diameter(mm): 66 Thickness(mm): 0.4-0.5
Quantity	Twelve Thousand (12,000)
Customized logo	Full Color, EDC will provide the selected offeror with the artwork and illustrations electronically in Adobe PDF format. The logo will contain branding specific to the USAID Youth Empowerment Activity. Positioned on the bottom half of the bottle. Offset Printing
Accessories	Lid, Aluminum ROPP Cap Carabiner type lid preferred
Color	White

Lot 2:

Size	1 Liter
Material and Dimensions	Material: 99.7% aluminum Opening(mm): 38 Diameter(mm): 66 Thickness(mm): 0.4-0.5
Quantity	Twelve Thousand (12,000)
Accessories	Lid, Aluminum ROPP Cap Carabiner type lid preferred
Color	White

Quotation due date: August 2023, 16:00 South Sudan Time. Quotations received after this date will not be eligible for contract award.

EDC shall evaluate all quotations based on:

- Price



Schedule of Events:

The following schedule applies to this RFQ but may change in accordance with EDC’s needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFQ.

Line	Time	Date	Time Table
A	16:00	16 August 2023	Deadline for submission of questions to EDC. Questions should be sent in writing by email to YEAProcurement@edc.org
B	16:00	18 August 2023	Estimated date for issuance of responses by EDC. All quotations will be answered in one document and sent to all Offerors.
C	16:00	24 August 2023	Deadline for submission of quotations. All quotations must be sent by email to YEAProcurement@edc.org .

Delivery Terms:

45 working days after signing of Purchase Order. If the delivery time is not possible, please propose an alternative delivery schedule.

Note: The project is exempted from the Value Added Tax and letter can be submitted to substantiate this exemption

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, or (c) accept more than one quotation.

Contracts may be issued for some or all of 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 EDC determines, at its sole discretion, discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror.

Quotations must include the following:

1. Quotation on company letterhead and signed;
2. A description of the water bottles being offered;

3. The total cost must be detailed to breakdown and include the unit price of each item, the total price and all applicable taxes. All pricing must be in US Dollars
4. Confirmation that the water bottles are in stock. If the water bottles are not in stock, provide a timeline for obtaining the water bottles;
5. Documentation of incorporation/ Certificate of Registration
6. A valid Tax certificate;
7. Delivery terms;
8. Payment Terms including banking details.

Ensure at a minimum your quotation include the following:

Lot	Quantity	Description of Water Bottle: Material: 99.7% aluminum Opening(mm): 38 Diameter(mm): 66 Thickness(mm): 0.4-0.5	Unit Price in USD	Unit Price for Customized Logo USD	Total Price in USD	International Shipping (Land and/or Sea preferred) Price in USD	Grand Total Price in USD
	A		B	C	D = A x (B+C)	E	F (D+E = F)
1	12,000			0.00			
2	12,000						

If the selected Offeror will need to air or ocean-ship any items, to Juba, South Sudan. Air or ocean shipping must comply with USAID and U.S. Government regulations, which require shipment via US flag carrier. If US flag carrier is not available for all or some of the shipment, the offeror must provide specific information why US flag carrier is not available for which sections of the shipping, what percentage US carrier will ship and what percentage foreign carrier will ship. The offeror must be able to initiate the shipment of the commodities within 60 business days of written notification from EDC that EDC will purchase the commodities from the selected offeror. Air shipment is not the preferred delivery method.

All offerors must provide a timeline for shipment in order for their quotation to be considered; the timeline should indicate the country of origin of the shipment, if known. If the Offeror will not need to ship the item, please state this in the quotation.



Quotation must be delivered via email to: Education Development Center, Inc., Attention: Procurement Manager, E-mail: YEAProcurement@edc.org. All quotations must be received by EDC, before the deadline date and time, 24 August 2023, 16:00 South Sudan Time.

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 reference form and please provide references for where your firm has provided similar goods.

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Water Bottles Provided:

Value of Water Bottles Provided:

Month/s and Year During Which Water Bottles were Provided:

Reference #2:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Water Bottles
Provided: _____

Value of Water Bottles
Provided: _____

Month/s and Year During Which Water Bottles were Provided:

Reference #3:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Water Bottles
Provided: _____

Value of Water Bottles
Provided: _____

Month/s and Year During Which Water Bottles were Provided:
